

Instructions for the Local Food Promotion Program (LFPP) Budget and Match Request Form

OMB 0581-NEW

LFPP provides the following guidance to organize and complete the LFPP Project Budget and Match Request Form. For more detailed information, refer to the "LFPP Announcement and Guidelines."

NOTE: LFPP grant funds cannot be used to pay for the purchase, repair, rehabilitation, or construction of a building or structure; acquisition of land; political or lobbying activities; or any activities prohibited by 7 CFR parts 3015 and 3019.

In order to expedite the application review process, follow these steps to complete the budget form:

1. Organization Contact Info. Enter the: organization name, address, contact name, contact email, contact phone, narrative title, project contact name, and project contact number.

2. Budget Summary Itemization All Budget Items Must:

- Be Itemized, listing separately each item, its cost, and use
- Include all matching funds as line items per instructions below
- Correlate to the purpose/goals of the project and demonstrate that they are reasonable and adequate for the proposed work.
- Be substantiated in a written budget narrative. Refer to the "LFPP Grant Narrative" for additional information on the Budget Narrative.

If necessary, please add additional rows under each budget category to fully identify all budget items.

- Personnel/Contractor**
- Show hourly rates and estimated number of hours to be spent on the project by each project participant. See the "LFPP Announcement and Guidelines" for additional information.
 - For contractors, list the general categories of services the contract covers (e.g., type of professional services, travel, lodging, administrative expenses, etc.).

Equipment Indicate anticipated purchases of equipment (items with a useful life of more than one year, and cost of \$5,000 or more per unit). List separately each item of equipment, and its cost and use.

Travel Indicate the details and purpose of each trip and the anticipated travel expenses.

- Mileage rates include gas costs and therefore LFPP will not recognize additional gas expenses as allowable.

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- LFPP follows the current General Services Administration's privately owned vehicle (POV) reimbursement rate.

Supplies Provide an estimate of projected supply expenditures. List each item separately its cost and use.

Other Provide in sufficient detail an itemized list and cost estimate for items that do not fall into the personnel/contractor, travel, equipment, supplies, or indirect categories. Indicate its costs and use.

Indirect Costs Indirect costs may not exceed 10 percent of the total project costs.

Provide in sufficient detail an itemized list of indirect costs. No indirect costs will be approved without some detail of what the costs will cover.

3. Matching Funds

Matching funds are required in the form of cash or an in-kind contribution in an amount equal to 25 percent of the total cost of the project. For allowable matching funds, refer to the "LFPP Announcement and Guidelines."

To calculate the 25% applicant match, use the following formula:

- **Formula (step 1):** Requested Federal Funds (\$) divided by Federal Share (%) = Total Project Cost
Example: \$100,000 divided by 75% = \$133,333
- **Formula (step 2):** Total Project Cost (\$) minus Requested Federal Funds (\$) = Applicant Match
Example: \$133,333 minus 100,000 = \$33,333

Using this formula and based on this example, an applicant requesting \$100,000 in LFPP funds will be required to provide matching funds in the amount of \$33,333, which is 25 percent of the total cost of the project.

After completing this form, save a copy and print for your records, then upload this file, along with all other application materials, in the Grants.gov application package.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0235. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed,

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Project Title:

Organization:

Contact Person:

Contact Phone:

Contact Email:

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This Column for LFPP
Staff Use Only:

Budget Summary Itemization:	Requested Federal Funds	Matching Contribution	Budget Totals	Revised/Approved
Personnel:			\$0	
			\$0	
			\$0	
			\$0	
<i>Total Personnel</i>	\$0	\$0	\$0	
Contractual:			\$0	
			\$0	
			\$0	
			\$0	
<i>Total Contractual</i>	\$0	\$0	\$0	
Travel:			\$0	
			\$0	
			\$0	
			\$0	
<i>Total Travel</i>	\$0	\$0	\$0	
Equipment:			\$0	
			\$0	
			\$0	
			\$0	
<i>Total Equipment</i>	\$0	\$0	\$0	
Supplies:			\$0	
			\$0	
			\$0	
			\$0	
<i>Total Supplies</i>	\$0	\$0	\$0	
Other:			\$0	
			\$0	
			\$0	
			\$0	

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	Requested Federal Funds	Matching Contribution	Budget Totals	This Column for LFPP Staff Use Only: Revised/Approved
Budget Summary Itemization:				
<i>Total Other</i>	\$0	\$0	\$0	
Indirect Costs (10% maximum):			\$0	
			\$0	
			\$0	
<i>Total Indirect</i>	\$0	\$0	\$0	
Total Federal Request:	\$0			
Total Matching Contribution:		\$0		
Total Project Costs:			\$0	
25% Match Check:			#DIV/0!	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0235. The time required to complete this information collection is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, or familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.