

Project Expenses (List by Task)	Cash	Non-Cash (donated value)	Task-specific Contingency	LCHIP- Eligible Expenses	Ineligible	Overall Project Expenses
Historic Building Assessment	\$3,500	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500
Specifications & Project Management	\$7,698	\$ -	\$ -	\$ 7,698	\$ 20,000	\$ 27,698
Legal advertisements in newspapers	\$639	\$ -	\$ -	\$ 639	\$ -	\$ 639
Lift rental to remove balustrade	\$540	\$ -	\$ -	\$ 540	\$ -	\$ 540
Lift rental to reinstall clock items	\$1,643	\$ -	\$ -	\$ 1,643	\$ -	\$ 1,643
Davis Construction - 1/3 payment	\$52,470	\$ -	\$ -	\$ 52,470	\$ -	\$ 52,470
Davis Construction - 1/3 payment	\$52,470	\$ -	\$ -	\$ 52,470	\$ -	\$ 52,470
Davis Construction - Final payment	\$55,303	\$ -	\$ -	\$ 55,303	\$ -	\$ 55,303
D'Avanza Clock Repair	\$10,481	\$ -	\$ -	\$ 10,481	\$ -	\$ 10,481
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
	\$0	\$ -	\$ -	\$ -	\$ -	\$ -
General Contingency (not task specific)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recording Fees	\$ 70	\$ -	\$ -	\$ 70	\$ -	\$ 70
Admin. Expenses (max 5% of Award)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 184,814	\$ -	\$ -	\$ 184,814	\$ 20,000	\$ 204,814

Town of Jaffrey. Meetinghouse Tower Project.

TOTAL PROJECT COST	\$ 184,814
LCHIP % of TPC	37%
Contingent Award	\$ 68,500
50% of TPC	\$ 92,407
Maximum Payout	\$ 68,500
Payment 1	\$ 34,250
Payment 2	\$ 20,550
Final Payment	\$ 13,700

Comments: Extensive information on this project may be found at <http://www.rs41.org/Meetinghouse/tower.htm>

Type the applicant and project name in cell B1.

1 Enter the individual work task proposed in column B (ex: Foundation repair, Roof etc)

- 2 Enter the cash cost for this task, and then hit enter. Do not include any contingency, that will be added in a later step. (Allowances should be included). All expenses will be rounded to the nearest dollar.
- 3 Enter the value of services associated with this task that are being donated and then hit enter.

If a contingency has been added to the estimate by the contractor(s), enter that amount here, otherwise enter zero and hit enter. Continue cycling through steps 2-5, entering the associated costs for each task included in the LCHIP-funded scope of work.
- 4

5 Enter the ineligible task in Column B & the estimated total cost (cash, noncash, & contingency) in Column F. While LCHIP funds are not being used, it's important to include the work in the overall budget. Continue entering ineligible tasks until all have been entered.

6 Enter any overall contingency not listed above but included in the project budget. This would be a general project contingency, not specific to a particular task.

7 Any admin. expenses, cash or noncash, exceeding 5% of the LCHIP grant award are entered in G24. You may not include a contingency for admin expenses.

8 Enter the LCHIP award in column B next to "LCHIP Contingent Grant Award"

9 Enter the name of the largest non-LCHIP funding source contributing to the project. Enter the source name in column B, then the amount contributed in cash in column C and the amount donated under non-cash, column D (volunteer labor or services, or professional discounts).

10 Now enter the sum of all gifts from private individuals next to "Private Gifts - Individual Donors". In this row, enter the sum of all cash donations from individuals in column C, Cash, and the sum of all time or services donated by individuals under column D, non-cash.

Congratulations! The project budget is now complete. Your Total Project Cost is shown in cells F25 and C48. Check to be sure the word "Pass" returns for each of the LCHIP Financial Benchmarks and Budget Review calculations below. If the word "Review" appears, the budget must be adjusted to meet LCHIP's criteria. Contact Katie Midolo (603-224-4113 or KMidolo@lchip.org) for assistance.