

Budget Error Guide

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Common Errors in the Budget Section

This user guide covers some common errors in the budget section.

Access the Budget section by clicking the circle labeled Budget at the top of the page



1. The **Budget** validates against the **Project Information Page**.
 - a. On the **Project Information Page**,

Award Requested = Grant Funds

Total Award Budget = Grant Funds + Cash Match + In-Kind Match

Those values in the **Budget** must equal the values in the **Project Information Page**.

E.g.: In the example below, the applicant is requesting \$100,000 in grant funds and \$50,000 in cash match.

Project Information

Application Information

Application Name*

How much are you requesting from the funder?

Award Requested*

How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions*

In-Kind Match Requirement \$0.00 ⓘ

In-Kind Match Contributions*







Total Award Budget \$150,000.00

*Verify there are no red errors on the bottom left side of the budget before you **Mark as Complete**.

The cash match total cannot exceed the cash match for the project.
The grant funded total cannot exceed \$100,000.00.
The Total Overall Budget Cost must be \$0.00

Mark as Complete Save & Continue

2. The cash match total cannot exceed the cash match for the project.

| Expense Budget | | | | |
|--|---|--------------------|--------------------|---------------------|
| Category | | Grant Funded | Non-Grant Funded | Total Budgeted |
| + Construction | | \$97,000.00 | \$3,500.00 | \$100,500.00 |
| New Construction |   | \$0.00 | \$3,500.00 | \$3,500.00 |
| Building |   | \$97,000.00 | \$0.00 | \$97,000.00 |
| + Consultant Fees - Construction Only | | \$0.00 | \$0.00 | \$0.00 |
| + Consultant Fees - Planning Only | | \$0.00 | \$0.00 | \$0.00 |
| + Fixed Equipment and Furnishings | | \$0.00 | \$49,500.00 | \$49,500.00 |
| Equipment |   | \$0.00 | \$49,500.00 | \$49,500.00 |
| + Other Ineligible Project Costs | | \$0.00 | \$0.00 | \$0.00 |
| Total Expense Budget Cost | | \$97,000.00 | \$53,000.00 | \$150,000.00 |

| Revenue Budget | | | | |
|----------------------------------|--|---------------------|--------------------|-----------------------|
| Grant Funding | | | | |
| Award Requested | | \$100,000.00 | | \$100,000.00 |
| Subtotal | | \$100,000.00 | | \$100,000.00 |
| Non-Grant Funding | | | | |
| Cash Match | | | \$50,000.00 | \$50,000.00 |
| In-Kind Match | | | \$0.00 | \$0.00 |
| Subtotal | | | \$50,000.00 | \$50,000.00 |
| Total Revenue Budget Cost | | | | (\$150,000.00) |
| Total Overall Budget Cost | | | | \$0.00 |







The cash match total cannot exceed the cash match for the project.

a. To Fix:

- i. Decrease Cash Match amounts in the Expense Budget to equal what is entered in the Project Information section.
- ii. Increase the Cash Match Contribution in the Project Information section.

3. The in-kind match total cannot exceed the in-kind match for the project. (similar to Cash Match above)

4. The grant funded total cannot exceed \$XXX,XXX.

| Expense Budget | | | | |
|--|---|---------------------|------------------|---------------------|
| Category | | Grant Funded | Non-Grant Funded | Total Budgeted |
| + Construction | | \$100,000.00 | \$500.00 | \$100,500.00 |
| New Construction |   | \$3,000.00 | \$500.00 | \$3,500.00 |
| Building |   | \$97,000.00 | \$0.00 | \$97,000.00 |
| + Consultant Fees - Construction Only | | \$0.00 | \$0.00 | \$0.00 |
| + Consultant Fees - Planning Only | | \$0.00 | \$0.00 | \$0.00 |
| + Fixed Equipment and Furnishings | | \$49,500.00 | \$0.00 | \$49,500.00 |
| Equipment |   | \$49,500.00 | \$0.00 | \$49,500.00 |
| + Other Ineligible Project Costs | | \$0.00 | \$0.00 | \$0.00 |
| Total Expense Budget Cost | | \$149,500.00 | \$500.00 | \$150,000.00 |

| Revenue Budget | | | | |
|----------------------------------|--|---------------------|--------------------|-----------------------|
| Grant Funding | | | | |
| Award Requested | | \$100,000.00 | | \$100,000.00 |
| Subtotal | | \$100,000.00 | | \$100,000.00 |
| Non-Grant Funding | | | | |
| Cash Match | | | \$50,000.00 | \$50,000.00 |
| In-Kind Match | | | \$0.00 | \$0.00 |
| Subtotal | | | \$50,000.00 | \$50,000.00 |
| Total Revenue Budget Cost | | | | (\$150,000.00) |
| Total Overall Budget Cost | | | | \$0.00 |

The grant funded total cannot exceed \$100,000.00.

a. To Fix:

- i. Decrease Grant Funded amounts in the Expense Budget to equal what is entered as Award Requested. This will be fixed in the Project Information section.
- ii. Increase the Award Requested amount on the Project Information section.

5. The Total Overall Budget Cost must be \$0.00

Expense Budget

| Category | Grant Funded | Non-Grant Funded | Total Budgeted |
|--|--------------------|--------------------|---------------------|
| + Construction | \$97,000.00 | \$0.00 | \$97,000.00 |
| Building | \$97,000.00 | \$0.00 | \$97,000.00 |
| + Consultant Fees - Construction Only | \$0.00 | \$0.00 | \$0.00 |
| + Consultant Fees - Planning Only | \$0.00 | \$0.00 | \$0.00 |
| + Fixed Equipment and Furnishings | \$0.00 | \$49,500.00 | \$49,500.00 |
| Equipment | \$0.00 | \$49,500.00 | \$49,500.00 |
| + Other Ineligible Project Costs | \$0.00 | \$0.00 | \$0.00 |
| Total Expense Budget Cost | \$97,000.00 | \$49,500.00 | \$146,500.00 |

Revenue Budget

| Grant Funding | | |
|-------------------|---------------------|---------------------|
| Award Requested | \$100,000.00 | \$100,000.00 |
| Subtotal | \$100,000.00 | \$100,000.00 |
| Non-Grant Funding | | |
| Cash Match | \$50,000.00 | \$50,000.00 |
| In-Kind Match | \$0.00 | \$0.00 |
| Subtotal | \$50,000.00 | \$50,000.00 |

Total Revenue Budget Cost (\$150,000.00)

Total Overall Budget Cost (\$3,500.00)

The Total Overall Budget Cost must be \$0.00

a. To Fix:

- i. Increase/decrease the amounts in the Expense Budget or Revenue Budget so the Total Budget Costs are equal. **Total Expense Budget Cost = (Total Revenue Budget Cost)**
 1. Expense Budget – edit line items’ direct cost to correct Total Budgeted column.
 2. Revenue Budget – edit amounts in the Project Information section.