

NH LAKES 2018 Lake Host Program – Payroll Grant Application

By March 12: Forward completed application to lakehost@nhlakes.org or NH LAKES, 17 Chenell Drive, Suite One, Concord, NH 03301. **Questions:** Contact NH LAKES at lakehost@nhlakes.org or 603.226.0299.

GROUP INFORMATION

Official full name of your group:

Name of Group's President/Leader:

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 of Group's Treasurer:

Treasurer's mailing address:

City:

State:

Zip:

Treasurer's telephone number(s):

Treasurer's email address:

Name of person completing form:

Your title with the group:

Your permanent address (mailing):

City:

State:

Zip:

Your telephone number(s):

Your email address (**mandatory**):

VOLUNTEER POINT PERSON INFORMATION (**MANDATORY**)

*Your group **MUST** have a volunteer Point Person to oversee the local program. The appointment of a Co-Point Person volunteer is highly recommended to for local administrative support.*

Name of Volunteer Point Person:

Point Person permanent address (mailing):

City:

State:

Zip:

Point Person summer address (mailing):

City:

State:

Zip:

Point Person's telephone number(s):

Point Person's email address (**mandatory**):

CO-POINT PERSON VOLUNTEER INFORMATION (OPTIONAL – BUT HIGHLY RECOMMENDED)

Name of Volunteer Co-Point Person:

Co-Point Person permanent address (mailing):

City:

State:

Zip:

Co-Point Person summer address (mailing):

City:

State:

Zip:

Co-Point Person's telephone number(s):

Co-Point Person's email address (*mandatory*):

EMPLOYEE LAKE HOST MANAGER (MANDATORY)

All groups should plan to hire a Lake Host Manager to enter boater survey data into the mandatory online database and to assist the Point Person(s) with administrative duties as needed.

Name of Lake Host Manager (if known at this time):

Lake Host Manager permanent address (mailing):

City:

State:

Zip:

Lake Host Manager summer address (mailing):

City:

State:

Zip:

Lake Host Manager's telephone number(s):

Lake Host Manager's email address (*mandatory*):

PROJECT DESCRIPTION: WATERBODY/BOAT RAMP INFORMATION

1. Official name of waterbody(ies) your group proposes to place Lake Hosts at:

2. How many access sites do you propose to cover?:

List the local name(s) **AND** location of access sites(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)

PROJECT BUDGET INFORMATION

NEW GRANT CALCULATOR AVAILABLE. To access the calculator [CLICK HERE](#) or find it on our website at nhlakes.org/lake-host. Once you have filled out the calculator, please print and attach it to your payroll grant application. **The calculator replaces Question 6 and 7 in this application.**

6. Please list your requested 2018 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 inspections were conducted during the previous year, refer to the 2018 Final Summary NH LAKES provided to your group during fall 2018, or contact NH LAKES. If you have utilized the Grant Calculator, please skip Question 6 and move on to the Project Narrative.*

#	2018 Lake Host Program Payroll Grant Request Ramp Name	# of inspections at ramp conducted during most recent Lake Host season	Payroll Grant Award Request* New groups in 2018 = \$1,000 1 – 500 inspections = \$1,150 501 – 1,000 inspections = \$1,400 1,001 – 1,500 inspections = \$1,650 1,501 – 2,000 inspections = \$1,900 2,001 – 2,500 inspections = \$2,150 2,501 – 3,000 inspections = \$2,400 3,001 – 3,500 inspections = \$2,650 3,501 – 4,000 inspections = \$2,900 4,001 – 4,500 inspections = \$3,150 4,501 – 5,000 inspections = \$3,400 5,000+ inspections = \$3,650 2 nd , 3 rd , 4 th , & 5 th ramps = \$500 each
1			
2			
3			
4			
5			
Request Subtotal: <i>(add right hand column,, rows 1+2+3+4+5)</i>			
Additional award amount based on 2017 local match provided: <i>If your group provided less than 300% total local match in 2017, add \$0</i> <i>If your group provided 300% or more total local match in 2017, add \$300.</i>			
Groups Operating in the Winnepesaukee Watershed: <i>Due to a specific funding source, groups participating within the Lake Winnepesaukee watershed are eligible to apply for an additional funds in 2018, add \$500.</i>			
REQUEST TOTAL = <i>(Add amounts for each ramp & any additional amounts based on 2017 local match and operation within Winnepesaukee watershed – enter this amount under Question 7, Row 1)</i>			

7. Please provide an ESTIMATED budget for your NH LAKES 2018 Lake Host Program grant request.

STEP: Determine the number of paid Lake Host Employee Hours Provided through the payroll grant award.

