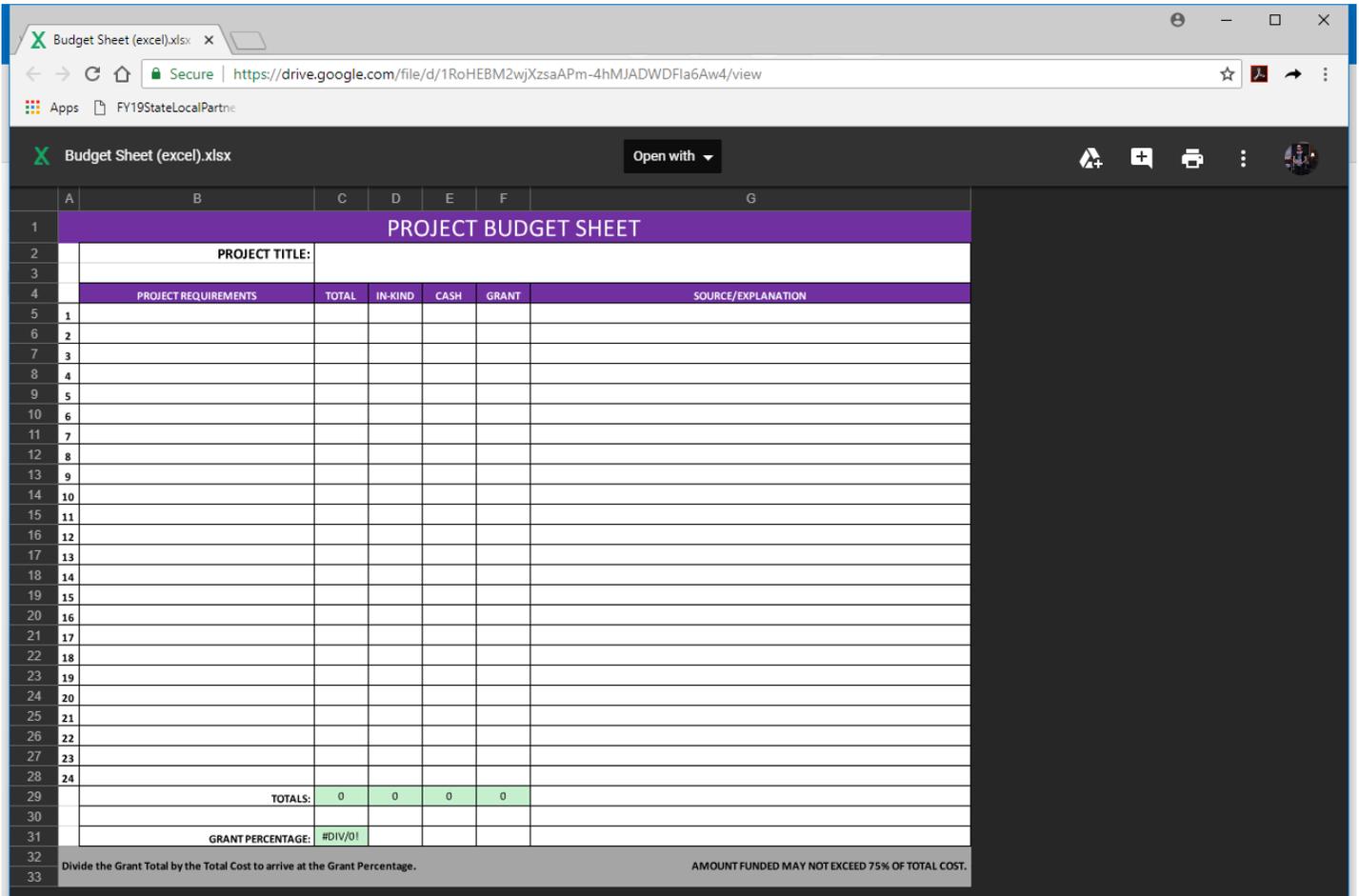


HOW TO DOWNLOAD THE BUDGET SHEET

Step 1 – Go to greenearts.org/upcoming-grants/

Step 2 – Scroll down to “Community Partnership Form” and click on it

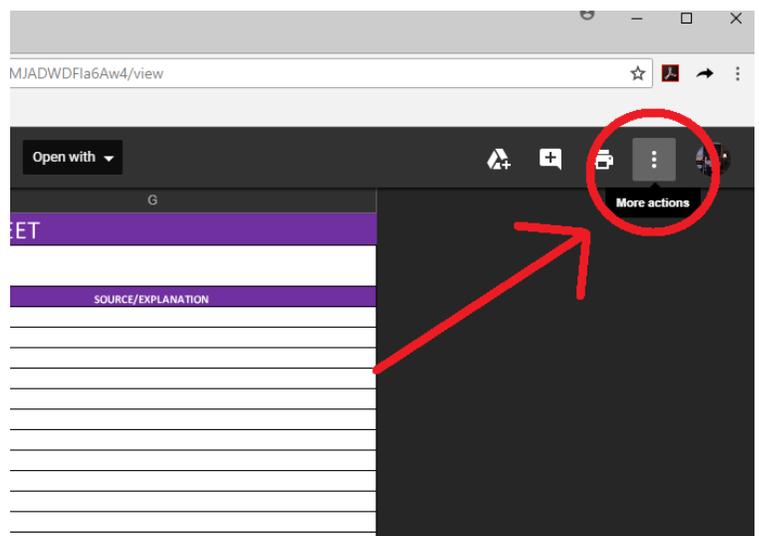
Step 3 – A new tab will open, and you will see:



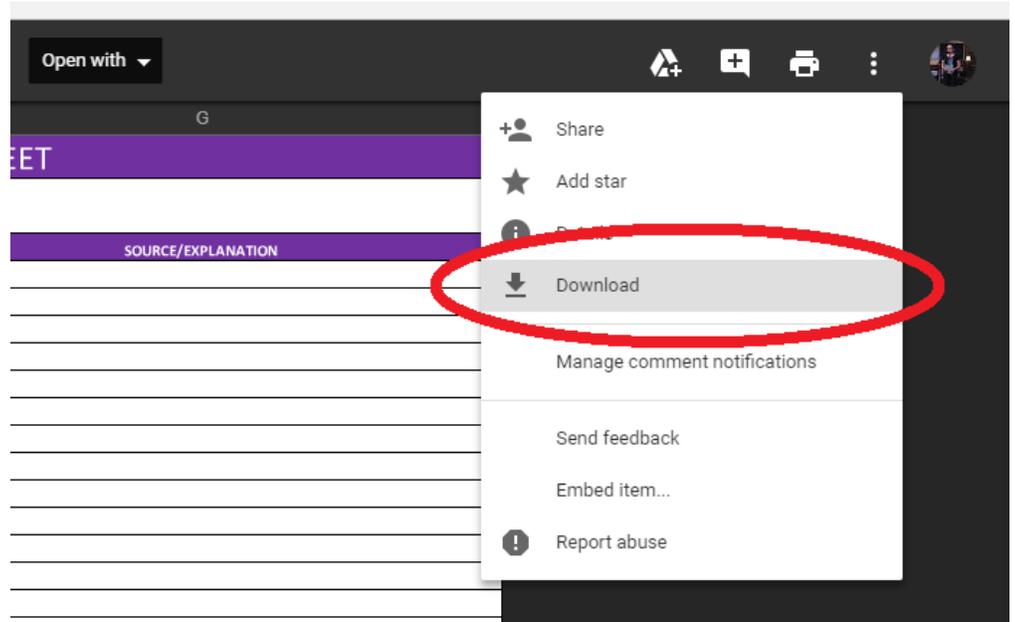
The screenshot shows a Google Drive spreadsheet titled "Budget Sheet (excel).xlsx". The spreadsheet is a project budget form with the following structure:

PROJECT BUDGET SHEET							
PROJECT TITLE:							
PROJECT REQUIREMENTS							
TOTAL	IN-KIND	CASH	GRANT	SOURCE/EXPLANATION			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29	TOTALS:	0	0	0	0		
30							
31	GRANT PERCENTAGE:	#DIV/0!					
32	Divide the Grant Total by the Total Cost to arrive at the Grant Percentage.			AMOUNT FUNDED MAY NOT EXCEED 75% OF TOTAL COST.			
33							

Step 4 – Click on the “More actions” button in the top right corner, which is three vertical dots

