

HOW TO USE THE FORM "424A EXTRA SECTION B"

The "424A Extra Section B" form is used when there is not enough space on the Standard Form 424A to contain all needed information, or whenever the funding announcement tells you that you must use it.

The Standard Formn 424A. The Standard Form 424A is filled out normally, with one exception. In section B of the 424A form, the breakdown of budget by year and object class, enter *only the Federal funding data*. One column should be used for each year of the project.

Standard Form 424A, showing the Federal funding breakdown in section B.

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5) Total Federal funds
	(1) Year 1 Federal funds	(2) Year 2 Federal funds	(3) Year 3 Federal funds	(4) Year 4 Federal funds	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0 <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>

The "424A Extra Section B". On the "424A Extra Section B" form, enter the budget breakdown data by year for the *non-Federal matching funds* associated with the project.

"424A Extra Section B" form records the matching fund breakdown.

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5) Total matching funds
	(1) Year 1 matching funds	(2) Year 2 matching funds	(3) Year 3 matching funds	(4) Year 4 matching funds	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ 0 <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>

Include both the Standard Form 424A, and the "424A Extra Section B" in your submission. Usually the Standard Form 424A will be bundled into your grants.gov package, and your "Extra Section B" will need to be attached to your application as an optional budget attachment. If the individual funding announcement you are responding to gives you different directions for submitting the "Extra Section B", follow those directions.