ROW	ITEM	EXAMPLE	YOUR CALCULATION
1	TOTAL PAYROLL GRANT ASK: <i>(See question 6 for request total)</i>	$\$1,150$ (ramp 1) + $\$500$ (ramp 2) + $\$300$ (for 2017 local match more than 300%) = $\\$1,950$ total	\$
2	LAKE HOST MANAGER (PAID EMPLOYEE) PAYROLL <i>- All groups should plan to hire a Lake Host Manager to enter boater survey data into the mandatory online database and also to assist the Point Person with administrative duties.</i>		
2a	Lake Host Manager (employee) Hourly Pay Rate up to \$13/hr. <i>- If hourly rate will be more than \$13/hr., calculate additional hourly pay above \$13/hr in row 5c</i>	\$13	\$ (Do not include pay rates above \$13 in this row, provide this info. in Row 5c)
2b	Lake Host Manager (employee) Number of Hours per Week	5 hrs/week	
2c	Lake Host Manager (employee) Number of Weeks	10 weeks	
2d	Lake Host Manager (employee) Total Hours	5 hrs/week x 10 weeks = 50 hrs. <i>(Row 2b x Row 2c = Row 2d)</i>	
2e	Lake Host Manager (employee) Total Pay Amount	\$13/hr. x 50 hrs = \$650 <i>(Row 2a x Row 2d = Row 2e)</i>	
3	LAKE HOST INSPECTOR PAYROLL <i>(employees not volunteers)</i>		
3a	Grant amount available for Lake Host Inspector payroll	$\\$1,950 - \\$650 = \\$1,300$ <i>(Row 1 – Row 2e = Row 3a)</i>	\$
3b	Lake Host Inspector hourly rate (averaged) covered by grant*: <i>- Lake Host Inspectors must be paid at least 7.25/hr. and can be paid up to \$11/hr. through grant funds.</i>	\$11	\$ (Do not include pay rates above \$11 in this row – provide this info. in Row 5a)*
3c	Lake Host Inspector hours for training & ramp work covered by grant funds:	$\\$1,300 \div \\$11/\text{hour} = 118$ hours <i>(Row 3a divided by Row 3b = Row 3c)</i>	
3d	Lake Host Inspector hours to be spent at training covered by grant funding: <i>Estimate:</i> <i>- 3 hrs. per new Lake Host Inspector</i> <i>- 1 hr. per returning Lake Host Inspector</i>	3 hrs. + 3hrs. + 1 hr. = 7 hrs. <i>(2 new Lake Host Inspectors attend 2-hr training session with 1-hr round trip travel time each and 1 returning Lake Host Inspector attends local 45-min training+15 min. travel)</i>	
3e	Lake Host Inspector hours available after training covered by grant funding:	118hrs total – 7hrs. training=111 hrs <i>(Row 3c - Row 3d = Row 3e)</i>	
3f	Number of Program Weeks: <i>- Lake Host Inspectors can start 5/7/18 and end 9/3/18.</i>	10 weeks	
3g	Number of Lake Host Inspector hours per week covered by grant funds:	111 hrs. ÷ 10 weeks = 11 hrs./week <i>(Row 3e divided by Row 3f = Row 3g)</i>	

***NOTE:**

Groups that wish to have:

- Lake Host Inspectors paid **more than \$11/hr.**
- Lake Host Managers paid **more than \$13/hr.**
- Lake Host Inspectors paid **for more hours** *(calculated in Row 3c)* than covered by grant funds

PRIOR to the start of work, local funding **must** be submitted to NH LAKES to cover the higher hourly rate and/or additional work hours **and** the associated additional taxes/benefits/and fees (approx. 15% of payroll).

All local funding **spent** would count as local match. **You can provide this information in Rows 5 and 6.**

STEP 2: Local Match Contribution (ESTIMATED)

Determine the total amount of local match your group proposes to provide. You must provide at least 100% of grant funds.