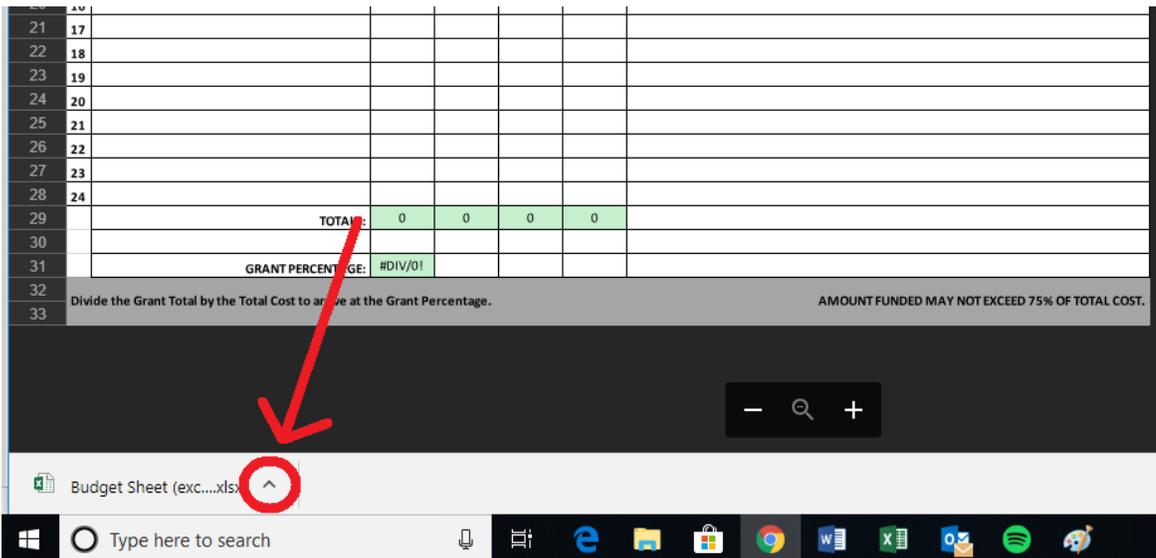


Step 5 – Click “Download”
to Download the form to
your computer

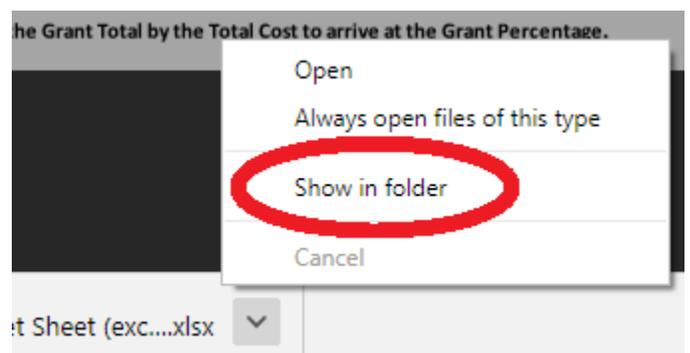


NOTE

This example uses the Google Chrome browser. If a download progress bar pops up at the bottom of your screen before you’re asked where you’d like to save the file, you can find the file by clicking on the small arrow next to the file name



Once you’ve clicked on the arrow, select “show in folder”



Your File Explorer window will then pop up, showing you where the file is by highlighting it.

The screenshot shows a web browser window displaying a Google Drive file named "Budget Sheet (excel).xlsx". The browser address bar shows the URL: <https://drive.google.com/file/d/1RoHEBM2wjXzsaAPm-4hMJADWDFIa6Aw4/view>. A File Explorer window is overlaid on top of the browser, showing the Desktop location. The file "Budget Sheet (excel)" is highlighted in blue. The File Explorer window also shows a list of other files on the Desktop, including "2018 Panelists", "Attachment-4136", "Cassanova the King PAC contract", "Firefox Installer", "jail meeting prepared notes", "join.me", "Margaret Uhalde Calendar", "MFC_Adult_InfoAuth", "Microsoft Edge", and "pny_2018_guidelines_-_word_doc".

