

NH LAKES 2016 Lake Host™ Program – Payroll Grant Award Application

(By March 21 - Complete application and email to lakehost@nhlakes.org or mail to NH LAKES, 14 Horseshoe Pond Lane, Concord, NH 03301)

GROUP INFORMATION

Official full name of your group:

Name of President/Leader of your association/group:

Group President/Leader mailing address:

City:

State:

Zip:

Group President/Leader telephone number(s):

Group President/Leader email address:

Group's website address (if applicable):

Name & Title of person to mail your group's NH LAKES 2016 membership invoice to:

Mailing address for your group's membership invoice:

Email address for your group's membership invoice:

PERSON COMPLETING THIS APPLICATION INFORMATION

Full name of person completing form:

Your title with the group:

Your permanent address (mailing):

City:

State:

Zip:

Your telephone number(s):

Your Email address (*An email address is mandatory.*):

Your summer address (mailing):

City:

State:

Zip:

Dates you will be at your summer address:

POINT PERSON/MANAGING LAKE HOST INFORMATION

Are you also the Point Person/Managing Lake Host?:

If "no," name of Point Person/Managing Lake Host:

(You must name the Point Person/Managing Lake Host.)

Point Person's/Managing Lake Host's permanent address (mailing):

City:

State:

Zip:

Point Person's/Managing Lake Host's telephone number(s):

Point Person's/Managing Lake Host's email address:

(An email address is mandatory.)

Point Person's/Managing Lake Host's summer address (mailing):

City:

State:

Zip:

Dates Point Person will be at his/her summer address:

603.226.0299

14 Horseshoe Pond Lane, Concord, NH 03301

info@nhlakes.org

www.nhlakes.org

WATERBODY INFORMATION

1. Official name of waterbody(ies) your group proposes to staff launches on:
2. Have one or more aquatic invasive species been positively identified in the waterbody(ies)?:
If “yes,” list species:

RAMP INFORMATION

1. Number of public boat launch sites on the waterbody:
2. How many public boat launch sites do you propose to staff with Lake Hosts?:

List the local name(s) **AND** location of ramp(s) **AND** owner’s of ramps to be staffed:

Ramp 1:

(Local Name)

(Location)

(Ramp Owner)

Ramp 2:

(Local Name)

(Location)

(Ramp Owner)

Ramp 3:

(Local Name)

(Location)

(Ramp Owner)

Ramp 4:

(Local Name)

(Location)

(Ramp Owner)

Ramp 5:

(Local Name)

(Location)

(Ramp Owner)

3. If your group is proposing to staff a town-owned ramp, do you have permission?:
(NH LAKES provides certificate of liability insurance upon request.)
4. Include specific directions to the ramp(s) from the nearest major road below and provide GPS coordinates, if known:

Ramp 1:

Ramp 2:

Ramp 3:

Ramp 4:

Ramp 5:

5. Please list your requested 2016 payroll grant award on a per ramp basis and calculate the total amount for all ramps requested in the table below. (If you do not know how many courtesy inspections were conducted during the previous year, please refer to your 2015 Final Summary NH LAKES provided to your group during fall 2015, or contact NH LAKES.)

#	2016 Lake Host™ Program Payroll Grant Request		Payroll Grant Award Request* 0 – 500 inspections = \$1,000 501 – 1,000 inspections = \$1,250 1,001 – 1,500 inspections = \$1,500 1,501 – 2,000 inspections = \$1,750 2,001 – 2,500 inspections = \$2,000 2,501 – 3,000 inspections = \$2,250 3,001 – 3,500 inspections = \$2,500 3,501 – 4,000 inspections = \$2,750 4,001 – 4,500 inspections = \$3,000 4,501 – 5,000 inspections = \$3,250 5,000+ inspections = \$3,500 2 nd , 3 rd , 4 th , & 5 th ramps= \$500 each New groups in 2016 = \$1,000
	Ramp Name	# of inspections conducted during most recent Lake Host season	
1			
2			
3			
4			
5			
Request Subtotal: <i>(add right hand column , rows 1+2+3+4)</i>			
Additional award amount based on 2015 local match provided: If your group provided less than 290% total local match in 2015, add \$0 If your group provided 290% or more total local match in 2015, add \$300.			
REQUEST TOTAL = <i>(Add amounts requested for each ramp & any additional amount based on 2015 local match – enter this amount on Page 4, Line 1)</i>			

**Actual awards will be determined based on the total number of groups that apply.)*

6. Provide a tentative weekly schedule **AND** start and end dates for paid and volunteer Lake Hosts in the table below. (Suggested paid Lake Host coverage is at least weekends and holidays, Memorial Day through Labor Day.)

	Ramp 1		Ramp 2		Ramp 3		Ramp 4		Ramp 5	
	Paid Lake Hosts	Volunteer Lake Hosts								
Start Date:										
End Date:										
Mon.										
Tues.										
Wed.										
Thurs										
Fri.										
Sat.										
Sun.										
Holi-days										

PAYROLL GRANT REQUEST: SUPPORTING CALCULATIONS

Please provide an itemized budget for your NH LAKES 2016 Lake Host™ Program payroll grant request.

- You will need to estimate the number volunteers you will have and how many hours per week they will work.
- You are encouraged to provide **more than** the minimum required local match of **100%** of the grant request amount.
- Remember to include Lake Host and Point Person time spent at training sessions.
 - Lake Host employees are paid for training hours AND travel time to and from the training session.
 - Point Person and volunteer Lake Host time spent at training sessions, driving to and from trainings, and mileage expenses (incurred at the rate of **54 cents per mile**) count toward local match.

LINE	ITEM	EXAMPLE	YOUR CALCULATION
1	Total grant ask amount for all ramps: See question 5 above for total grant award request calculation	<i>\$1,000 (ramp 1) + \$500 (ramp 2) + \$300 (for 2015 local match more than 290%) = \$1,800 total</i>	\$
1a	OPTIONAL: Managing Lake Host employee salary. Enter the amount from line (d) of the Managing Lake Host Employee Worksheet found on page 5.	\$600 <i>This is OPTIONAL.</i>	\$
1b	Payroll amount available for Lake Host employee hourly pay: Line 1 minus Line 1a.	$\$1,800 - \$600 = \$1,200$	\$
2	Lake Host employee hourly rate: Lake Host employees must be paid at least 7.25/hour (minimum wage) and using locally-contributed funds can be paid more than \$10/hour. The local group is required to cover any additional hourly rate more than \$10 and the additional 15% to cover additional statutory benefits, insurance, and payroll taxes/fees.)	\$8/hour	\$
3	Number of Lake Host employee hours available for training & staffing ramp: Divide Line 1b by Line 2.	$\$1,200 \div \$8/\text{hour} = 150 \text{ hours}$	
3a	Number of Lake Host employee hours to be spent at training: Estimate 3 hours for each new Paid Lake Host and 1 hour for each returning Paid Lake Host.	<i>(2 new paid Lake Host attend formal 2-hr training session with 1-hr round trip travel time each = 6 hrs. 1 returning Lake Host employee attends local 45-min training+15 min. travel = 1 hr) 6 hrs. + 1 hr. = 7 hrs.</i>	
3b	Number Lake Host employee hours available for staffing ramps after training: Line 3 minus Line 3a.	$150 \text{ hrs total} - 7 \text{ hrs training} = 143 \text{ hrs.}$	
4	Number of program weeks: Lake Host employees can start 5/9/16 and end 9/5/16. (Contact NH LAKES to extend season earlier/later.)	10 weeks	
5	Number of Lake Host employee hours per week to staff ramp: Line 3b divided by Line 4.	$143 \text{ hrs.} \div 10 \text{ weeks} = 14.3 \text{ hrs./week}$	
6	Volunteer Lake Host hours per week: # volunteers multiplied by # hours each gives per week.	<i>6 volunteers give 4 hours week = 24 hours/week</i>	

