



N.C. Department of Agriculture & Consumer Services
N.C. ADFP Trust Fund
Agricultural Development Project Application Budget Instructions



These instructions will help you plan and complete the budget section of the ADFP Trust Fund Cycle 18 Agricultural Development Project Application.

These instructions follow the order of the budget section of the application.

1. ADFP Trust Fund Grant Request Budget

- This section is where the applicant enters the requested ADFP Trust Fund grant funds for each eligible line item.
- For the Equipment line item, individual items must cost *\$5,000 or more*.
- For the Special Program Supplies line item, items may include specialized supplies or equipment designed to implement the project, including equipment *less than \$5,000*.
- Site development and construction line items are eligible for development projects only.
- Select the line items for which there are grant fund requests.
- **Please complete a Project Budget Worksheet for each project application. This worksheet is found in the Agricultural Development Project section of the ADFP Trust Fund website.**
- For an explanation of each budget line item category, see the section titled “Budget Line Item Categories” on page 3.

2. Determining the Minimum Required Match Amount

- In accordance with N.C.G.S. 106-744, there are match requirements for eligible ADFP Trust Fund applicants:
 - “To a private nonprofit conservation organization that matches thirty percent (30%) of the Trust Fund monies it receives with funds from sources other than the Trust Fund.”
 - “A county that is a development tier two or three county, as these tiers are defined in G.S. 143B-437.08, and that has prepared a countywide farmland protection plan shall match fifteen percent (15%) of the Trust Fund monies it receives with county funds. A county that has not prepared a countywide farmland protection plan shall match thirty percent (30%) of the Trust Fund monies it receives with county funds. A county that is a development tier one county, as defined in G.S. 143B-437.08, and that has prepared a countywide farmland protection plan shall not be required to match any of the Trust Fund monies it receives with county funds.”
- For private nonprofit conservation organizations, select “Private Nonprofit Conservation Organization” from the list.
- For a county, select your county from the list.
- *The calculation will determine the minimum required match figure based on the match percentage and the total amount of grant funds requested from the ADFP Trust Fund. Match percentages will currently be listed on the ADFP Trust Fund website, and will be updated prior to the application going live.*

3. Total Matching Funds Budget

- This section will include all sources of matching funds from cash and in-kind sources.
- Cash match is a cash purchase for the project that is not reimbursed by the ADFP Trust Fund.

- In-kind match is a non-cash donation made to the project.
- There is an upload section to add Matching Funds Narratives and any secured funding documents. This section asks the applicant to identify secured (committed in writing) and unsecured matching funds.
- This budget section should include secured (committed in writing) and unsecured matching funds. Each line item should be a total of secured and unsecured funds. The “Total Matching Funds Budget” column on the “Project Budget Worksheet” can be used to determine inputs in this section.
- If no match is available for a line item, enter “0” in the field.
- After entering each line of matching funds, click the checkbox to calculate your total matching funds. **This should match what is entered on the Project Budget Worksheet.**

4. Total Matching Funds Narratives

- There is an upload section to add Matching Funds Narratives and any secured funding documents. This section asks the applicant to identify secured (committed in writing) and unsecured matching funds.
- Each source of secured matching funds *must* have a letter of commitment from the matching fund's source.
- Letters of commitment must have the following information:
 - Name of Source of Matching Funds Entity (agency or organization)
 - Contact Name and Information for Matching Funds Entity
 - Dollar Amount/Value of Match
 - Identification of Match as a Cash or In-Kind Source
 - Brief Description of Match
 - Signature of Authorized Matching Funds Source Contact
- All match that does not have a signed letter of commitment uploaded in the appropriate matching funds narrative section will be considered unsecured.
- Ensure that the calculation at the end of each matching funds narrative page equals the figure listed in your Project Budget Worksheet.
- If no match is available for a line item, enter “0” in the appropriate field.

5. Total Project Budget

- This will be found on your **Project Budget Worksheet** – ensure that both your Grant Request column and your matching funds columns are correct and match what you have entered in the application but submitted this worksheet in the application as well.
- If you have any questions, please email Allison Rodriguez at Allison.rodriquez@ncagr.gov.

Budget Line Item Categories

- **Equipment:** This refers to any equipment used to implement the project that costs \$5,000 or more.
- **Travel:** Applicable state rates apply. View <https://www.osbm.nc.gov/budget/budget-manual#5-travel-policies> for more information.
- **Special Program Supplies:** This refers to specialized supplies or equipment designed to implement the project, including equipment less than \$5,000.
- **Consultant and Specialized Services:** This refers to the contracting of consultants or other workers that have highly specialized skills. This does not include general laborers, general office, or clerical work.
- **Personnel and Administrative:** This refers to general laborers, general office, or clerical work provided as match by matching funds source.
- **Office Supplies:** This refers to general office supplies that will be used exclusively for the implementation of the project.
- **Printing and Binding:** This refers to printing and binding services and supplies that will be used to as an output of the project.
- **Promotional Materials:** This refers to general types of self-advertisement of the project. May include flyers, banners, posters, signs, or electronic promotional materials.
- **Site Development:** For development projects only. This refers to applications, permits, fees, environmental site assessments, environmental audit, soil evaluation, sample collection, field measurements, water and air quality, well and septic tank siting, or consideration for the layout of a surface irrigation system.
- **Construction:** For development projects only. This refers to construction costs, including water well, septic tank, electrical, or plumbing.
- **Workshops and Conferences:** A conference is defined as a meeting, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance under the grant award. Allowable conference costs may include rental of facilities, costs of meals and refreshments, and other rental costs.

Expenditures of State financial assistance by any recipient or sub-recipient shall be in accordance with the cost principles outlined in the Code of Federal Regulations, 2 CFR, Part 200. Please see <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> for more information.