Name	Date modified	Type
2018 Panelists	2/21/2018 4:50 PM	Text Document
Attachment-4136	7/9/2018 5:30 PM	PDF File
Budget Sheet (excel)	9/5/2018 3:35 PM	Microsoft Excel
Cassanova the King PAC contract	3/28/2018 3:43 PM	Microsoft Word
Firefox Installer	7/9/2018 3:40 PM	Application
jail meeting prepared notes	7/9/2018 5:59 PM	Microsoft Word
join.me	8/23/2018 2:57 PM	Shortcut
Margaret Uhalde Calendar	2/21/2018 2:52 PM	iCalendar
MFC_Adult_InfoAuth	3/14/2018 10:26 AM	Microsoft Word
MFC_Adult_InfoAuth	3/14/2018 10:12 AM	PDF File
Microsoft Edge	6/12/2018 11:39 AM	Shortcut
pny_2018_guidelines_-_word_doc	8/17/2018 1:17 PM	PDF File

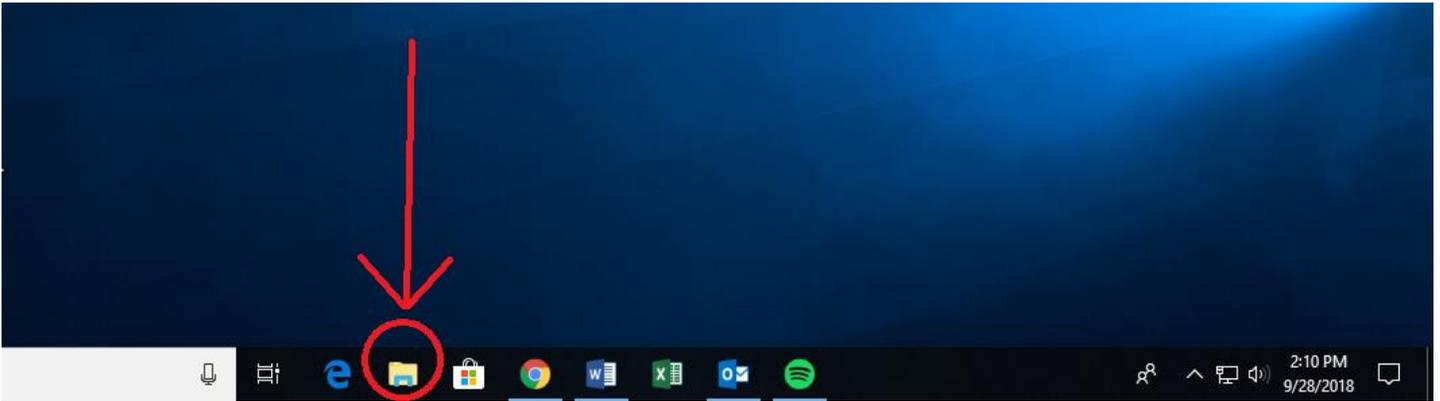
15 items | 1 item selected | 11.4 KB

A	B
1	PROJECT
2	
3	
4	PROJECT REQUIREMENTS
5	1
6	2
7	3
8	4
9	5
10	6
11	7
12	8
13	9
14	10
15	11
16	12
17	13
18	14
19	15
20	16
21	17
22	18
23	19
24	20
25	21
26	22
27	23
28	24
29	TOTALS: 0 0 0 0
30	
31	GRANT PERCENTAGE: #DIV/0!
32	Divide the Grant Total by the Total Cost to arrive at the Grant Percentage.
33	AMOUNT FUNDED MAY NOT EXCEED 75% OF TOTAL COST.