LINE	ITEM	EXAMPLE	YOUR CALCULATION
7	Total volunteer Lake Host hours: Line 6 multiplied by Line 4	<i>24hrs./week x 10 weeks = 240 hrs. over the whole summer</i>	
8	Volunteer Rate Per Hour: \$23.07/hour for volunteer Lake Hosts and Point Person's time	\$23.07/hour	\$23.07/hour
9	Cash-equivalent value of Volunteer Labor: Line 7 multiplied by Line 8	<i>240 hrs. x \$23.07/hr. = \$5,536.80</i>	\$
10	Cash match to cover out-of-pocket volunteer expenses: Locally covered expenses for postage, photocopies (10 cents/page), phone calls, mileage (57.5 cents/mile), faxes (\$1/page), extra uniform pieces (\$10 each).	<i>Mileage (for local training) 40 mi. x \$0.54/mi. = \$21.60 Copies: 300 copies @ \$0.10/copy = \$30 40 faxed pages @ \$1/faxed page. = \$40 Extra uniform pieces: \$70 \$21.60 + \$30 + \$40 + \$70 = \$161.60</i>	Mileage = Copies = Faxes = Additional Uniforms = Other (specify) = Total = \$
11	OPTIONAL: TOTAL locally-contributed cash for additional Lake Host employee hours in additional to hours provided through grant and/or higher pay rate above \$10/hour: Locally contributed funds must cover additional/higher hourly pay AND associated 15% statutory benefits, payroll taxes, and fees.	\$500 (Line 11a) + \$500 (Line 11b) = \$1000 <i>To determine how many HOURS of paid Lake Host coverage this will provide, divide this amount by 1.15. Approximately \$869.56 (\$1000/1.15 = \$869.56) goes to Lake Host employee hourly pay and \$130.43 (\$1000 - \$869.56 = \$130.43) goes towards statutory benefits, taxes, and payroll fees.</i>	\$ (add Line 11a and 11b for total)
11a	2015 carry over unexpended locally-contributed funds for payroll	\$500	
11b	Local funds to be contributed in 2016 for higher/additional Lake Host employee hourly pay/hours and associated taxes, fees & benefits. You will be billed for 100% of this amount in May.	\$500	
12	REQUIRED - Cash Match: \$300 NH LAKES 'Partner' organizational annual membership. Your group will be invoiced separately for this \$300.	\$300	\$300 <i>(for groups at a higher membership level, the base \$300 applies to match)</i>
13	Total Local Match (Line 9 + Line 10 + Line 11 + Line 12). This is your pledged LOCAL MATCH.	<i>\$5,536.80 + \$161.60 + \$1,000 + \$300 = \$6,998.40</i>	\$
14	Local match percent of grant ask amount (minimum 100%): Line 13 divided by Line 1, multiplied by 100.	<i>\$6,998.40 ÷ \$1,800 x 100 = 389%</i>	%

OPTIONAL WORKSHEET: MANAGING LAKE HOST EMPLOYEE SALARY

LINE	ITEM	EXAMPLE	YOUR CALCULATION
a	<i>Grant option for Paid Managing Lake Host (\$12/hr., 5 hours/week, 10 hours per pay period.)</i>	\$12/hr.	\$12/hr
b	<i>Number of Program Weeks. Paid Managing LH</i>	10 weeks	
c	<i>Hours Total: Multiply number of weeks by up to 5 hrs/week.</i>	<i>10 weeks x 5 hrs/week = 50 hrs.</i>	
d	<i>Salary: Multiply answer to (c) by 12. This is the cost of the point person to the grant award. Enter amount on Line 1a, page 4.</i>	<i>50 hrs x \$12/hr = \$600</i>	

NARRATIVE EXPLANATION

1. Has your group staffed any launch sites in previous years through the NH LAKES Lake Host™ Program?:

If “no”:

Has your group participated in any courtesy boat inspection program, formal or informal?:
If “yes”, please describe:

2. Please explain why your group should be selected for participation in the 2016 Lake Host™ Program payroll grant program:
3. Please list any other lake/pond/river/watershed monitoring programs your group is involved with:
4. Any other information you want to share?

THANK YOU!

