Project Budget Worksheet – Instructions:

1. Input text and numbers in PINK ***highlighted cells on the "***INPUT***" tab –*** the Project Budget Worksheet is an Excel file which is designed for you to input expenditure detail regarding your project. There is no need to worry about messing up the spreadsheet because all the formulae are protected. You will only have access to the input areas.

Make sure to complete all sections (you will see *…END OF INPUT AREA… at the bottom)* – there are several sections on the spreadsheet: the top section shows the instructions and requires you to input your organization name and project title, the Summary section requires you to specify the expenditure by category for your project and the Detail section requires you to provide explanatory detail for each category of expenditure. If you scroll to the bottom of the spreadsheet you will see the words "END OF INPUT AREA" after the Detail section.

Please note that the ***Summary section*** contains 2 columns for you to input: <u>Total Project</u> and <u>Impact100 Funding</u>. If Impact100 will be funding your entire project, then these two columns will contain the same numbers. However, if your project is larger than the Impact100 grant amount, please input expense category numbers for your total project in the first column. The Impact100 Funding column should describe how you plan to spend the Impact100 grant funds. The ***Detail section*** should match the Impact100 Funding column only; i.e. you should describe in detail how you plan to spend the Impact100 grant funds. Please note, no detail is required for Operating Expenses – only enter the amount of Operating Expenses in the Summary section.

2. Pay attention to ERROR ***messages in column E*** – Column E will provide helpful error messages. For example, if the total of expenditures in a particular Detail section does not match the total for that category entered in the Summary section, you will see an error message. Pay attention to these error messages and do not finalize and submit your PBW until you have checked that Column E is clear (the only warning message that should remain is the note for you to check that the grant amount is correct).

3. Save your completed EXCEL file using your ORGANIZATION NAME as the file name (Save in EXCEL, DO NOT convert to PDF)

4. Upload your completed Excel file and input Summary numbers into the on-line application*, as requested – when you complete your on-line application you will be asked to upload your completed PBW, in Excel format. when you complete your on-line application you will be asked to upload your completed PBW, in Excel format. You will also be asked to enter each of the numbers in the Summary section. Please only enter the Impact100 grant column numbers.

* The on-line application is hosted in SlideRoom.