

Project Budget Instructions

Applicants must use the provided budget template. No other formats will be accepted.

I. **Instructions**

1. Download the budget template provided.
2. Complete the budget template as instructed below.
3. Save the budget template as a PDF. No other file types will be accepted.
4. Upload the completed PDF file to your application. Ensure all cells can be read after saving as a PDF and that the file remains in portrait orientation.

Note: Keep the Excel version of this file for your records. It is helpful if you need to resubmit, make changes or request reallocations throughout the grant program.

II. **Budget Template**

1. Add your business name (Row 2).

III. **Section One: Projected Income**

1. List requested and/or committed funding for this project, including in-kind support (A7 – A14).
2. List the dollars amounts (B7 – B14).
3. Indicate whether dollars are requested or committed using the dropdown list (C7 – C14).
4. The total income will calculate automatically.
5. If income sources exceed space provided, list the largest first and then group the smaller sources.

IV. **Section Two: Projected Expenses**

1. List the anticipated expenses for this project (A20 – A27).
2. Include the total amount for each item (B20 – B27).
3. Indicate how much of each item is being requested from this grant program (C20 – C27).
4. If the expenses exceed the number of rows provided, list the largest first and then group the smaller sources.
5. The total income (B15) should match the total expenses (B28).
6. If necessary, include any clarifying information about the project budget (Rows 32-37).

If you have questions, please contact the Grant Manager for this program.