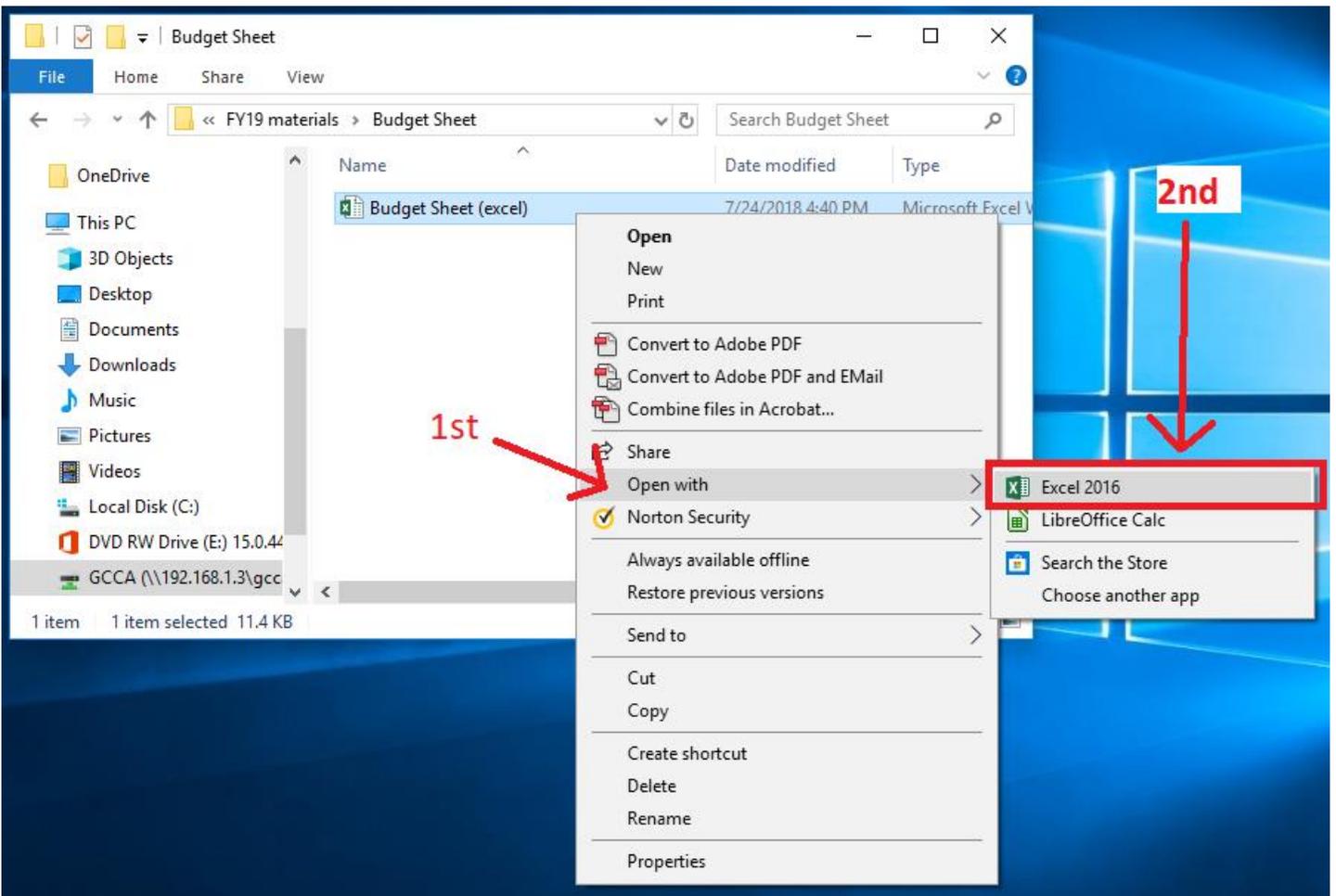
You can then move the file to wherever you'd like!

HOW TO USE THE BUDGET SHEET (using Excel)

