

# What is the Budget Development Process?

## What is a Budget?

- ◆ A budget is a financial document that provides guidance for how an entity manages its funds
- ◆ A strong budget ensures your entity achieves its goals and objectives and that the program is sustainable

## Why is a Budget important?

- ◆ Provides a financial guide for program implementation
- ◆ Assists in effective decision-making
- ◆ Supports the realization of the entity's victim service priorities
- ◆ Outlines future program and financial planning
- ◆ Enhances opportunities for future grant funding and builds sustainability
- ◆ Ensures grantees and Grant Managers are working from the same numbers
- ◆ Helps to avoid fraud and theft

## What is the Budget Development Process?

### 1 Write Project Narrative

Clearly identify programmatic goals and objectives that are aligned with the mission and strategic plan

Determine financial resources needed to achieve program goals

### 2 Complete SF-424

Complete all required fields highlighted in yellow

Enter estimated funding in Box 18a of Application for Federal Assistance form SF-424

### 3 Complete BDW Category Costs

Estimate costs

Enter each year's budgeted costs under the correct tab

Enter each line-item cost, which will clearly correspond to the budget narrative

### 4 Write BDW Category Narrative

Write a thorough and clear description for every budget category cost

Explain the basis for the estimated costs

Show how line items were calculated

Explain why costs are necessary to the proposed project

### 5 Enter into JustGrants

Enter all information from the BDW to JustGrants web-based form

Remember: OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities)

## Where do I find the Budget Detail Worksheet (BDW)?

<https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>

## How do I access JustGrants?

<https://diamd-auth.usdoj.gov/>

**Tribal Victim Services Set-Aside Formula Grant Program application is due June 14 at 3:00 P.M. EDT**

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