

Women Helping Women Fund 2018 Grant Application Budget Worksheet Instructions

Notes

- Some cells will calculate automatically.
- Some cells are locked so that you cannot edit them to ensure accuracy.

Instructions for completing the Budget Worksheet

1. Complete the following fields:

- a. Agency – name of your agency
- b. Program – name of program for which you are requesting funding
- c. Time Period - for the budget information provided

2. Column B: list all revenue and expenses related to the WHWF grant.

- a. Program Revenues
 - i. In the first yellow cell (B5), enter the amount you are requesting from WHWF.
- b. Program Expenses
 - i. In cell B14, enter the number of FTEs that the WHWF grant will cover. Partial numbers are acceptable.
 - ii. In the remaining rows (B15-B37), enter all expenses that will be covered by the WHWF grant.
 - iii. When finished, the result in B40, should be zero: B11 (the amount you are requesting from WHWF) minus B39 (the total expenses covered by the WHWF grant). If B11 and B39 are not equal, then you have not completed this column correctly. Please go back to these sections and update the amounts so they will net to zero.

3. Column C: list all revenue and expenses related to other sources of funding.

- a. Program Revenues
 - i. For each other source of revenue for this program, provide:
 1. the name of the source in column A
 2. the amount requested in column C
 3. whether the requested amount has been committed (C) already or requested (R) in column D
- b. Program Expenses
 - i. In cell C14, enter the number of FTEs that other sources will cover. Partial numbers are acceptable.
 - ii. In the remaining rows (C15-C37), enter all expenses that will be covered other sources.
 - iii. C39 (the total expenses covered by other sources) does not need to equal C11 (the amount you are requesting from other sources).

4. Confirm the amounts in yellow match the answers to #12 in your application.

- a. B5 should match your answer to 12a in the application.
- b. F5 should match your answer to 12b in the application.
- c. E39 should match your answer to 12c in the application.