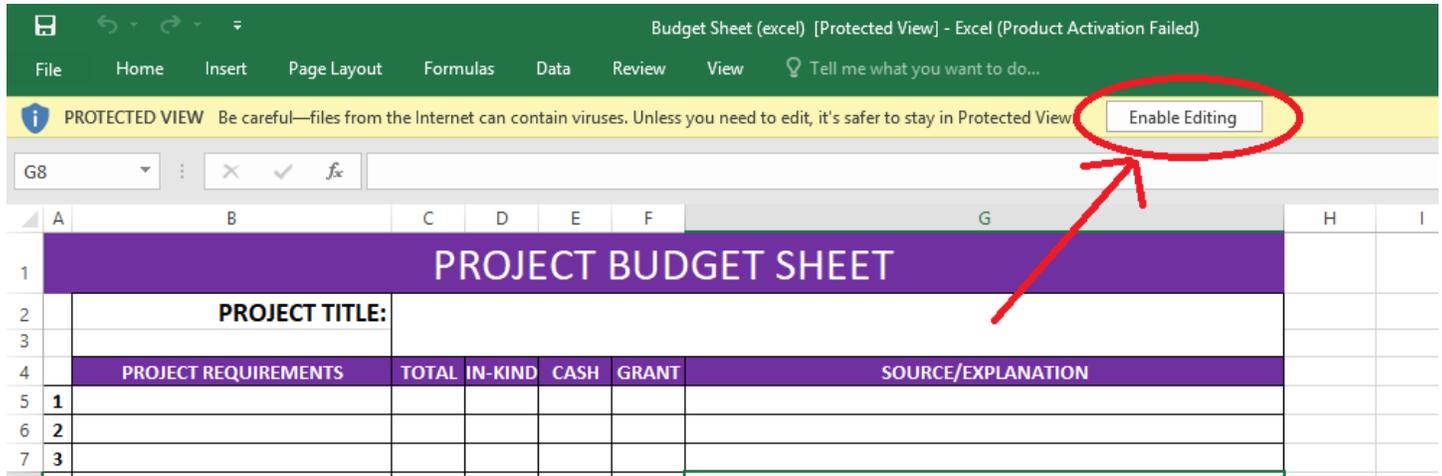
Step 1 – Open your File Explorer



Step 2 – Find the file by navigating to where you saved it. Click on the file, then right click and hover over “Open With.” Select “Excel” from the options that appear



Step 3 – Once Excel opens, you may have to click “Enable Editing” at the top of your screen before you’re able to edit the sheet. After clicking this, you will be able to edit the sheet.



Step 4 – Write your budget! This worksheet is protected so that only certain cells can be modified. Below is a visual of all of the cells you CAN edit, with editable cells highlighted:

PROJECT BUDGET SHEET						
PROJECT TITLE:						
PROJECT REQUIREMENTS	TOTAL	IN-KIND	CASH	GRANT	SOURCE/EXPLANATION	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
TOTALS:		0	0	0	0	
GRANT PERCENTAGE:		#####				

Divide the Grant Total by the Total Cost to arrive at the Grant Percentage

AMOUNT FUNDED MAY NOT EXCEED 75% OF TOTAL COST.

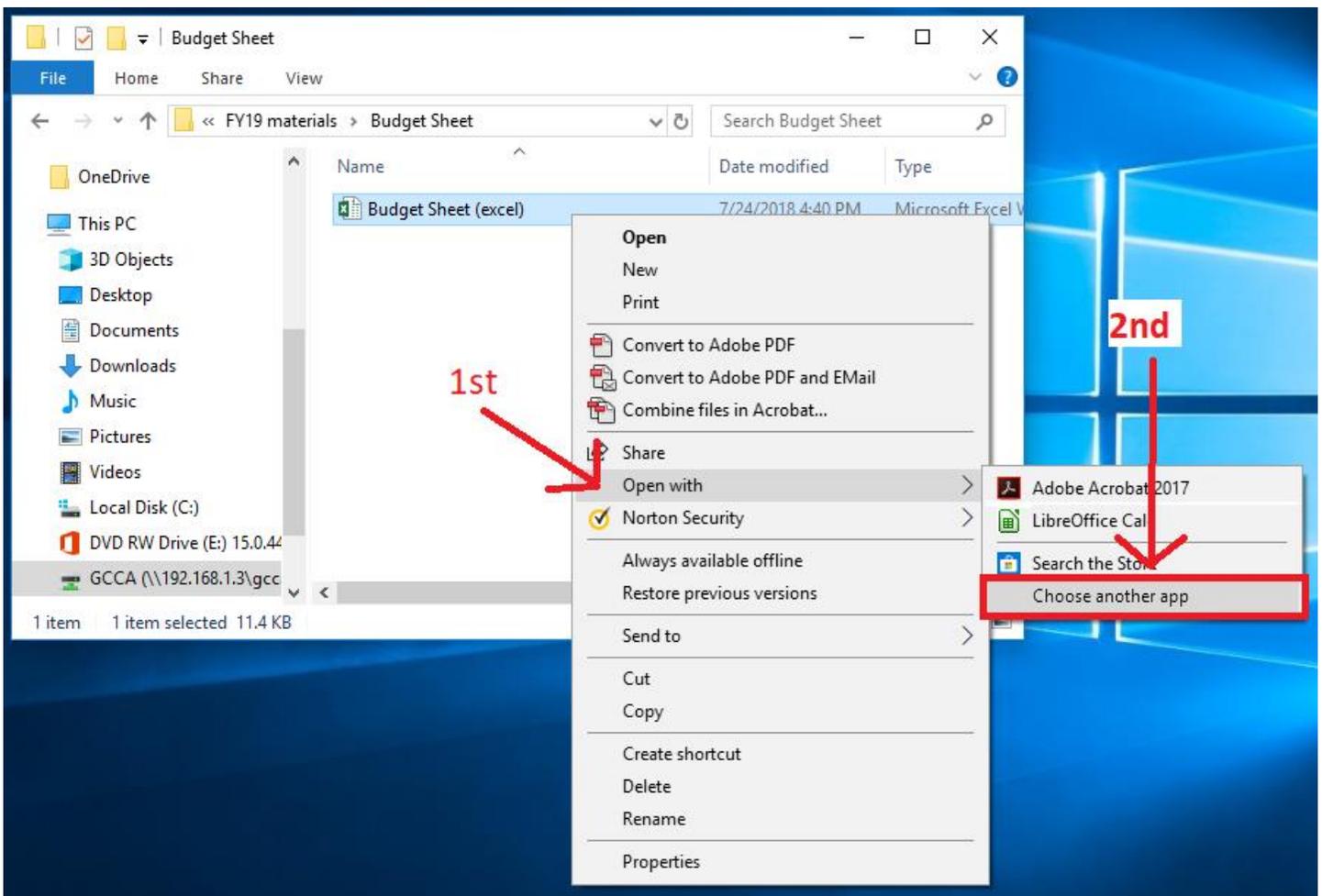
You cannot edit the green “TOTALS” cells because they contain formulas. If you believe the information in these cells is incorrect, your math is wrong somewhere!