ROW	ITEM	EXAMPLE	YOUR CALCULATION
4	VOLUNTEER IN-KIND MATCH		
4a	Volunteer Lake Host hours per week (including Point Person hours): - Estimated # of volunteers multiplied by # hours each gives per week total	6 volunteers x 4 hrs./week=24 hrs./week	
4b	Total Volunteer Lake Host hours for season - Include your best to estimate.	24hrs/week x 10 weeks = 240 hrs. (Row 4a x number of weeks = Row 4b)	
4c	Volunteer Rate Per Hour: - \$24.14/hour for Volunteer Lake Host Inspectors and Point Person(s)	\$24.14/hour (2018 rate)	\$24.14/hour (2018 rate)
4d	Local Cash-equivalent value of Volunteer Labor	240 hrs. x \$24.14/hr. = \$5,793.60 (Row 4b x by Row 4c = Row 4d)	\$
4e	Local Cash Match to cover local out-of-pocket expenses: <i>Local expenses for:</i> - postage, photocopies = 10 cents/page - mileage = 54.5 cents/mile (2018 rate) - faxes = (\$1/page) - extra t-shirts/hats = \$10 each - sweatshirts = \$32 - \$35/each	Volunteer Mileage 40 mi. x \$0.545/mi. = \$21.80 Copies: 300 copies x \$0.10/copy = \$30 Fax: 40 pages x \$1/page. = \$40 Additional uniform pieces: \$70 \$21.80 + \$30 + \$40 + \$70 = \$161.80	Mileage = Copies = Faxes = Additional Uniforms = Other (specify) = Total = \$
4f	TOTAL: Local Volunteer In-Kind Match - Cash equivalent volunteer time + out-of-pocket expenses	\$5,793.60 + \$161.80 = \$5,955.40 (Row 4d+ Row 4e = Row 4f)	
5	OPTIONAL: Local funding contribution for Lake Host Inspector and/or Lake Host Manager to cover HIGHER HOURLY PAY RATES than covered through grant (not for additional hours – see row 6) - Groups not proposing employee pay rates higher than rates covered through grant, go to Row 6. - For groups proposing to have Lake Host Inspectors paid more than \$11/hr., and/or Lake Host Managers paid more than \$13/hr., complete Rows 5a – 5e, as applicable.		
5a	Lake Host Inspector Hourly Rate (average) more than \$11/hr (Enter amount greater than \$11 in row 5a)	\$1/hr (For Lake Hosts that will be paid \$12/hr., which is \$1 more than \$11/hr.)	
5b	Local Funding needed for Lake Host Inspector payroll more than \$11/hr (additional hourly rate x number hours + approx. 15% statutory/benefits/fees)	\$1/hr x 118 hours x 1.15 = \$135.70 (Row 5a x Row 3c x 1.15 for benefits, taxes, fees)	
5c	Lake Host Manager Hourly Rate more than \$13/hr. (Enter amount greater than \$13 in row 5c)	\$1/hr (For a Lake Host Manager that will be paid \$14/hr, which is \$1 more than \$13/hr)	
5d	Local Funding needed for Lake Host Manager payroll higher than \$13/hr.	\$1/hr x 50 hours x 1.15 = \$57.50 (Row 5c x Row 2d x 1.15 for benefits, taxes, fees)	
5e	TOTAL: Local Funding needed for higher Lake Host Inspector/Manager hourly pay than covered by grant	135.70 + \$57.50 = \$193.20 (Row 5b + Row 5d = Row 5e)	

ROW	ITEM	EXAMPLE	YOUR CALCULATION
6	OPTIONAL: Local funding contribution for more Lake Host Inspector HOURS than provided by grant funds - Groups not proposing to have Lake Host Inspectors paid for more hours beyond grant funds, skip to Row 7.		
6a	Full Hourly Rate for Lake Host Inspectors - Enter the full hourly rate, even if greater than \$11/hr	\$12	
6b	Number of additional hours Lake Host Inspectors to work each week - beyond the hours calculated per week (in Row 3g) covered by grant funds	10 hours/week (additional hours/week)	
6c	Total number of additional hours Lake Host Inspectors to work for season	10 hours/week x 10 weeks = 100 hours (Row 6b x number of weeks = 6c)	
6d	TOTAL: Local Funding needed to cover additional Lake Host Inspector hours	\$12/hr x 100hours x 1.15 = \$1,380 (Row 6a x Row 6c x 1.15 for benefits, taxes, fees)	
7	OPTIONAL: TOTAL Local funding needed to cover additional Lake Host Inspector or Lake Host Manager higher hourly pay and/or more Lake Host Inspector hours than covered by grant funds. - Groups not proposing to have Lake Host employees paid higher rates or for more hours, skip to Row 8.		
7a	Total of Lake Host Employee higher hourly rate pay and/or additional Lake Host Inspector hours payroll	\$193.20 + \$1,380 = \$1573.20 Row 5e + Row 6d = Row 7a	
7b	Carry-over unspent 2017 local funding - Find this on your 2017 Final Summary Report	\$510.25	
7c	TOTAL: Additional 2018 Local Funds to submit to cover Lake Host employee higher hourly rate/more hours - You will be billed for this in May unless other arrangements are made	\$1573.20 - \$510.25 = \$1062.95 (Row 7a - Row 7b = Row 7c) (if this number negative, no additional local funds would need to be contributed in 2017)	
8	TOTAL LOCAL MATCH PROPOSED		
8a	REQUIRED: NH LAKES Membership at 'Partner' (\$300) level. - Your group's treasurer will be invoiced separately for this \$300 – unless other arrangements are made.	\$300	\$300 (for groups at a higher membership level, the first \$300 applies to local match)
8b	Total Local Match Proposed: - This amount must equal or be greater than your grant award ask listed on Row 1. - Local Volunteer In-Kind Match + Total Local Funds contributed for higher hourly pay and/or more hours + NH LAKES Membership	\$5,955.40 + \$1573.20 + \$300 = \$7,829 (Row 4f + Row 7a + Row 8a = Row 8b)	\$
8c	Total Local Match percent of grant funding request amount - This must be 100% or greater - If your calculated match percent is not greater than 100%, consider increasing volunteer hours.	\$7,829 ÷ \$1,950 x 100 = 401% (Row 8b divided by Row 1 x100 = Row 8c)	%

PROJECT 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/aquatic invasive species education prevention program, formal or informal?: If “yes” please explain.

2. Please explain why your group should be selected for participation in the 2018 Lake Host Program payroll grant program:

3. Any other information you want to share?

THANK YOU!

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