

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 <u>L&I Grants website</u>, 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:			
			Total
			Leveraged Funds
	Requested Award	\$ -	\$ -



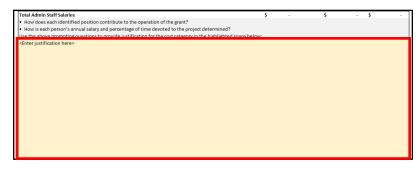
- b. Select the **Budget & Expense Details** tab
 - Enter the Name, Title, Salary, % to Grant, # Years, and Fringe % for each cost category line item included in the grant budget (if applicable, also enter the Total Amount for Leveraged Funds by cost category)

xpenditure Details										
		Original Budget								
Category/Item	Description	1	Item Cost		Total Annual Cost	# Years	Total Budget	Leveraged Fu	unds	
		<i>a.</i>								
A1	Administrative Staff Salaries & Bene	ints					-			
Name	Title	•	Salary	% to Grant	Total Annual	# Yrs	Total Budget	Total Amou	unt	
		ę.			¢		-			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$	-		\$-		\$ -			
		\$			ş -		ş -			
tal Admin Staff Salaries					ş -		\$ -	\$	-	

Tip: When converting hourly wages into a salary, a formula may be entered into the Salary field.
For example: An employee with a rate of \$20/hour would be calculated by multiplying the hourly rate x 40 hours/week, then multiplying that number by 52 weeks in the year.
This would be entered into the formula bar as: =((20*40)*52)

- c. Select the **Budget Justification** tab
 - Enter a detailed narrative for each cost category line item and cost identified on the Budget & Expense Details tab. Explanations should validate the amount and reason for including the item within the grant's budget.

Note: Administrative costs cannot exceed 10% of the requested funding



4. Submit the Budget Form and Budget Justification for Review

As outlined in the NGA, submit the completed Budget Form (which contains the grant's proposed budget and budget justification) along with the completed grant application package

Refer to the Notice of Grant Availability (NGA) for further guidance.