Budget Tools

ⓘ **Note:** The items you can add/change depend on the properties selected when the announcement was made.

You can add, edit, or delete parts of the Budget Template. Enter the amounts of money in the cells that are white. Cells that are light blue are not editable. You can also add sub-categories and sub-sub-categories, edit sub-categories and sub-sub-categories, and/or delete sub-categories and sub-sub-categories. Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.

View the Budget Instructions for specific guidelines to prepare your budget for submission.

Use the drop-down list to choose a budget year.

Type in amount in cells that are white.

Budget tools

Single-click the green BN symbol next to a category to display budget calculations and the budget narrative.

Name of category.

Budget calculations

Notes about the justification(s) for the change(s).

View the Budget Instructions for specific guidelines to prepare your budget for submission.

Save Budget   Budget Instructions

Project Name*   Farmers Market and Local Foods Pro ⌄   Year*   Year 1 ⌄

Expand All	Direct	Cash Match	In-Kind Match	Total	Leveraged
▾ Personnel	$ 0.00	$ 0.00	$ 0.00		$ 0.00
BN Project Director					
BN Personnel - other					
BN Equipment	+				
BN Travel					
Total		$ 0.00	$ 0.00	$ 0.00	

Budget tools

Type in amount in cells that are white.

Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.

Budget Justification	Budget Narrative
▾ Personnel	
Project Director	This is a budget narrative example.

Displays the budget category

Displays the budget narrative about the specific budget category

Sorting the Budget

You must sort by project name and budget year to view the budget.

1. Use the Year drop-down list to choose a budget a year. The Budget template auto populates.

Sort the budget by year.

Save Budget   Budget Instructions

Year*   Year 1 ⌄

Adding Budget Values

Single-click the budget category data field and enter the line item value.

View the Budget Instructions for specific guidelines to prepare your budget for submission.

Expand All		Direct	Cash Match	In-Kind Match	Total	Leveraged
▼ Personnel		$ 0.00	$ 0.00	$ 0.00		$ 0.00
BN Project Director						
BN Personnel - other						
BN Equipment						
BN Travel						
Total				$ 0.00	$ 0.00	$ 0.00

Save Budget | Budget Instructions

Project Name* Farmers Market and Local Foods Pro   Year* Year 1

Budget tools

Type in amount in cells that are white.

Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.

Adding Budget Calculation Values

1. Single-click the green BN symbol next to a category. The Budget Categories dialog box opens.

   ⓘ **Note:** The dialog box fields are different based on the budget category.

Budget Categories			Direct	Cash Match	In-Kind Match	Total	Leveraged
BN Fringe	BN Fringe						
▼Supplies	▼Supplies ↑ ↓ ☑ + 🗑		$ 0.00	$ 0.00	$ 0.00		$ 0.00
▼Widgets	▼Widgets ↑ ↓ ☑ + 🗑		$ 0.00	$ 0.00	$ 0.00		$ 0.00
BN Laser Mouse	BN Laser Mouse						
BN Widgets - other	BN Widgets - other						
BN Supplies - other	BN Supplies - other						
Total			$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

BN Fringe

▼Supplies

▼Widgets

BN Laser Mouse

BN Widgets - other

BN Supplies - other

Single-click the green BN symbol next to a category to display budget calculations and the budget narrative.

2. Fill in the necessary fields and add the appropriate information.

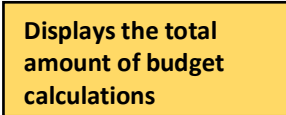Example dialog box

Budget Categories

Budget Category

[⌄]

Total Cost

$ 0.00
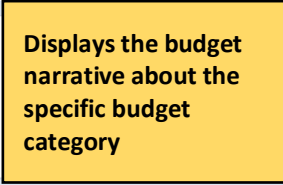
Cash Match Funds

$ 0.00

In-Kind Match Funds

$ 0.00

Total Requested Amount

$ 0.00

Budget Narrative

[Cancel] [🖫 Save]

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3. Click **Save** . The budget calculations appears in the table at the bottom of the page. Repeat steps 1-3 for each budget calculation.

