

NFIF Phase 1 Budget Worksheet

Instructions: Provide specific details for each budget item. Administrative costs must not exceed 25% of the NFIF request. Be concise and ensure each expense is justified clearly in the Explanation column.

Budget Line Item	Total Cost	NFIF Request	Other Funding	Explanation (Required)
Program Staff (e.g., case managers)	\$	\$	\$	Describe staff roles and responsibilities
Supplies & Materials (e.g., kits, tools)	\$	\$	\$	Identify what will be purchased and for whom
Facility Rental (program-related only)	\$	\$	\$	Location name, duration, and purpose
Technology / Software (program-specific)	\$	\$	\$	E.g., survey tools, virtual platforms
Transportation / Outreach	\$	\$	\$	E.g., gas, mileage, bus passes
Direct Client Support	\$	\$	\$	Meals, stipends, hygiene items
Marketing / Communication	\$	\$	\$	Program-specific outreach materials
Evaluation & Data Tracking	\$	\$	\$	Tools/consultants for impact tracking
Training / Capacity Building	\$	\$	\$	Staff development relevant to project
Insurance, Permits, Legal Fees	\$	\$	\$	Project-specific only
Administrative / Overhead ($\leq 25\%$)	\$	\$	\$	Rent, bookkeeping, admin staff (detailed)
Other – Specify: _____	\$	\$	\$	Must clearly tie to program execution

Summary Totals (Required):

Total Administrative / Overhead Costs:	\$ _____ (Must not exceed 25% of NFIF Request)
Total Program Service Costs:	\$ _____
Total Project Cost:	\$ _____