

INSTRUCTIONS - FINANCIAL INFORMATION SNAPSHOT

TEMPLATE TAB

- 1 Please use the template included in the TEMPLATE tab of this Excel document to format your financial information.
- 2 Enter your organization name at the top in the area labeled, "Enter Organization Name Here."
- 3 Enter the date range of your organization's fiscal year at the top of the template in the area labeled "Enter Year for Budget."
- 4 In the template, enter revenue sources and expense categories along with corresponding dollar amounts for each.
- 5 You may use your organization's existing expense categories.
- 6 You can add more rows by selecting an existing row of the table, right click on your mouse, and select "Insert."
- 7 You can delete rows by selecting the row, right click on your mouse, and select "Delete."
- 8 You can show the gridlines by going to the View tab, going to the Show group in the ribbon, and selecting the Gridlines check box.
- 9 **We ask that your entire budget, including page titles, does not exceed a maximum of 40 rows.**
- 10 *Note: The row limit may require you to consolidate or combine some of your organization's existing budget categories.*
- 11 We have provided an optional box at the bottom of the template for any clarifications or explanations that you would like to provide. Contents of this box do not count towards the 40 rows limit.
- 12 Once you have completed the template, please save the document with your name in the document name onto your computer and upload it into the online application. Please save the final template as a PDF file prior to uploading.
- 13 An example budget has also been included in this Excel document for your reference.

ABC Non-Profit
Project Budget (Projected)
July 1, 2022 – June 30, 2023

Revenues

Contributions	\$	150,000
Grants	\$	200,000
Events	\$	50,000
In-Kind Donations	\$	35,000
Other	\$	25,000
Total Revenues	\$	460,000

Expenses

Program	\$	250,000
Fundraising	\$	20,000
General & Administrative	\$	25,000
Operating (ie, Rent, Utilities)	\$	30,000
Payroll & Payroll Taxes	\$	100,000
Other Operating Expenses	\$	10,000
	\$	10,000
Total Expenses	\$	445,000

(Optional) Provide any clarifications or explanations: