


**Rooted in Relationships**  
**Budget Justification with Match**

1. Budget Summary Tab

- a. Please fill out all yellow cells that were not previously completed by NCFE 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 NCFE staff.

A	B	C	D	E	F	G	H	I
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Entity Name:				
Fiscal Sponsor Name:				
Project Title:				
Period of Performance:	Begin Date:		End Date:	
Do Not Exceed Amount:				
Name & Title of Individual Completing This Form:				
Date Completed:			Please Select:	
NC Program Staff Approving this Budget				
CIC Reviewing this Budget				

\*For Budget Modifications, please complete the Budget Modification tab in addition to Budget Category tabs

Instructions: Navigate through the template by clicking the Budget Category worksheet tabs at the bottom of the screen. Please read instructions for each category and complete Yellow fields. If you need to add additional rows to budget categories or if you need help with the template, please contact the Nebraska Children Program Manager or Community Investment Coordinator.

Points of Contact				
Name	Phone #	Email	Organization	Role/Title

- 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 NCFE Funds Requested throughout the budget justification. This shows the exact amount that will be contracted out with NCFE 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 NCFE Contract.
  - iii. The ‘Budget Category Grand Total’ and ‘Project Grand Total’ sections add both the NCFE Funds Requested and Match Funds listed.

Click on Program Staff - Enter Funding Category Descriptions in the light blue boxes below

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

## 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 NCCF Funds Requested or Match Funds).

Item #	Funding Source	
1		▼
2		

- 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 NCCF staff.