

**USFWS International Affairs**  
**Supplemental SF424A Instructions for New Applications**

These supplemental instructions, as well as the Sample SF-424A, are provided to clarify how this form should be completed. The sample demonstrates a proposal budget in which the USFWS and applicant are contributing equal amounts to the agreement, with an indirect cost rate of 20%, and the agreement is two years long. All figures included on this form are for demonstration purposes only.

**Section A – Budget Summary**

Row 1

- In the “Grant Program Function or Activity” field (column a) enter the name of the program you are applying to, followed by “USFWS Contributed.” (eg. Marine Turtle Conservation Fund – USFWS Contributed).
- In the “Catalog of Federal Domestic Assistance Number” field (column b). The CFDA number for the Federal program you are applying to appears on the first page of this Funding Opportunity. (eg. 15.645).
- Leave columns c and d blank.
- In the “Federal” field, enter the total amount of funding requested from this Federal program. (eg. 100,000). This must match the amount indicated in Section 18.a. of the SF424.
- Leave column f blank
- Column G will auto-populate

Row 2

- In the “Grant Program Function or Activity” field (column a) enter the name of the program you are applying to, followed by “Applicant Contributed.” (eg. Marine Turtle Conservation Fund – Applicant Contributed).
- In the “Catalog of Federal Domestic Assistance Number” field (column b). The CFDA number for the Federal program you are applying to appears on the first page of this Funding Opportunity. (eg. 15.645).
- Leave columns c, d and e blank.
- In the “Non-Federal” field, enter the total amount of funding that will be contributed from your organization. (eg. 100,000). This must match the amount indicated in Section 18.b. of the SF424.
- Column G will auto-populate

**Section B – Budget Categories**

- The “Grant Program Function or Activity” columns 1 and 2 will auto-populate from Section A.
- In column 1, fill in the total requirements for Federal contributed funds by object class categories. These totals should reflect the entire award period. Please note that if indirect costs are included they must be calculated separately against either the flat *de minimis* indirect cost rate of 10% of modified total direct costs, or per your Negotiated Indirect Cost Rate Agreement.
- In column 2, fill in the total requirements for applicant contributed funds by object class categories. These totals should reflect the entire award period.

### **Section C – Non-Federal Resources**

- The “Grant Program” field will auto-populate from Section A.
- Leave row 8 blank.
- In row 9, fill in the source of matching funds for the entire award period. This breakdown must match what is in Section 18 of the SF424.

### **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 award.

### **Section E – Budget Estimates for Federal Funds Needed for Balance of the Project**

- This Section should include the total amount of Federal and Non-Federal funding required for subsequent years of the award. Column (b) should include the funds required during the second year of performance (this is the same as the first future year). Column (c) should include the funds required during the third year of performance (this is the second future year), etc.

### **Section F – Other Budget Information**

- Block 21 should include the total amount of the federal contribution. Block 22 should indicate the indirect rate, the estimated amount of the base to which the indirect rate is applied, and the total indirect expense. (eg. 20% final rate, \$100,000 base, \$20,000 indirect).

### **Budget Narrative**

A budget narrative is required that describes how the Federal and Non-Federal funds will be expended. In-kind contributions and cash contributions should be identified and discussed in the budget narrative. Please see full instructions in section IV.E.2. of the Notice of Funding Opportunity.