



**VIRGINIA OUTDOORS FOUNDATION
PRESERVATION TRUST FUND PROGRAM**

Grant Agreement Exhibit A: General Budget

Grant Recipient: [ORGANIZATION]
Project Title: [PROJECT NAME]
Project Number: [GRANT NUMBER]
Grant Amount: [GRANT AWARD]

ITEM	EXPENSE
	\$
	\$
	\$
	\$
Total	\$

While it is the sole responsibility of the grant recipient to meet all program requirements, should this project utilize additional funding sources to achieve the goals listed in the project description of the grant agreement, all parties shall collaborate to ensure that the required land protection instrument satisfies the requirements of all funding sources.

The general budget is a guide for expenditure. Items and quantities included in the budget were specified at the time of application. Alternative or substitute materials may be used without prior approval from VOF if the use and/or purpose is unchanged.

Funds from any item category may be reallocated toward other deliverables in the grant agreement **if there is no impact to the scope of work**. Grant recipient should inform VOF regarding line-item changes greater than 5% of total award. Grant funds distributed shall not exceed eligible documented costs incurred, not to exceed the total grant amount of \$[GRANT AWARD].

Funding may be disbursed only once a real estate interest has been conveyed to VOF or a locality, such as the recordation of an open space easement, the dedication of land to open space, or another mechanism approved by VOF.