

Instruction Guide for Your Mecklenburg County ABC Board FY 2020 Annual & FY 2020-2021 Multi-year Community Health & Wellness Grant Budgets

Instruction Guide for completing *SECTION E: PROJECT/PROGRAM BUDGET*

All line items must be specific to your project/program and tie back to the grant focus of alcohol or substance abuse (substance use disorder) education, prevention, treatment or research thereof and be explained in your budget narrative.

Instructions for applying for Annual Grant:

If you are applying for the Annual Grant, you will download, complete and upload the FY2020 Annual Grant Budget and Narrative Excel spreadsheet, *Project & Org Budget*, *Project Line-item Budget Detail* and *Project Budget Narrative* worksheets.

When you save the worksheet for uploading, please give each file a name that identifies your organization and the type of required document it represents. For example, a grant application budget for the project/program could be named “**OrgName-FY 2020 Annual Grant Budget**”. Do not use any symbols except for a period or a dash, as symbols can interfere with the upload process.

Instructions for applying for ****Multi-year Grant:**

If you are applying for the Multi-year Grant, you will download, complete and upload the FY 2020-2021 Multi-year Grant Budget and Narrative Excel spreadsheet, *Project & Org Budget Y1&Y2*, *Project Line-item Budget Detail Y1*, *Project Line-item Budget Detail Y2*, *Project Budget Narrative Y1&Y2* worksheets.

******If you are applying for a multi-year grant you are not required to equitably split your requested funding between years; however, please highlight activities/needs in each year if there are differences between them and the reasons for the differences.

Give each file a name that identifies your organization and the type of required document it represents. For example, a grant application budget for the project/program could be named “**OrgName-FY 2020-2021 Multi-year Grant Budget**”. Do not use any symbols except for a period or a dash, as symbols can interfere with the upload process.

Steps to Complete Your FY 2020 Annual & FY 2020-2021 Multi-year Community Health & Wellness Grant Budgets

The Budget section is the backbone of the grant proposal. Some grant reviewers turn right to the budget before even reading the proposal to see what the money will be used for. Program activities must drive the budget.

Completing the **PROJECT & ORG BUDGET** tab

- Enter the Organization Name and Federal ID number

Complete the “This Request” (Green) column (This column is the basis for the grant your organization is seeking)

- Only enter the expenses that your Grant request is looking to have reimbursed by the ABC Board
- These expenses will automatically total in the Meck ABC Grant line for Income Sources
- Next fill in the “Total Project Budget” column (Yellow) (This is the project that the ABC Grant request is associated with)
 - Include all sources of income for this project (Meck ABC Grant line will already be filled in)
 - Include all expenses for this project

- This should include the items already in the “This Request” (Green) column, as well as additional items associated with the project, but not part of the grant request
 - Once this column is fully completed, ideally the bottom line will be zero or positive indicating that the project is budgeted as “Fully Funded”. If this is negative, additional explanation may be requested as to the viability of the Project
- Lastly complete the “Total Organizational Budget” column (Blue)
 - Include all income sources for the whole organization making the grant request (Meck ABC Grant Line will already be filled in)
 - This should include the items already entered in the “Total Project Budget” (Yellow) column as well as all other sources of income for the entire organization
 - Include all expenses for the entire organization
 - This should include the items already entered in the “Total Project Budget” (Yellow) column as well as all other expenses for the entire organization
 - Once this column is fully completed, ideally the bottom line will be zero or positive indicating that the Organization is budgeted as “Fully Funded”. If this is negative, additional explanation may be requested as to the viability of the Organization

Completing the PROJECT LINE-ITEM BUDGET DETAIL tab

- Fill this sheet in to give more detail to the “Total Project Budget” (Yellow column in Project & Org Budget tab) line items
- Show amounts for each line that are to be funded by ABC Grant
- Show amounts and Names of Other Sources for other Income Sources for the Project
- Amounts will automatically subtotal after each category and total all line-items at the end of the worksheet
- The *Project Line-item Budget Detail* should match the *Project & Org Budget* “Total Project Budget” column (Yellow) perfectly. There should be no “surprises” in a budget.

Completing the PROJECT BUDGET NARRATIVE tab

- The *Project Budget Narrative* must explain in detail how line-items in the *Project Line-item Budget Detail* tie back to the project/program and ultimately to a focus of alcohol and substance abuse (substance use disorder) education, prevention, treatment or research in the field thereof.
- If staff will be hired for this project/program, and have not been identified, put TBD for the name and then identify the job title.
- Be specific if you use the “other” section for items/services. No assumptions will be made and no “etc.” will be considered. All line items must be specific to your project/program.
- Cost estimates should be credible and realistic. Inflated budgets will damage your credibility.
- Never use the word “Miscellaneous”. The Project or Program Budget enumerates the resources required to carry out the program or project which is being proposed for funding.
- For all grant application budgets, skip categories where you have no expenses.