

HOW TO GUIDE: SPLASH! APPLICATION BUDGET

Budget Overview

All Splash! grant applicants must submit a budget breakdown showing anticipated grant expenditures to be eligible to receive a grant. Use the budget table in the application to provide the name, quantity, cost and description of each budget item. Budget items must be used with students in the same school year the grant is awarded.

Please keep the tips below in mind when completing the budget table:

- **How to List Budget Items** – Each budget item should be listed separately and not grouped together. For example, if completing a water conserving garden project, instead of listing “garden supplies” as a grouped expenditure, each supply should be listed individually (i.e. soil, seeds, shovel, micro-irrigation kit, etc.)
- **Cost Estimates** – Obtain cost estimates for items before applying. Although budget changes may be approved by the Southwest Florida Water Management District (SWFWMD) throughout the grant period, the overall amount a grantee is awarded cannot be increased.
- **How to Complete the Budget Table** –
 - **Column 1: Item** – Write the name of the item you are requesting. This can be a general name for the item (i.e. Dissolved Oxygen Meter) or be more specific (i.e. YSI Pro20i Dissolved Oxygen Meter). Please note, SWFWMD does *not* base approvals on model types or vendors, but rather the general item.
 - **Columns 2 and 3: Quantity and Cost** – The “quantity” should reflect how many units of each item you plan to buy. The “cost” should reflect the price per unit. Please do not enter a single lump-sum total by listing the quantity as “1” when you are actually purchasing multiple units.
 - **Column 4: Total** – This totals the quantity multiplied by the cost for each line item. This will be calculated automatically in the application.
 - **Column 5: Description** – Provide a brief statement or note as to what grant activity the item will support. For example, if requesting modeling clay for a model freshwater ecosystem activity, write “For model ecosystems” in the description line.
- **Overall Total Should Not Exceed \$3000** – Splash! school grants are awarded at a maximum of \$3,000, pending available funds. Please keep your overall budget within the \$3,000 limit.

Eligible Budget Items

- Transportation
- Substitute teachers
- Entrance and program fees for water education field studies
- Professional to conduct field programs
- Water test kits and supplies
- Soil test kits
- Probeware
- Kayak, canoe or boat rental (life jackets, paddles, waders, etc.)
- Dip nets
- Microscopes (up to \$200 each)
- Microscope slides
- Field notebooks and study guides
- Plants and seeds
- Mulch and soil
- Rain barrels and coordinating supplies
- EarthBoxes and coordinating supplies
- Hydroponic planters and coordinating supplies
- Gardening tools (gloves, rakes, shovels, hoses, etc.)
- Drip irrigation supplies
- Weather station
- Rain gauge
- Educational signage
- Models – such as a watershed model (e.g., Enviroscape®), groundwater model, stream table, etc.
- Freshwater-related books, DVDs, software and activity kits
- Project-specific consumable supplies and materials (printing, postage, paper, poster board, art supplies, etc.)

Not Eligible Budget Items

- Items not directly related or needed to support a freshwater or estuarian education activity
- Infrastructure (pavers, boardwalks, fences, benches, fountains, cisterns, gutters, etc.)
- Storage containers
- Computer hardware or software not exclusively related to freshwater resources education (including Ipads and tablets)
- GPS equipment

- Cameras and audio/visual equipment
- Capital expenditures (construction and campus improvement projects)
- Food, beverages or any meals
- Bug spray or sunscreen
- T-shirts or giveaway items
- Graphic design/artwork
- Website development or website providers
- Salaries (excluding substitutes and bus drivers)