



Local & Community Food Grant Project Budget Tutorial

Overview

The Project Budget Form gives Local Food & Community Food Grant applicants a chance to display a detailed, financial picture of their project proposal to Food Well Alliance. The Budget Form is a simple, easy to edit Microsoft Excel form.

Save the Project Budget Form to your Computer

This is the first step to filling out the Project Budget Form! After downloading and opening the Microsoft Excel form from within your application ('Finances' section of the application), *save your own copy of the form to your computer*. Once it is saved on your computer, you can start filling out the required information. Be sure to save your work as you go! Once you are finished, upload your completed Project Budget form from your computer back to the corresponding 'Upload' question in your application.

Editing the Project Budget Form

Here are some examples of areas that you need to complete:

1. Enter your Organization Name and Project Name by clicking on the cell and typing your Organization Name and your Project Name:

2019+ Community+Food+Grant+Budget+Report (12) - Excel

2019 COMMUNITY FOOD GRANT PROJECT BUDGET		
*The sections below are for entering your project request amount and the project expense information related to the specific project you are proposing for your 2019 Community Food Grant project request. Requests for this funding opportunity can be for up to \$10,000.		
[Enter Your Organization Name Here]		
[Enter Your Project Name Here]		
Project Income		
Funding Source	Amount	Comment
Food Well Alliance Community Food Grant		Projected
	\$ -	
Project Expenses		
Expense Item	Amount	Comment
Salaries:		

*Use this section to d
The Expense Item cate
free to edit the Exper
your specific project n

2. Enter the Amount you are applying for in the corresponding cell of the Project Income section.
Example:

[Enter Your Organization Name Here]

[Enter Your Project Name Here]

Project Income		
Funding Source	Amount	Comment
Food Well Alliance Community Food Grant	Projected	Projected
		\$ -

Project Expenses		
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**Use this section to describe the expenses for the project.*

3. The Project Expenses section is where you will tell Food Well Alliance how you will spend your requested amount on the project. List the detailed Expense Items for your project and the corresponding amounts. Feel free to insert additional rows if needed and add or alter any 'Expense Item' categories. Use the comment section to make any clarifying notes about a project expense item (for example, if a quote for services or equipment has been received).

Funding Source	Amount	Comment
Food Well Alliance Community Food Grant	Projected	Projected
		\$ -

Project Expenses		
Expense Item	Amount	Comment
Salaries:		
Stipends:		
Equipment:		
Supplies:		
Materials:		
Technology:		
Consultant Fee:		
Professional Services:		
Contracted Labor:		
Education & Training:		

**Use this section to describe the expenses for the project.*

4. Finally, the "Project Revenue" section is where you will make any projections on Revenue earned specifically related to your proposed project. This section will not be applicable for every project.

		\$ -
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Project Revenue		
Revenue or Earned Income from Project	Amount	Comment
2019 Projected Revenue from Sales:		
2019 Projected Revenue from Services:		
		\$ -

**If applicable, use this section to add sales/revenue projections you anticipate as a result from your proposed project. You may include baseline figures and/or describe the projected Year Over Year change in the Comment section.*