



Drug-Free Communities

Local Problems Require Local Solutions

Tip Sheet: Correctly Entering Your Coalition Budget in DFC Me

What is the Coalition Budget?

The coalition budget contains data on your coalition's annual budget assigned for completing the work of the coalition. This includes not only the DFC grant but other funding sources as well (e.g., in-kind contributions, the STOP Act Grant, and SPF-SIG funding). The data that you enter should cover budget for one year's time; whether that is the calendar year, the fiscal year, or the grant year is up to what you/your coalition considers to be a budget year.

Entering the Coalition Budget

General tips for entering coalition budget data in DFC Me:

- When entering budget numbers, do not include commas or dollar signs. The system will not accept non-numeric characters aside from decimals (e.g., 1300.25 is ok but not \$1,300.25).
- All budget line items are required questions (note the red asterisk next to each!). Make sure you enter the number zero (0) for any budget item for which you do not receive funding.
- The "Other" field can remain blank if you do not have any other sources of funding than those that are listed as it is not a required question.

Step One: Answer the first two questions on the page before anything else. The system will not accept your data entries otherwise.

When entering in your total annual operating budget, please note that this should, at the very least, include your DFC funding along with the required in-kind contribution match.

Coalition Budget

Coalition Budget

Has the information below changed from what was reported in previous reporting period? *

- ☐ No
☐ Yes

? What is your coalition's current total annual operating budget (\$) *

Please only use numbers, no commas or dollar signs

Step Two: Now you should be able to enter the correct numbers into the itemized budget found on the page. Again, do not use commas or dollar signs.

Step Three: Make sure that all line items in the itemized list sum up to what you first entered into the total annual operating budget. The system will give you the following error message and will not let you save your work if these numbers are not equal.

- Coalition budget numbers must add up to the total annual operating budget.
- **Your report did NOT save. Please resolve the above errors now to save your work.**

As always, please reach out to the DFC National Evaluation team if you have any questions about DFC Me or progress reporting requirements at dfc_evaluators@icf.com or (877) 854-0731.