

State of Illinois - Uniform Budget Template and Submission Requirements

	<u>Sections</u>	<u>Agency Requirements</u>	<u>Applicant Requirements</u>
1	General Instructions	Format may <u>not</u> be modified.	Applicant does <u>not</u> need to submit.
2	Section- A State of Illinois Fund Summary (State and Federal Pass-Through Funding)	Section-A information is required per Uniform Budget instructions and the format may <u>not</u> be modified. <u>However:</u> (A) Budget line items may be “ <u>grayed out</u> ” if the line item is not applicable to the grant. <u>Do not remove</u> the line item from the document. (B) If additional grant-specific line items are required use the “ <i>Grant Exclusive Line Item</i> ”. Type the name of the new line item into the template. Include a definition of these grant-specific line items in the Budget Worksheet and Narrative section.	Applicant must complete and submit.
3	Section- A Indirect Cost Information	Section-A Indirect Cost Information is required per Uniform Budget instructions and the format may <u>not</u> be modified.	Applicant must complete and submit.
4	Section -B <u>NON</u>-State of Illinois Fund Summary (Grantee Funding-Match or Cost Sharing)	Section-B Information is required per Uniform Budget instructions and the format may <u>not</u> be modified. <u>However:</u> (A) Budget line items may be “ <u>grayed out</u> ” if the line item is not applicable to the grant. <u>Do not remove</u> the line item from the document. (B) If additional grant-specific line items are required use the “ <i>Grant Exclusive Line Item</i> ”. Type the name of the new line item into the template. Include a definition of these grant-specific line items in the Budget Worksheet and Narrative section.	Applicant must complete and submit.
5	Certification	A Certification is required per Uniform Budget instructions. The format <u>may</u> be modified to include additional signature lines as needed by the Agency.	Applicant must complete and submit.

State of Illinois - Uniform Budget Template and Submission Requirements

6	<p>Worksheet & Narrative</p> <ul style="list-style-type: none"> • Personnel • Fringe Benefits • Travel • Equipment • Supplies • Contractual Services & Subawards) • Consultant (Professional Services) • Construction • Occupancy (Rent & Utilities) • Research & Development (R&D) • Telecommunications • Training & Education • Direct Administrative costs • Miscellaneous Costs • Grant Exclusive Line Item(s) • Indirect Costs • Narrative Summary 	<p>Worksheet and Narrative information is required per Uniform Budget instructions to provide a justification for all expenses listed in the Budget Summaries. The format may be modified based upon the following guidelines:</p> <p style="padding-left: 40px;">(A) If the line item was “grayed out” in Section A & B, “gray out” the corresponding section in the Budget Worksheet and Narrative.</p> <p style="padding-left: 40px;">(B) If a grant-specific line item was added as a “<i>Grant Exclusive Line Item</i>” in Section A & B, repeat the information in the Budget Worksheet and Narrative. The agency must cite the line item requirements and include detailed instructions regarding all budgeting and compliance requirements.</p> <p style="padding-left: 40px;">(C) Agencies may add relevant columns, rows, references and elements to the Budget Worksheet and Narrative. These additions should assist the Applicant in documenting and justifying grant expenses.</p>	<p>Applicant must complete and submit the Uniform Budget Worksheet & Narrative as provided by the Agency,</p> <p style="text-align: center;">or</p> <p>Applicant may work with the agency to propose an equivalent worksheet and narrative that contains the same level of specificity and justification of all expenses required by the State of Illinois’ Budget Worksheet and Narrative.</p>
7	<p>Agency Approval Form</p>	<p>Agency Approval Form. A dual approval process is required per Uniform Budget instructions. Budget approvals must document sign-off from Agency Programmatic and Fiscal authorities. The <i>format</i> of the approval form may be modified by the Agency to include any Agency enhancements.</p>	<p>(Agency Use Only)</p>
8	<p>FFATA</p>	<p>If applicable, an Agency may require an Applicant who is awarded a grant to use the FFATA form provided within the Uniform Budget or use a FFATA form currently in use by the Agency.</p>	<p>If applicable and required by an Agency, the Applicant must complete and submit the Uniform Budget FFATA form or an equivalent FFATA form currently in use by the Agency.</p>