

PCSRF Amplifund Budget Instructions & Guidelines

Contained within this application are two separate budget sections. Applicants are required to complete both the Excel based detailed budget spreadsheet as well as a summary web-based Budget. The Excel spreadsheet contains tabs to identify line item details related to units and quantities for all identified funding sources. The web-based budget captures summary information for Total Direct Cost for PCSRF, cash match, in-kind match, and non-match sources. If funds are awarded, the web-based budget will be used as the budget drawdown in the reimbursement request process. Once completed, the line item information on the web-based budget should equate to the aggregate amount(s) listed on each respective tab of the detailed budget spreadsheet. Below are instructions on how Applicants should use the software to identify their line-item detail. **It is strongly recommended that applicants finalize their detailed Excel budgets before entering the web-based budget-** make sure to see the last page of these instructions for a helpful tab in the detailed budget spreadsheet to make the web-based budget entry quick and easy.

Web-based Budget (Summary Budget)

Below is an example of the web-based budget where the budget is summarized by line items and identified by source amounts: Grant Funded (PCSRF) and Non-Grant Funded (cash match + in-kind match + non-match). For each line item with a budget amount, users will click the (+) next to the respective Budget Category.

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Personnel	\$0.00	\$0.00	\$0.00
+ B. Fringe	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Supplies	\$0.00	\$0.00	\$0.00
+ E. Communications/Utilities	\$0.00	\$0.00	\$0.00
+ F. Training	\$0.00	\$0.00	\$0.00
+ G. Lease/Rental Including Vehicles	\$0.00	\$0.00	\$0.00
+ H. Land Acquisition and/or Conservation Easement	\$0.00	\$0.00	\$0.00
+ I. Capitalized Expenditures	\$0.00	\$0.00	\$0.00
+ J. Equipment	\$0.00	\$0.00	\$0.00
+ K. Subcontracts	\$0.00	\$0.00	\$0.00
+ L. Other	\$0.00	\$0.00	\$0.00
+ M. Indirect or De Minimis	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

In the **New Line Item** screen, the following fields are required: **Name** (repeat line item name) and **Direct Cost** (Total amount including both PCSRF **AND** all match and non-match funds for that line item. **Item Type should always be left on Non-Personnel. Even in the Personnel Budget Category, as the functionality associated with the Personnel line item type is NOT required.** If the **Direct Cost*** amount for a line item includes match and non-match funds, users will need to select **Yes** in the **Non-Grant Funded** dropdown (*see more info on Direct Cost under Terms, below). Once **Yes** is selected the screen will update to allow users to subsequently identify any related **Cash Match, In-Kind Match, or Other Funding** amount(s). These categories should reflect the sum of match by all sources. For example, if there are two sources of cash match, only one total sum is entered under cash match; three sources of in-kind should tallied into one sum, etc. The system will display the auto-calculated **Grant-Funded** and **Total Budgeted** amounts respectively. Once all

information has been entered, click the **Create** button and the budget screen will update the amounts in the respective columns.

Budget Item Information

Category

K. Subcontracts

These are services provided by a separate entity under a formal financial agreement. Contract costs should be broken out and should match the scope of work described in the application. Materials and supplies purchased and provided by the contractor should be placed here. Do not lump all contract costs into one row. The de minimis rate may be applied to the first \$50,000 of each subcontract.

Item Type

Non-Personnel

Name *

Subcontracts

Direct Cost *

\$910,000.00

Non-Grant Funded

Yes

Grant Funded

\$500,000.00

Cash Match

\$180,000.00

Dollar

Percentage

In-Kind Match

\$30,000.00

Dollar

Percentage

Other Funding

\$200,000.00

Dollar

Percentage

Total Budgeted

\$910,000.00

This example shows the Subcontract line item with a Direct Cost of \$910,000, consisting of a \$500,000 PCSRF request (auto-calculated), \$180,000 in cash match, \$30,000 in-kind match, and \$200,000 non-match funds. Note that the **Direct Cost** is reflective of the aggregate amount of PCSRF request, cash match, In-kind match and non-match sources. The system auto-calculates the Grant Funded (PCSRF) amount by subtracting the sum of the Cash Match, In-Kind Match and Other funding amounts from the Direct Cost.

Budget Item Information

Category

D. Supplies

This category includes consumable items purchased by the applicant and used up during the course of the project. Includes small portable electronic equipment costing less than \$5,000. Meeting refreshments and personal field gear attire (shirts, hats, hiking boots, etc.) may not be charged.

Item Type

Non-Personnel

Name *

Supplies

Direct Cost *

\$30,000.00

Non-Grant Funded

Yes

Grant Funded

\$0.00

Cash Match

\$0.00

Dollar

Percentage

In-Kind Match

\$30,000.00

Dollar

Percentage

Other Funding

\$0.00

Dollar

Percentage

Total Budgeted

\$30,000.00

This example shows the Supplies line item with a Direct Cost of \$30,000, zero PCSRF request, and in-kind match of \$30,000.

