

Supplemental SF 424a Instructions

These supplemental instructions, as well as the Sample SF-424a, are provided to clarify how this form should be completed. In the Sample SF-424a, the NRCS and applicant are contributing equal amounts to the agreement. All figures included on this form are for demonstration purposes only.

- Section A – Budget Summary: Fill in “CIG” under the “Grant Program Function or Activity” (column a). The Catalog of Federal Domestic Assistance (CFDA) number is 10.912. Columns (c) and (d) should be left blank. Columns (e) and (f) should include the total Federal and Non-Federal funding for the entire grant period.
- Section B – Budget Categories: This section should include the total Federal and Non-Federal funding for the entire grant period. These figures are provided as examples only. Columns (2) through (4) should be blank.
- Section C – Non-Federal Resources: This Section should show the source of applicant’s contribution for the entire grant period. Documentation of matching funds is required from all sources. Detailed information on matching funds must be included in the budget narrative.
- Section D – Forecasted Cash Needs: This Section should include the total amount of Federal and Non-Federal funding required during the first year of the grant. The sample SF-424a assumes a grant with costs being expended evenly over the maximum allowed grant period of 3 years.
- Section E – Budget Estimates of Federal Funds Needed for Balance of the Project: Column (b) should include the federal funds required during the second year of performance (this is the same as the first future year). Column (c) should include federal funds required during the third year of performance (this is the second future year). Columns (d) and (e) should be \$0.00, because the maximum grant period is 3 years.
- Section F – Other Budget Information: If the applicant is claiming indirect costs, it should be indicated in block 22. An indirect cost rate agreement must be submitted with the proposal. Indirect costs may not exceed 15 percent of the total Federal funds requested.
- Budget Narrative: A budget narrative that describes in detail how the Federal and Non-Federal funds will be expended must be submitted with the proposal.