

Project Budget Form

I. Budget Summary:

NFWF Funds – This column details how grant funds will be spent on the project. Budget categories must be line items that specifically describe project costs, not program items or acronyms. For example, program categories such as “Education,” “Restoration,” or “Workshops” are unacceptable because they do not indicate what is being paid for. These categories must be broken down into specific line items such as “Supplies,” “Materials,” or “Contractual Services.” Please include itemized expenses for each budget category and be as specific as possible. **Indirect costs, overhead, contingencies, and miscellaneous costs** are not allowed.

Matching Funds - These are funds or in-kind contributions--contributed goods and/or services--that have been or will be donated to support the proposed project. While raising additional support for the project is not required, it is encouraged. The ability to raise additional support will be considered as part of the proposal evaluation process. All matching funds must be obtained within the project period listed on the applicant information form. **Indirect costs, overhead, contingencies, and miscellaneous costs** are not allowed.

Total Funds per Category – This column reflects the total costs designated for the project, grant and matching funds combined.

Budget Summary:

Budget Category	NFWF Funds	Matching Funds	Total Funds per Category
Other*:	\$4,800.00	\$1,000.00	\$5,800.00
Equipment**: (Only matching funds are allowed to be spent in this category)		\$	\$
TOTAL	\$4,800.00	\$1,000.00	\$5,800.00

* **Other** represents a summary of expenses such as contractual services, supplies and materials, printing, travel, contributed goods and services, and any additional line items.

** **Equipment** is defined as tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

National Fish and Wildlife Foundation Project Budget and Phasing:

Insert Project #

Please read the guidance throughout this document, complete your project budget, and return the form to your project administrator via email. If you have questions regarding matching funds eligibility or allowable costs, please contact your project administrator.

Please enter budget and phasing information into the provided orange boxes. You can insert rows if you need more lines. Do so by right-clicking on the 'row #' box of the last orange row in the category you would like to add onto. Select 'Insert.'

As applicable for non-federal recipients, you will also need to send your organizations latest IRS form 990, GAAP audited financial statements corresponding to the fiscal year of the form 990, and A-133 audit corresponding to the fiscal year of the form 990. If you do not have a GAAP audit, you will need to submit a balance sheet corresponding to the fiscal year of the form 990 submission. A sample balance sheet can be provided to you by contacting your project administrator. If you do not meet the IRS requirements for submitting a 990, please submit an IRS determination letter. These documents can be sent via email or mail to your project administrator. Contact information for Foundat

Indirect costs, overhead, contingencies, and miscellaneous costs are not allowed. All costs must be directly related to project activities and broken down into distinct line items. All eligible match must be raised specifically for your project and must be expended within the period of performance.

Overall Budget:

Budget Category	Expense per Category	Matching Funds	NFWF Funds
Salaries & Benefits	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Other	5,800.00	1,000.00	4,800.00
TOTAL	5,800.00	1,000.00	4,800.00

Budget Detail:

These totals will be summed in the "overall budget" table on page 2. They should reflect the exact amount of your NFWF grant funds award and matching funds requirement. If you would like to raise your grant's matching funds requirement, please contact your project administrator. The match amount reflected in this budget will be the match amount entered into your grant agreement which you will be bound to by the agreement. Additional match is always an asset to your project, but is not necessary.

Salaries & Benefits: List each position with the annual or hourly rate and percentage or number of hours to be spent on the project. Include only those who are employed by the recipient organization (salaries/benefits for anyone not employed by the grant recipient should be described under "Other" as contractual services). The Foundation cannot pay for the salaries of permanent federal employees, but may be able to fund seasonal labor.

Salaries & Benefits	% Time	Salary	Benefits	Match \$	NFWF \$
Position title and brief description of project related duties.	Number of hours to be spent on project	Total salary or hourly rate	Rate and total \$ amount	Total dollars to be contributed from matching sources	Total dollars to be contributed from NFWF award
None		0.00	0.00	0.00	0.00
			Total	0.00	0.00

Equipment: List individual items and the per-unit costs. **Equipment is defined as tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.** As the management and disposition of equipment purchased with Federal funds is governed by OMB Circular A-110, applicants are encouraged to allocate matching funds for equipment purchases. Items under \$5,000 which do not fit this description should be added into one of the other categories below, supplies and materials, or additional line items.

Description	Per Unit Cost	Total # Units	Match \$	NFWF \$
None			0.00	0.00
			Total	0.00

Other: Include all other Project expenses in this Budget category. For example:

**The "Other" category represents a summary of all the expenses other than salaries, benefits, and equipment. The total dollar amount noted in this category should include a summary total of all expenses; individual expenses will be outlined in the detail below.

Contractual Services: List and provide a brief description for each service to be contracted. Include hourly rates and total hours when applicable.

Description	Total Cost of Service	Match \$	NFWF \$
Install system	1,000.00	1,000.00	0.00

Supplies and Materials: Give examples of types of supplies and materials included. Supplies are expendable items that are used up by end of project. Materials are items which are in another form at the end of the project.

Description	Per Unit Cost	Total # Units	Match \$	NFWF \$
Flat Panel TV, wires, ect.	1,800.00	1.00	0.00	1,800.00
Camera & Transmission	1,880.00	1.00	0.00	1,880.00
Misc. Material	1,120.00	1.00	0.00	1,120.00

Printing: List each type of item being printed with the number of items of that type and the per-unit cost. NFWF may not be able to cover printing expenditures, depending on the source of the federal funds for your grant. Please try to use your matching funds to cover printing costs.

Description	Per Unit Cost	Total # Units	Match \$	NFWF \$
None			0.00	0.00

Travel: Describe all travel expenses. Include the number of trips, number of travelers, mode of transportation, per diem expenses, mileage and rates (hotel, airline, rental car, etc.). Mileage and gas costs cannot both be counted for the same trip. International travel to be paid for with federal funds must occur on U.S. carriers to the extent possible.

Description	Cost per Mile	Total # Units	Match \$	NFWF \$
None			0.00	0.00

Contributed Goods and Services: Please describe all goods and services contributed to this project as match from project partners.

Description	Match \$
None	

Additional line items: Describe any additional costs that do not fall within the line items listed above. For instance, equipment rental, utilities and rent for office space, etc.

Description	Cost per Unit	Total # Units	Match \$	NFWF \$
None			0.00	0.00

	Match \$	NFWF \$
Total of all "other" costs listed	1,000.00	4,800.00