

Cost Share Summary Instructions FY 2013 Request for Partners

General Information

Use the column-specific instructions listed below to complete the Cost Share Summary. List each agency providing cost share on a separate line. Upon completion, verify that the TOTAL amount of cost share on the last line equals the total amount of cost share listed in your budget.

Instructions

- Agency Providing Cost Share-Name of cost share source
- Non-federal public source-Indicate with “Y” or “N”
- Funds available for FY 2013?-Indicate with “Y” or “N”
- Cost share type-Specify the type of cost share being provided, e.g., personnel, space/rent, indirect, etc.
- How cost share ties to SNAP-Ed-Specify how cost share provided ties to your SNAP-Ed programming.
- Cost share partner funding source-From where did your cost share provider get their funding? Be specific, e.g., local school district tax dollars, private funds from specific endowments entering the general operating fund of the organization, the administrative portion of State Food Purchase dollars.
- Matches other funding?-Is the cost share used to draw match dollars for any other programs? Indicate with “Y” or “N”.
- Appropriate records maintained-Indicate with “Y” or “N” that documentation to support the use of these funds will be maintained in accordance with TRACKS Policy F-07, *SNAP-Ed Records Retention*.
- Value calculation-How was the cost share calculated? Specify what formulas were used and how those formulas were calculated.
- Cost share total-List the amount of cost share for each agency providing cost share.
- An optional second tab on the spreadsheet is provided to summarize the cost share by expense category; however, only the cost share summary by source is required.