

## Prepare a Budget Form

Quick Reference Guide (QRG)

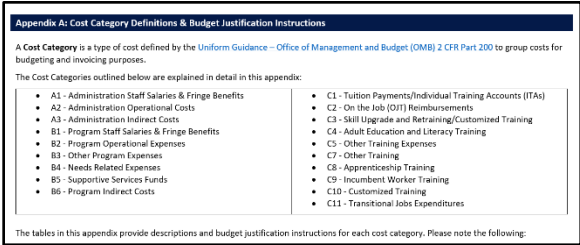
This QRG outlines the steps Grant Applicants must perform when preparing a Budget Form. The Budget Form is one of the required pieces when responding to a Notice of Grant Availability (NGA).

### 1. Save a Copy of the Budget Form

- a. From the [L&I Grants website](#), download a copy of the specific NGA’s **Budget Form** (listed as an appendix item) and save the file as outlined in the NGA

### 2. Collect Budget Information by Cost Category

- a. Within the **Budget Preparation Instructions** tab, open the *Budget Preparation Operational Manual for Grant Applicants* and review **Appendix A: Cost Category Definitions & Budget Justification Instructions** to understand how to document the proposed budget by cost category



### 3. Complete the Budget Form

**Tip:** Hover over the red triangles within the Budget Form for more guidance.

- a. Select the **Budget Summary** tab
  - Enter the **Grantee Name** and **Requested Award** (and if applicable, **Total Leveraged Funds**)

Grantee Name:					
Grant Program:					
Funding Period:					
				<b>Total Leveraged Funds</b>	
		<b>Requested Award</b>	\$	-	\$ -

