

Space Calculation Form Instructions FY 2013 Request for Partners

General Information

To calculate the value of space used as cost share, complete the Space Calculation form. This form provides three spreadsheets that can be used to calculate space; choose the worksheet that is most applicable to the agency providing cost share. Complete a space calculation form for each agency providing space as cost share.

Instructions

- Weekly Space Calculation form-For local partners who use space on a weekly basis. Enter all required information into the highlighted cells to calculate the space cost share.
- Monthly Space Calculation form-For local partners who use space on a monthly basis. Enter all required information into the highlighted cells to calculate the space cost share.
- Yearly Space Calculation form: For local partners who use space occasionally throughout the year. Enter all required information into the highlighted cells to calculate the space cost share.

Instructions for calculating the value of space are included on the template; the template will automatically calculate the space based on numbers entered into the highlighted cells. Please note when entering square footage onto the space calculation template you should only list the footage of ONE area or classroom. For areas of different square footage, use separate space calculation templates. If calculating the space for different sites or centers, identify each site or center in the margin.

Input the total value of the calculated space for cost share into the Space/Rent section of the Cost Share Letter/Questionnaire.