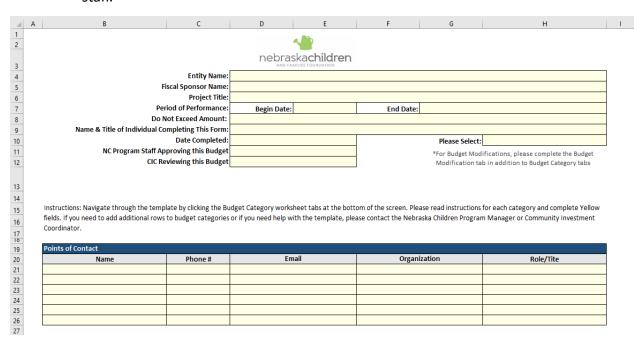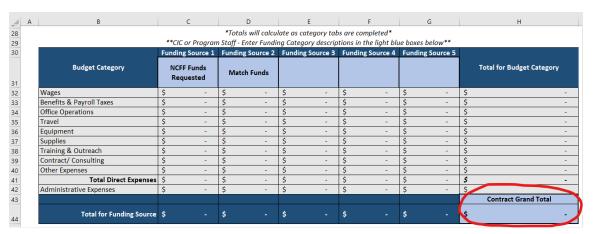# Rooted in Relationships

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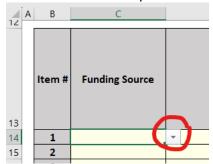
1. Budget Summary Page
   a. Please fill out all yellow cells that were not previously completed by NCFF Staff. Provide any points of contact from your organization that will be involved in the Contracting/Reimbursement process.
      i. If you have difficulties filling out the yellow cells, please contact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

   b. The Budget Category/Funding Source Table will be automatically populated based on the totals provided in each Budget Category Tab.
      i. The 'Total for Budget Category' cells will populate both NCFF Funds Requested and Match Funds, but the 'Contract Grand Total' cell will *only* display the NCFF Funds Requested since this represents the Contract Amount Total.

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.

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