

# Instructions for Completing Your First 5 Riverside Proposed New Capacity for High Need Areas Funding Opportunity Budget

## Basic Instructions and Information

At the bottom of the Excel worksheet, you will see two (2) tabs. The first tab is labeled “Budget”. The second tab is labeled “Budget Narrative”. Both tabs must be completed in their entirety in order for your budget to be considered as complete. There are fields that we have **locked** to preserve the integrity of the preformatted formulas. All fields in the Budget that are “**White**” are open and must be completed with input. All fields that are “**Gray**” are locked. On the “Budget” tab, please complete the Agency Name, Program Name and the amount being requested for First 5 Riverside Funds. Once all of the sections are completed on the F5R Budget tab, these will also automatically populate onto the other tabbed pages. This includes the Capital Expenditures, Subcontractors, Equipment Less Than \$1000 and Equipment Greater Than \$1000 budget categories.

There is a “Check Total” column to the far end of the worksheet. This amount should **always be \$0**.

- “Other Program Source(s)” include General Funds, Other Grants, In-Kind, Parent/Client Fees, Donations and Fundraisers. Each one used should be listed separately with the anticipated funding amount under “Other Program Fund(s). List other program source(s) that will support this First 5 funded program **only**.

Please complete each Expenditure line item (numbered below) using the criteria listed below to determine which category your expense best fits. An agency may not make changes to the numbered order of any of the line items nor attempt to override any of the pre-populated data reserved for F5R, such as formulas:

1. **Capital Expenditures** are items purchased with a dollar value of \$5,000 or more per unit.
2. **Subcontractors** include all collaborating agencies associated with providing services for the program as outlined within the contract’s SOW. Each Subcontractor must be listed along with the services that are being provided. If the Subcontractor’s name is unknown at the time of budget preparation, the services that will be provided must be listed in order for it to remain as part of your budget. Once the Subcontractor is known, a copy of the subcontract is required to be provided to your Contract Specialist within 30 days of contract execution.
3. **Equipment Less Than \$1000** includes any anticipated equipment purchases with a per unit cost of less than \$1,000.
4. **Equipment Greater Than \$1000** includes all equipment that has a purchase value of over \$1,000 per unit, but costs no more than \$5,000 per unit. Anything above \$5,000 is considered a Capital Expense.
5. **Budget Narrative** includes a mandatory brief description of the necessity for *each and every* line within your proposed budget and must be completed on the Budget Narrative tab. Accordingly, this tab has been pre-populated with line items from the F5R Budget tab; thus, the only input required from the agency is a brief description for each line item. Your budget will be considered incomplete without this information.

**All Budget Expenses must be program related.** You should be able to clearly articulate how these line items will be used in your program within the required Budget Narrative section.

Do not attempt to change any of the preformatted sequentially numbered designations within your budget’s line items, as these are necessary for F5R’s utilization; nor should you attempt to alter any of the preformatted formulas within the budget. Changes or tampering with the budget preformats may compromise the accuracy of your submittal and could impact the final score of your proposal. The budget

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templates are standardized, thus, it is not necessary to attempt to utilize all named line items within the expense categories. Only complete those line items which you can substantiate a need for based on facilitating the services/targets outlined within your F5R Scope of Work. If your project is approved, contract budgets are not considered approved and final until they have been reviewed by F5R personnel and you are notified of the acceptance and/adjustments to the budget.

These instructions are included to assist you in submitting a thorough and well-planned budget, which we anticipate will provide your agency with valuable financial resources for the successful execution of your F5R Scope of Work. If you have any questions with regard to these instructions, please contact Arrin Banks, Administrator, Grants and Contracts via email. The email address is: [contracts@rccfc.org](mailto:contracts@rccfc.org)