

## 2025 NCLWF Planning Application Budget Form

<b>Project ID Number (admin use)</b>	
Project Title	
Applicant Organization	
Name of Project Manager	

**Whole dollar amounts only please.**

**NOTE:** Budget guidance from the Funding Manual is reproduced below - please review before completing this form.

Requested Funds	Matching Funds	Total Cost

GMS #	Item	Requested NCLWF	Matching Funds	Cost
	Labor (Salary & Benefits Only)			
	Mapping/GIS Expenses			
	Supplies*			
	Outside Consultants			
	Project Administration			
	Addnl. Expense 1			
	Addnl. Expense 2			
	Addnl. Expense 3			
<b>Total</b>				

\*If requesting supplies line, please fill out application question in Section 5 regarding supplies list.

### Matching Resources Table

Sources of Matching Funds (Name of Org/Entity)	Origin/Type of Matching Funds	Matching Funds Primarily Applied To	Amount	Secured/ Committed?
<b>Total Matching Funds</b>				

**NOTE:** \*Please group match by source and commitment status\*. One source/match line may apply to multiple funding lines above, as summarized in the 'Match Funds Primarily Applied To' column.

## Budgets

### How can the funds be used?

- The funding or match credit for any item not listed on this chart will be determined by NCLWF.
- All expenses reimbursed by NCLWF must occur after the award date and be substantiated by invoices.
- All expenses credited for match incurred prior to award date must be requested at time of application. Note that match incurred before award date is generally not approved for planning grants.
- Match funding must be for items otherwise eligible for NCLWF funding.
- See the Budget section Guidelines for details and restrictions on use of NCLWF funds and match funds.

Item	NCLWF Funds - expenses incurred <i>after</i> award date only	Match Funds - expenses incurred <i>after</i> award date	Match Funds - expenses incurred <i>prior</i> to award date
Stakeholder identification, contact and meetings	Yes	Yes	No
Monitoring, field work, GIS work, analysis	Yes	Yes	No
Lab work, sample processing	Yes	Yes	No
Outreach, public meetings	Yes	Yes	No
Conceptual designs, renderings, cost estimates	Yes	Yes	No
Planning report development and production	Yes	Yes	No
Training of partners and volunteers	Yes	Yes	No
Travel to project area	Yes*	Yes*	No
Project administration	Yes*	Yes*	No
Overhead (office rent, telephone, etc.)	No	No	No
Computer software and equipment	No	No	No

\* limitations apply to the use of funds for this purpose

**Matching Resources** - Match must be for activities necessary for the completion of the project and must be backed up with receipts or other verifiable documentation of expenses. Matching resources must be for items eligible for NCLWF funds. For example, overhead may not be counted as matching resources.

**NCLWF grant awards may not be used as matching funds** for other NCLWF awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

**Expend matching resources at the approximately the same rate as NCLWF funds** and in proportion to the original funding commitment by NCLWF. NCLWF may choose to hold requests for reimbursement of project funds if the rate of matching funds expenditures lag behind expected rates. Further, upon project completion, the original funding ratio of NCLWF funds to matching funds is to be achieved. For instance, if a grant award is approved with NCLWF providing 50% of the total budgeted project cost, NCLWF will expect at project closeout to have only contributed up to the 50% of the total project cost.

**Declare in the grant application any project costs that may be incurred before the project award date.** NCLWF may include matching funds contributions for costs incurred prior to the grant award date but only if such costs are specifically identified and requested by applicant at time of application.

**NCLWF will reimburse project costs incurred after the grant award date** - However, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will be reimbursed only if they were necessary to comply with the proposed delivery schedule of the project or period of performance, are necessary and reasonable for proper and efficient accomplishment of the project and comply with all terms and conditions in the subsequent grant contract.

**Project Administration costs are limited to direct labor toward Progress Reporting, Reimbursement Requests, Project Scope Management, Budget Management, and Project Schedule Management.** If you request Project Administration reimbursement or want to demonstrate Project Administration as match, you must submit itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration.

**Special equipment may be purchased as a monitoring expense.** Special equipment is defined as equipment used only for research or other technical activities on the specific project area. An example of special equipment is a water quality monitor installed on the site. Special equipment with a unit cost over \$5,000 must have prior written approval to be purchased with NCLWF grant funds.

**General equipment may not be purchased without prior written approval.** General equipment is generally not permitted to be purchased with NCLWF funds. General equipment is defined as equipment not limited to technical activities, which could be used on other project sites. Examples of general equipment include computers, tablets, cameras, motor vehicles, safety vests, or work boots. If an item can be used to work on other projects, it is likely general equipment and not eligible for purchase with NCLWF funds.

**Travel costs are eligible for reimbursement.** Travel that is specifically related to carrying out the project may be included in the project budget as match and/or requested funds. Travel expenses may be determined using a reasonable metric that the grantee otherwise uses to calculate travel expenses, or by using the standard mileage rates established by the United States Internal Revenue Service. NCLWF will only reimburse travel expenses for trips shown to be necessary to complete the project.

**Sales tax for items purchased by a grantee which is a nonprofit corporation is not eligible for reimbursement using NCLWF funds.** The NCLWF cannot provide funding for expenses which a nonprofit corporation could otherwise seek reimbursement for from other parts of the government, i.e., sales tax on purchases for the project. Sales tax must be subtracted from any invoices submitted by a nonprofit corporation to the NCLWF for reimbursement.

**Overhead, postage, phone charge, and audit costs are not eligible as match or reimbursable project costs.**