Rooted in Relationships

Budget Justification with Match

1. Budget Summary Tab
   a. Please fill out all yellow cells that were not previously completed by NCFF Staff. Provide any points of contact from your organization that will be involved in the Contracting/Reimbursement process.
      i. If you have difficulties filling out the yellow cells, please contact NCFF staff.

   b. The Budget Category/Funding Source Tables will be automatically populated based on the totals provided in each Budget Category Tab.
      i. The table on the left will populate the totals based on the NCFF Funds Requested throughout the budget justification. This shows the exact amount that will be contracted out with NCFF based on reimbursable expenses.
      ii. The table on the right will populate the totals based on the Match Funds throughout the budget justification. This shows the exact amount your organization promises to 'match' or use as leverage towards the NCFF Contract.
      iii. The 'Budget Category Grand Total' and 'Project Grand Total' sections add both the NCFF Funds Requested and Match Funds listed.

Budget Category	NCFF Funds Requested	NCFF Budget Category Total		Match Funds	Budget Category Grand Total
Wages	$ -	$ -		$ -	$ -
Benefits & Payroll Taxes	$ -	$ -		$ -	$ -
Office Operations	$ -	$ -		$ -	$ -
Travel	$ -	$ -		$ -	$ -
Equipment	$ -	$ -		$ -	$ -
Supplies	$ -	$ -		$ -	$ -
Training & Outreach	$ -	$ -		$ -	$ -
Contract/ Consulting	$ -	$ -		$ -	$ -
Other Expenses	$ -	$ -		$ -	$ -
Total Direct Expenses	$ -	$ -		$ -	$ -
Administrative Expenses	$ -	$ -		$ -	$ -
		NCFF Contract Grand Total			**Project Grand Total**
Total for Funding Source	$ -	$ -		$ -	$ -

2. Budget Category Tabs
   a. Fill out one row per anticipated expense within the contracting period of performance.
      i. In column C, use the drop down menu to select the funding source you would like to allocate the expense towards (either NCFF Funds Requested or Match Funds).

      ii. The last gray column will show the total cost per line item/anticipated expense and will populate into the Budget Category/Funding Source Table on the Budget Summary Tab.
         1. If any line items are not calculating the total per line item or populating on the Budget Summary tab, it is likely that not all cells are filled within the row. Please follow the examples to ensure all necessary cells are completed.

3. If you have any questions on how to categorize an expense, or are having an issue with the spreadsheet's formulas, etc., please contact NCFF staff.