

## SF-424A Budget Information – Non-Construction Programs:

Please review the detailed instructions below **BEFORE** completing this form.

**Please note: The person who signs the SF-424A must have legal authority to do so on behalf of the organization.**

### Budget Summary

- A. **Grant Program Function or Activity:** If not pre-populated, enter Public Diplomacy Program.
- B. **Catalog of Federal Domestic Assistance Number:** If not pre-populated, enter 19.040.
- C. **Federal (Unobligated):** Leave these fields blank.
- D. **Non-Federal (Unobligated):** Leave these fields blank.
- E. **Federal (New/Revised):** Enter the **amount of federal funds requested** for this program.
- F. **Non-Federal (New/Revised):** If voluntary cost-share is applicable, enter the **amount of any other funds the applicant will use** towards this program.
- G. **Total:** If not pre-populated, enter the **total cost** of this program.

### Budget Categories

**Object Class Categories A-K:** Under the first column “Object Class Categories” enter the total cost for each class category for ‘Program (1)’. In the total column, to the far right, the form should automatically show the sum, if not enter the amounts. Columns indicated for Program 2, 3, and 4 should be left blank.

**Object Class Categories Program Income:** If revenue is applicable, enter the amount.

**Non-Federal Resources** *(Only complete this section if the proposal includes voluntary cost-share).*

**Grant Program:** If not pre-populated, enter Public Diplomacy Program.

**Applicant Column:** If applicable, enter **cost-share** amount provided by the applicant.

**State Column:** Leave blank.

**Other Sources Column:** If applicable, enter the **cost-share** amount provided by other donors.

**Total Column:** In the total column, to the far right, the form should automatically show the sum for **total amount for all non-federal resources**.

### Forecasted Cash Needs

Applicants may list their forecasted cash needs by year or leave it blank. *(Forecasted cash needs by quarter are not required, only the total sum is necessary)*

**Federal Row:** Click on “Federal.” Enter the total amount of **federal funds** requested for the program in the total column.

**Non-Federal Row:** Click on “Non-Federal.” Enter the total amount of **non-federal funds, also known as cost-share**, you expect to expend during the program in the total column.

### Budget Estimates of Federal Funds Needed for Balance of the Program and/or Projects

**Grant Program enter:** Click the title entered. If not pre-populated, enter Public Diplomacy Program.

**First Year-Fourth Year Columns:** Complete the estimated amounts for each year. .

### Other Budget Information

**Direct Charges:** Enter total amount of direct charges.

**Indirect Charges:** Enter amount if applicable.