

Appendix 1

*Sample of a Completed SF-424a Form*

Below is a completed SF-424a for you to use as reference. The funding numbers provided are based on the budget example you can find in Appendix 3.

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 06/30/2014

**SECTION A - BUDGET SUMMARY**

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Middle East Partnership Initiative	19.500	\$	\$	\$125,805	\$66,192	\$191,997
2.							
3.							
4.							
	<b>5. Totals</b>		\$	\$	\$125,805	\$66,192	\$191,997

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Cost (MEPI Cost)	(2) Non-Federal Cost (Cost-Share)	(3)	(4)	
a. Personnel	\$62,765	\$1,338	\$	\$	\$64,103
b. Fringe Benefits	7,940	6,590			14,530
c. Travel	30,100	38,020			68,120
d. Equipment	0	0			0
e. Supplies	1,500	744			2,244
f. Contractual	19,900	7,500			27,400
g. Construction	0	0			0
h. Other	3,600	12,000			15,600
i. Total Direct Charges	125,805	66,192			191,997
j. Indirect Charges	0	0			0
k. TOTALS (sum of 6i and 6j)	125,805	66,192			191,997
7. Program Income	\$0.00	\$0.00	\$	\$	\$0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8. Middle East Partnership Initiative	\$66,192	\$	\$	\$66,192	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$66,192	\$	\$	\$66,192	
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$125,805		22. Indirect Charges: \$0			
23. Remarks:					

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