Once the **Total Overall Budget Cost** at the bottom of the screen displays \$0, users have fully allocated the total amount as it was entered on the Project Details page. If this does not show \$0.00 it indicates that there is a discrepancy between the amount entered on the Project Details page and the amounts entered in the Amplifund Budget. The **Total Revenue Budget Cost** will display as a negative.

Expense Budget

Category		Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Personnel		\$0.00	\$200,000.00	\$200,000.00
Personnel	 	\$0.00	\$200,000.00	\$200,000.00
+ B. Fringe		\$0.00	\$0.00	\$0.00
+ C. Travel		\$0.00	\$0.00	\$0.00
+ D. Supplies		\$0.00	\$30,000.00	\$30,000.00
Supplies	 	\$0.00	\$30,000.00	\$30,000.00
+ E. Communications/Utilities		\$0.00	\$0.00	\$0.00
+ F. Training		\$0.00	\$0.00	\$0.00
+ G. Lease/Rental Including Vehicles		\$0.00	\$0.00	\$0.00
+ H. Land Acquisition and/or Conservation Easement		\$0.00	\$0.00	\$0.00
+ I. Capitalized Expenditures		\$0.00	\$0.00	\$0.00
+ J. Equipment		\$0.00	\$0.00	\$0.00
+ K. Subcontracts		\$500,000.00	\$410,000.00	\$910,000.00
Subcontracts	 	\$500,000.00	\$410,000.00	\$910,000.00
+ L. Other		\$0.00	\$0.00	\$0.00
+ M. Indirect or De Minimis		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$500,000.00	\$640,000.00	\$1,140,000.00

Revenue Budget

Grant Funding			
Award Requested	\$500,000.00		\$500,000.00
Subtotal	\$500,000.00		\$500,000.00
Non-Grant Funding			
Cash Match		\$180,000.00	\$180,000.00
In-Kind Match		\$60,000.00	\$60,000.00
Other Funding		\$400,000.00	\$400,000.00
Subtotal		\$640,000.00	\$640,000.00
Total Revenue Budget Cost (\$1,140,000.00)			
Total Overall Budget Cost			\$0.00

Terms:

Category- line item budget category; matches line items in the detailed budget spreadsheet.

Item Type- should always be left on Non-Personnel, even in the Personnel Budget Category, as the functionality associated with the Personnel line item type is NOT required.

Name- should repeat the Category name.

Direct Cost- must include total project cost (PCSRF + match + non-match) for each line item; AmpliFund then subtracts match and non-match to calculate the PCSRF request for that line item under 'Grant Funded', below. Utilizing the 'Amplifund Entry Cheater' Tab in the Excel Budget will make the Direct Cost entry by line item quick and easy.

Amplifund Entry Cheater This page will autofill as you fill in the budget tabs. You can then use this 'cheater' page to enter the budget final #'s into Amplifund

	Direct Cost*	Non-Grant Funded		
		Cash Match	In-Kind	Non-Match (Other)
1 PERSONNEL	\$200,000	0	0	200000
2 FRINGE	\$0	0	0	0
3 TRAVEL	\$0	0	0	0
4 SUPPLIES	\$30,000	0	30000	0
5 COMMUNICATIONS/UTILITIES	\$0	0	0	0
6 TRAINING	\$0	0	0	0
7 LEASE/RENTAL INCLUDING VEHICLES	\$0	0	0	0
8 LAND ACQUISITION and/or Conservation	\$0	0	0	0
9 CAPITALIZED EXPENDITURES	\$0	0	0	0
10 EQUIPMENT	\$0	0	0	0
11 SUBCONTRACTS	\$910,000	180000	30000	200000
12 OTHER	\$0	0	0	0
13 INDIRECT	\$0	\$ -	\$ -	\$ -
14 Deminimis Rate	\$0	0	0	0
TOTAL CONTRACT PROJECT	\$1,140,000	\$180,000	\$60,000	\$400,000

< > INSTRUCTIONS **Amplifund Entry** PCSRF Funding Non-Federal Cash Match In-kind Match

Non-Grant Funded- This should be selected as 'Yes' whenever there are match or non-match costs for the selected line item.

Grant Funded- displays the PCSRF request amount (AmpliFund subtracts match and non-match costs from the Direct Cost to calculate the PCSRF request for the line item).

Cash Match- This number should reflect the sum of cash match by all sources. For example, if there are two sources of cash match, only one total sum is entered; three sources of in-kind should be tallied into one sum, etc.

In-kind Match- This number should reflect the sum of in-kind match by all sources. For example, if there are three sources of in-kind match, this should be tallied into one sum.

Other Funding- This number should reflect the sum of non-match funds by all sources. For example, if there are two sources of non-match funds, only one total sum is entered.

Total Budgeted- displays the total Direct Cost (Grant Funded + Non-Grant Funded total project amount) for the line item.