

Outdoor Recreation Legacy Partnership Program

Budget Narrative (maximum length 5 pages, including tables)

To assist applicants in ensuring that required information is included, a suggested format for the Budget Narrative is included under “Applicant Resources” at www.gadnr.org/ORLPP.

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included. ([See “Cost Sharing or Matching” under Section C2 for detailed explanation](#)). Cost categories can include, but are not limited to, those costs items included on the SF424A or SF424C (links to forms can be found at www.gadnr.org/ORLPP).

Budget information should reflect only costs related to work/acquisition that will be completed under an ORLP grant if selected. A total budget for the entire project (including work beyond what would be funded under a grant) may be provided separately.

Budget Cost Limitations and Exclusions: ORLP projects are limited to using a maximum of 25% of the total budget for costs not directly attributable to physical development/rehabilitation activities, supplies, equipment, or cost of land. Additionally, the LWCF Act specifically excludes acquisition support costs (such as acquisition research and appraisals). ([See “Program Funding Restrictions” under Section D6 for detailed explanation.](#))

1. Provide a budget breakdown that includes the following information:
 - a. **Detailed breakdown** of *each cost item* included under each of the SF424C, Construction Budget Categories and for indirect costs if being charged.
 - b. Clearly indicate which costs are covered by federal funds and which are covered by matching funds.
 - c. Clearly indicate any proposed pre-agreement costs and the timeframe during which the associated work cost was performed.
2. Provide information required by in [Criteria 6, Application Criteria Review](#).

Criterion 6 - Project Feasibility and Likelihood of Success Maximum Points: 20

This criterion assesses the probability that the project will be successfully completed within the proposed timeline and budget, the viability of the proposed budget, and the ability of the project and maintain the park/resource in the future.

Priority will be given to projects that 1) can break ground within one year and will be complete and open to the public within 2 to 3 years, 2) are managed by project sponsors and partners with proven experience in successfully managing similar projects with no problems, 3) that can demonstrate a clear capacity, and a plan, for successful long-term park management and protection, 4) have budget costs that are clear, necessary, reasonable, allowable, allocable, and 5) have matching share that is fully secured.

- Describe the status of planning for the grant project, its readiness to be implemented and support the accuracy of the established deadlines and milestones within the attached timeline.
- Describe any issues with the site that would prevent it from being open and available to the public within 2-3 years.
- Describe the relevant experience of those managing the various aspects of this project. If partners are involved, their role(s) should also be described.
- Describe how the park or recreation area will be managed and maintained, physically and financially, to assure permanent use for public outdoor recreation.
- Within the Budget Narrative:
 - Break down, describe, and justify the proposed project costs.
 - Clearly indicate which costs (or the amount of each cost) that will be covered by LWCF funds versus matching share.
 - List all agencies, organizations or other entities providing matching share under this project.
 - State the value and type (cash, donation of equipment etc.) of each matching share contribution.
 - Document that the 1:1 required matching share contribution is secure or firmly committed at the time of application. If overmatch is included, state if it has been secured, or when and how it is expended to be secured. (*A letter from each secured matching-share contributor should be included as a letter of support, clearly stating the commitment of match.*)