

Enter Budgets

The Enter Budget form is used to enter a budget in conjunction with an SF-424 grant application. The left side of the form contains a navigation tree, with nodes at various levels. There is a different navigation tree for each corporate program, but the behavior of the form is the same for all corporate programs. The nodes of the navigation tree show allowable budget categories and subcategories. To enter budget amounts, drill down to the desired node -- the display on the right will change. Then, enter the data on the right side of the form.

Grant Details

This section of the form contains identifying information for the grant application. This information cannot be changed in this form.

Application ID	The unique identifier assigned to this grant application.
Project	The name of the project for which funds are being requested.
Grant #	If this is an amendment or continuation, the grant number of the grant being amended or continued.
Legal Applicant	The name of the organization applying for the grant.
Original Grant #	If this is a renewal, the original grant number of the previous 3-year grant.
Corporate Program	The name of the corporate program for which the application is being submitted.

Validation

Before a budget can be submitted to CNCS with the corresponding 424 grant application, the budget must be validated. This ensures that all budget rules for the applicable corporate program are met, such as required grantee share. To validate a budget, click on the Validate button. If the budget has any errors, they will be displayed for review. Correct the errors, then try to validate the budget again. Once a budget has been validated, the Validated checkbox is checked. If any changes are made to a validated budget, the box will be unchecked and you will have to validate the budget again.

General Budget Entries

The lower part of the form is where budget categories are selected and specific budget information is entered. The individual entries required for each budget category will differ, depending on the item. However, all items require a Total Amount, which is the total amount of money to be spent on the corresponding item. The total amount may be calculated or you may be required to enter it, depending on the rules for the particular budget category. For all budget items, you must allocate the total amount between the amount to be received from CNCS and the amount to be used from other fund sources.

Total Amount	The total amount required to cover costs for the line item. For some items, may be calculated. Required.
CNCS Share	The amount of funds for the item that are being requested from CNCS. The CNCS share and the grantee share must equal the total amount (except for Senior Corps grants, which may also include an "Excess Amount").
Grantee Share	The amount of funds for the item expected to be covered by grantee funds or funds the grantee expects to receive from other sources. The CNCS share and the grantee share must equal the total amount (except for Senior Corps grants, which may also include an "Excess Amount").
Excess Amount	Senior Corps grantees can apply "excess" funds to their overall grant budget. Excess funds are those above and beyond the required Non-Corporation share. Section 5025 of the Domestic Volunteer Service Act, as amended, stipulates that use of locally generated contributions in excess of the amount may not be restricted by the Senior Corps as long as such contributions are not inconsistent with the provisions contained in the Act.

Specific Budget Entries

Each corporate program has different budget categories. See the sections on each program for details:

- [Senior Corps \(NSSC\)](#)
 - [Foster Grandparent and Senior Companion Programs](#)
 - [RSVP \(Retired and Senior Volunteer Program\)](#)

Coming Soon:

- Learn and Serve America (LSA)
 - Higher Education
 - K-12 Community-based programs
- AmeriCorps VISTA
- Other AmeriCorps Programs
- Other Programs