Budget Categories	Budget Calculations	Budget Narrative
Fringe	Displays the budget category	Total Cost: $0.00 Cash Match Funds: $100.00 In-Kind Match Funds: $1,000.00 Total Requested Amount: $0.00	Example test.	Displays the budget narrative about the specific budget category

Displays the total amount of budget calculations

4. **Optional:** Click the BN next to the category to edit the information.

Adding Budget Narratives

1. Single-click the green BN symbol next to a category. The Budget Categories dialog box.
   ⓘ **Note:** The dialog box fields are different based on the budget category.

Save Budget	Budget Instructions

Project Name* [Farmers Market and Local Foods Pro ⌄]   Year* [Year 1 ⌄]

Expand All	Direct	Cash Match	In-Kind Match	Total	Leveraged
▾ Personnel	$ 0.00	$ 0.00	$ 0.00		$ 0.00
BN Project Director					
BN Personnel - other					
BN Equipment					
BN Travel					
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

> **Single-click the green BN symbol next to a category to display budget calculations and the budget narrative.**

2. Add the appropriate information.

Example dialog box:

Budget Justification

Budget Narrative

[   ]

Cancel	💾 Save

3. Click **Save** 💾 . The budget narrative appears in the table at the bottom of the page. Repeat steps 1-3 for each budget narrative.

Budget Justification	Budget Narrative
▾ Personnel	
Project Director	This is a budget narrative example.

> **Displays the budget category**

> **Displays the budget narrative about the specific budget category**

4. **Optional:** Click the BN next to the category to edit the information.

Adding a Parent Category

1. Hover over a parent category to display the budget tools.
2. Hover over **New +**.
3. Click **New Parent Category.**

Budget Categories		Direct	Cash Match	In-Kind Match	Total	Leveraged
BN Fringe						
BN Supplies	↑ ↓ ☑ + 🗑					
Total		$ 0.00	$ 0.00	$ 0.00	$ 0.00	

> **Add a parent category.**

New Parent Category

New Sub-Category

4. Type in the new name for the parent category.
5. Click **Save** 🖫 .

Budget Categories

BN Fringe   ↑ ↓ ☑ + 🗑

> **Type the name of the parent category.**

> **Save the parent category.**   🖫 🗑

Editing a Parent Category

1. Hover over a parent category to display the budget tools.
2. Click **Edit ☑.**
3. Type in the new name for the parent category.
4. Click **Save** 🖫 . The new parent category appears.

Budget Categories

Fringe   🖫 ✕

> **Type the new name of the parent category.**
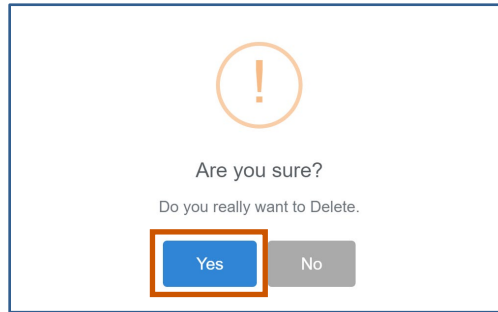
> **Save the parent category.**

Deleting a Parent Category

1. Hover over a parent category to display the budget tools.
2. Click **Delete** 🗑. A popup appears asking if you are sure you want to delete the sub-category.

Expand All

▼ Personnel

▶ Project Director   ☑ + 🗑

> **Click the blue arrow to expand the list.**

> **Delete the parent category.**

3. Click **Yes.** The parent category is deleted.

Move a Parent Category Up or Down on the Grid

1. Hover over a parent category to display the budget tools.
2. Hover over **Move Up** ⬆ to move the parent category up the grid**.**
   Or
   Click **Move Down** ⬇ to move the parent category down the grid.

Budget Categories				Direct	Cash Match	In-Kind Match	Total	Leveraged
BN Fringe	↑ ↓ ☑ + 🗑							
BN Supplies	↑ ↓ ☑ + 🗑							
Total				$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00