

Appendix 1

SF-424a—Budget Information—Non-Construction Program

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant's financial plan for carrying out the proposed project. Both the amount requested from MEPI and the cost-share amounts are to be included in the financial plan. A more detailed budget will be submitted through the Budget Narrative portion of your application. Below, please find instructions on how to complete each of section of the form.

Instructions to Complete the SF-424a Form

Below, please find instructions on how to complete each of section of the form. All the amounts that you will input into this form can be found in your Budget Narrative submission. It is recommended that you prepare your Budget Narrative and then complete the SF-424a form.

SECTION A—BUDGET SUMMARY

Line #1:

Column (a)—Grant Program Function or Activity: Input “Middle East Partnership Initiative”

Column (b)—Catalog of Federal Domestic Assistance No: Input “19.500”

Column (c)—Estimated Unobligated Funds, Federal: Leave Blank

Column (d)—Estimated Unobligated Funds, Non-Federal: Leave Blank

Column (e)—New or Revised Budget, Federal: Enter the amount of funding your organization is requesting from MEPI.

Column (f)—New or Revised Budget, Non-Federal: Enter the amount of any Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project. This includes cost sharing and matching. (i.e., the total sum your organization will provide in funding or kind.)

Column (g)—New or Revised Budget, Total: Enter the Total of Column E and Column F

Lines #2-4, Columns (a)-(g): Leave Blank

Line #5:

Column (c)—Estimated Unobligated Funds, Federal: Input “\$0.00”

Column (d)—Estimated Unobligated Funds, Non-Federal: Input “\$0.00”

Column (e)—New or Revised Budget, Federal: Enter the amount of funding your organization is requesting from MEPI.

Column (f)—New or Revised Budget, Non-Federal: Enter the amount of any Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.

Column (g)—New or Revised Budget, Total: Enter the Total of Column E and Column F

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SECTION B—BUDGET CATERGORIES

Line #6—Object Class Categories:

Column (1)—Grant Program, Function, or Activity: Input “Federal Cost (MEPI Cost)”

Column (2)—Grant Program, Function, or Activity: Input “Non-Federal Cost (Cost-Share)”

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.a—Personnel:

Column (1)—Federal Cost: Input the Total Cost from the Personnel section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Personnel section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.b—Fringe Benefits:

Column (1)—Federal Cost: Input the Total Cost from the Fringe section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Fringe section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.c—Travel:

Column (1)—Federal Cost: Input the Total Cost from the Travel section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Travel section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.d—Equipment:

Column (1)—Federal Cost: Input “\$0.00”

Column (2)—Non-Federal Costs: Input “\$0.00”

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input “\$0.00”

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Line #6.e—Supplies:

Column (1)—Federal Cost: Input the Total Cost from the Supplies section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Supplies section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.f—Contractual:

Column (1)—Federal Cost: Input the Total Cost from the Contractual section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Contractual section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.g—Construction:

Column (1)—Federal Cost: Input "\$0.00"

Column (2)—Non-Federal Costs: Input "\$0.00"

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input "\$0.00"

Line #6.h—Other:

Column (1)—Federal Cost: Input the Total Cost from the Other section of your Budget Narrative

Column (2)—Non-Federal Costs: Input the Total Cost from the Other section of your Budget Narrative

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #6.i—Total Direct Charges:

Column (1)—Federal Cost: Enter the total of Lines # 6.a thru #6.h in Column 1

Column (2)—Non-Federal Costs: Enter the total of Lines #6.a thru #6.h in Column 2

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

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Line #6.j—Indirect Charges:

Column (1)—Federal Cost: Input "\$0.00"

Column (2)—Non-Federal Costs: Input "\$0.00"

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input "\$0.00"

Line #6.k—TOTALS:

Column (1)—Federal Cost: Enter the total of Lines #6.i thru #6.j in Column 1

Column (2)—Non-Federal Costs: Enter the total Lines #6.i thru #6.j in Column 2

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Enter the Total of Column 1 and 2

Line #7—Program Income:

Column (1)—Federal Cost: Input "\$0.00"

Column (2)—Non-Federal Costs: Input "\$0.00"

Columns (3) & (4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Grant Program, Function, or Activity: Input "\$0.00"

SECTION C—NON-FEDERAL RESOURCES

Line #8:

Column (a)—Grant Program: Input "Middle East Partnership Initiative"

Column (b)—Applicant: Enter total of #Line 6.k, Column 2 in Section B

Columns (c) & (d): Leave Blank

Column (e)—Totals: Enter Total from Column (b).

Lines #9-11, Columns (a)-(e): Leave Blank

Line #12:

Column (b)—Applicant: Enter amount from of Line #7, Column (b)

Columns (c) & (d): Leave Blank

Column (e)—Totals: Enter Total from Column (b).

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SECTION D—Forecasted Cash Needs

Leave this entire section blank.

SECTION E—Budget Estimates for Federal Funds Needed for Balance of the Project

Leave this entire section blank.

SECTION F—Other Budget Information

Line #21—Direct Charges: Enter total from Line #6.i, Column 1 in Section B

Line #22—Indirect Charges: Enter "\$0.00"

Line #23—Remarks: Add any additional comments you wish to make.

Appendix 1

Sample of a Completed SF-424a Form

Below is a completed SF-424a for you to use as reference. The funding numbers provided are based on the budget example you can find in Appendix 3.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Middle East Partnership Initiative	19.500	\$	\$	\$125,805	\$66,192	\$191,997
2.							
3.							
4.							
	5. Totals		\$	\$	\$125,805	\$66,192	\$191,997

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Cost (MEPI Cost)	(2) Non-Federal Cost (Cost-Share)	(3)	(4)	
a. Personnel	\$62,765	\$1,338	\$	\$	\$64,103
b. Fringe Benefits	7,940	6,590			14,530
c. Travel	30,100	38,020			68,120
d. Equipment	0	0			0
e. Supplies	1,500	744			2,244
f. Contractual	19,900	7,500			27,400
g. Construction	0	0			0
h. Other	3,600	12,000			15,600
i. Total Direct Charges	125,805	66,192			191,997
j. Indirect Charges	0	0			0
k. TOTALS (sum of 6i and 6j)	125,805	66,192			191,997
7. Program Income	\$0.00	\$0.00	\$	\$	\$0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. Middle East Partnership Initiative	\$66,192	\$	\$	\$66,192	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$66,192	\$	\$	\$66,192	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$125,805		22. Indirect Charges: \$0			
23. Remarks:					