Appendix A

Program Budget Instructions

Applicants should use the provided budget template. Other formats containing the required information 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 organization's name.

A. Section 1: Budgeted Income

2. List requested and/or committed funding for this program, including in-kind support worth >10% of the total program budget (column B).
3. List the dollars amounts (column C).
4. Indicate whether dollars are requested or committed using the dropdown list (column D).
5. The total income will calculate automatically.
6. If income sources exceed space provided, list the largest first and then group the smaller sources.

B. Section 2: Budgeted Expenses (including allocated G&A)

1. List the description/nature of the anticipated expenses for this program (column B). For allocated G&A, provide detail (e.g. salary, supplies, etc) and provide basis for allocation.
2. Include the total amount for each expense item (column C).
3. Indicate how much of each item is being requested from the GreerWalker Gives grant program (column D).
4. If the expenses exceed the number of rows provided, list the largest first and then group the smaller sources.
5. The Total Budgeted Income under Section 1 should match the Total Budgeted Expenses under Section 2.
6. If necessary, include any clarifying information about the program budget in the space provided under Section 2. If you have questions, please email gives@greerwalker.com.