

PRINT ON MUNICIPAL LETTER HEAD IF POSSIBLE

November xx, 2017

HONORABLE XXYYZZ (insert mayor's name here)
MUNICIPAL ADDRESS HERE
MUNICIPALITY, NJ ZIP

Dear Ms/Mr. MAYOR:

The XXYYZZ Environmental Commission is pleased to serve the people of XXYYZZ to protect and restore our shared natural environment. Our 2017 annual report is ATTACHED/FORTHCOMING. This year we were pleased to HAVE ACHIEVED/BUILT SUPPORT FOR/BEEEN ESTABLISHED/RECONSTITUTED TO SERVE....

To ensure the environmental commission's successful service to the community in 2018, we have prepared and are submitting the attached budget. The request 2018 EC budget is \$17,344, of which the EC is requesting \$5,810 in municipal funds. The EC has secured \$8,500 in outside grant sources and projects \$4,256 of in-kind volunteer hours from members of the EC and the community.

The following serves as budget narrative to the attached spreadsheet.

PROJECT DESCRIPTIONS

Project funds: Environmental Resource Inventory, Tree Inventory, or other (be specific) – INSERT DESCRIPTION

ANJEC MEMBERSHIP AND ENVIRONMENTAL CONGRESS

The Association of New Jersey Environmental Commissions is a 501c3 non-partisan non-profit organization that provides resources and technical assistance to environmental commissions throughout the state. Membership includes access to year round workshops, training, webinar on a variety of topics as well as advice from ANJEC's professionally staffed environmental resource center. The Environmental Congress is a one-day statewide gathering of environmental commissioners that includes more than a dozen workshops and regionally significant keynote speakers on environmental challenges facing New Jersey.

STEWARDSHIP PROJECTS

In the Spring, the EC will(i.e. ESTABLISH A POLLINATOR GARDEN AT THE LOCAL PARK).THE EC HAS SECURED A \$1,200 GRANT FROM ANJEC IN SUPPORT OF THIS PROJECT. WE REQUEST AN ADDITIONAL \$250 IN PROJECT SUPPORT FROM MUNICIPAL FUNDS. THE MUNCIPALITY HAS ALREADY COMMITTED DPW ASSISTANCE IN PREPARING THE GROUND. PROJECT COSTS INCLUDE PLANTS, MULCH, HAND SHOVELS AND GLOVES FOR VOLUNTEERS. WE ANTICIPATE GENERATING \$2,686 IN VOLUNTEER FUNDS BASED ON THE INDEPENDENT SECTOR (IRS RECOMMENDED FOR ESTIMATING VOLUNTEER RATES) VALUES OF \$27.46 FOR VOLUNTEER HOURS IN 2016 - <https://www.independentsector.org/resource/the-value-of-volunteer-time/>

Please let me know if you have any questions or need additional information.

Sincerely,

NAME OF EC CHAIR HERE

Cc: ADMINISTRATOR

CLERK

COUNCIL PRESIDENT (if applicable)

Budget

*****Add 2016 items*****

Two Lenovo laptops, G40 or similar: \$550/each.....\$1,100

Total\$XXXXX