



Tip Sheet for No-Cost Extension and Carryover Forms

As you complete the No-Cost Extension or Carryover Forms, please keep in mind the following “pro-tips.”

- **Determining the Amount Requested:**
 - After you complete the Third Quarter Spending Report, analyze how much funding is remaining.
 - Compare that number to the total program budget, which includes JFNA and matching funds for this program year, to determine how much money remains.
 - Refer to the goals, objectives, and tasks listed in the fourth quarter of your work plan to anticipate how much funding you expect to spend in the fourth quarter, which is December 1, 2019 to February 29, 2020.
 - If you anticipate having additional funds to spend down after the program year ends on February 29, 2020, this is the amount you should list on the No-Cost Extension or Carryover Forms.
 - *The amount listed in your No-Cost Extension and Carryover Forms may be estimated.*
- **Determining the Purpose of Extending or Carrying Over Funds:**
 - To justify the reason for extending spending down your remaining funds, refer to the goals, objectives, and tasks listed in the fourth quarter of your work plan.
 - Explain how carrying over or extending your funding will help you achieve your program goals.
 - Please ensure that that the plan for the spending of the extended funds is in line with the existing goals of your program.
- **Determining the Date by which Funds will be Spent**
 - *You may estimate the date by when you anticipate spending down the funds.*
 - All of the funding extended or carried over must be spent by May 31, 2020.

For assistance with No-Cost Extension and Carryover Forms, please e-mail Amanda Jarvis at Amanda.Jarvis@JewishFederations.org.