



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



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

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

1. ADFP Trust Fund Grant Request Budget

- This section will be where the applicant enters the requested ADFP Trust Fund grant funds for each eligible line item.
- For the Equipment line item, 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.
- Workshops and conferences line item is eligible for agricultural plans only.
- 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.

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.
- This budget section should include secured (committed in writing) and unsecured matchings funds. Each line item should be a total of secured and unsecured funds. The “Total Matching Funds Budget” column on the “Project and Plan Budget Worksheet” can be used to determine inputs in this section.

- If there is not match available for a line item, enter “0” in the field.

4. Total Matching Funds Narratives

- There are eight (8) total matching funds narrative sections for all project and plan applicants. They correspond with each line item available for match.
 - Site development and construction total matching funds narrative sections will be for development project applicants.
 - Workshops and conferences total matching funds narrative sections will be for agricultural plan applicants.
- These Total Matching Funds Narrative sections ask the applicant to identify secured (committed in writing) and unsecured matchings funds.
- The top of each section will give the total amount of match for that line item entered in the Total Matching Funds Budget section. The secured and unsecured match amounts should equal this total match figure.
- Each source of secured matching funds *must* have a letter of commitment from the matching funds 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 at the top of the page. If the calculation does not match, you must adjust the figures in the secured and unsecured fields.
- If there is not match available for a line item, enter “0” in the appropriate field.

5. Total Project Budget

- This section will give a final breakdown of ADFP Trust Fund requested funds and matching funds.
- The calculation will verify that the inputs made in the Total Matching Funds Narratives equal the inputs on the Total Matching Funds Budget.
- Advancing to the next page after the calculation will have another verification for the matching funds budgets. If the two figures are the same, select “Yes” and proceed. If the figures are not the same, go back to review your inputs.

6. Project Timeline

- This section helps the applicant plan out their two-year contract by quarter.
- The tasks and goals, ADFP Trust Fund grant funding, and matching funds are estimates and do not have to be exact.
- Tasks and goals do not have to be equal throughout the two-year contract period and a project may conclude at any point within the two-year window.

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/budman5-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:** For agricultural plans only. This refers to the general costs of hosting a workshop or conference that promotes the Voluntary Agricultural Districts or Farmland Protection Plans programs.