Please note that the vertical “TOTAL” column does not contain any formulas, which means you must do the math for these totals.

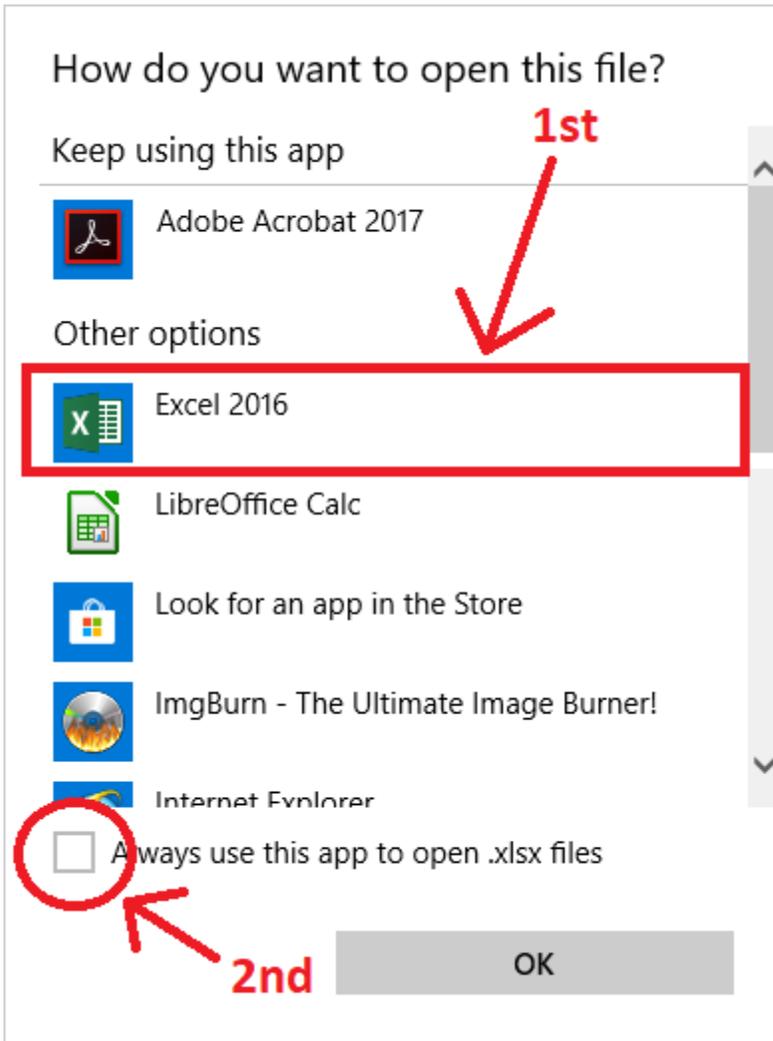
Step 5 – Make sure you save your progress regularly!

NOTE – If your file opens as a PDF when you try to open it, follow these instructions, starting at Step 2:

Find the file by navigating to where you saved it. Click on the file, then right click and hover over “Choose another app.”



Once you’ve done this, another dialogue box will pop up.



Once the dialogue box appears, find Excel and click on it, then check the box to "Always use this app to open .xlsx files." Click "OK" to finish.

After this, your Excel worksheets should always open in Microsoft Excel!