ATTACHMENT 5

Budget Justification and Match Templates

Up to two pages may be used to provide the requested information. Applicants are strongly encouraged to provide detailed justification and information on match.

Budget Justification

In addition to scoring the budget section of proposals (15% of the total score), reviewers will be asked to provide written comments on proposal score sheets to address budget items that they consider not allowed, and explain a low budget score due to unclear or inadequately justified requests. Lack of detail is the primary reason why ¾ of projects funded each year receive less than they request. The Budget Narrative Form (DOE 101—Attachment 2) is for coding, listing, and providing calculations by object code/category. In the Budget Justification, provide explanation and rationale for these categories. Items, particularly large requests, must be shown to be

1. Critical to the project—i.e., the project could not be conducted successfully without them
2. Unavailable from other sources, and
3. Dedicated to the project, as opposed to being used for other purposes. For materials, supplies, and equipment, evidence must be shown that the item will continue to be used for service learning even after the grant period, and not be shifted to general use when grant expires.

The following template is suggested for justifying budget requests:

Object Code(s)	*Category*	*Justification/Explanation*
	Categories to list include Salary/Benefits, Substitutes, Materials/Supplies (list main types and amounts by type), Travel, Transportation, Consulting, Equipment, Software	Address how items are critical to the project, unavailable from other sources, and dedicated to project goals and objectives (materials permanently dedicated)

Match Requirements

Every proposal must include cash or in-kind match to show it has the partners, support, and commitment to reach its proposed goals and objectives. Applicants must provide evidence that they have successfully identified resources to meet cash and in-kind match requirements. Cash match is funds contributed or dedicated to the project. In-kind match is services, goods, or materials contributed to the project. Claimed cash and in-kind match must be directly applied/dedicated to the project. Cash match is not required, but it is valued more highly than in-kind contributions.

Minimum Cash and In-Kind Match Requirements

Match Reqt.	*Applicant Categories*
33%	First-time or previously unsuccessful applicants (e.g., $3,300 for a $10,000 request)
50%	Applications for a second year of funding
100%	Applications from applicants who have received at least two years of funding

The following template is suggested for listing and quantifying proposed match:

Cash and In-Kind Match Contributions

Match Source/Description	*How Total is Calculated*	*Cash Match*	*In-Kind Match*	*Total Match*
Fill in for each source of match				