

2012 BAC COMMUNITY ARTS GRANTS

APPLICATION: PROJECT BUDGET FORM

Instructions for completing and submitting the project budget form.

All applicants must use this form to submit their project budget, then submit 10 printed copies collated with their printed application.

PROJECT BUDGET FORM

Is available on brooklynartscouncil.org as a Microsoft Excel 2003 workbook. In order to work on it, you need to download it and save it to your computer. This form consists of four worksheets. **Only the first two are for the application process.** The second two are for your use if you receive funding.

You can navigate this form by selecting the tabs at the bottom of the screen:

- **APPLICATION-PROPOSED BUDGET:** *The only required page for your application.*
This is the page that will be printed and submitted, collated with your application.
- **APPLICATION-IN KIND AND NOTES:** *List any In-kind support here; include with application if needed.*
You may also include a brief budget note if needed. If you use this page, be sure to include a copy behind your printed proposal budget, collated with your application.
- **PROJECT REVISION FORM BUDGET:** *Use only if you receive funding*
Use this page to create your Revised Project Budget in early 2012, based on the amount you are granted. This page will pull numbers from your Proposal Budget so you can compare your proposed and revised numbers side by side.
- **FINAL REPORT BUDGET:** *Use only if you receive funding*
Use this page to create your Final Report Budget. It will pull numbers from your Proposal and Revised Budgets so you can compare your proposed, revised, and final (actual) numbers side by side.

ENTERING YOUR PROPOSED PROJECT BUDGET

- Open the 'APPLICATION-PROPOSED BUDGET' tab in your Project Budget Form.
- Use the top section to itemize your potential sources of income and the bottom section to itemize your predicted project expenses.
 - Insert the description of the line item in the description field, and the amount of the item in the Amount field.

As you do this, your income and expenses will be automatically totaled at the very bottom of the page:

$$\text{Project Expenses} - \text{Project Income} = \text{BAC Grant Request}$$

In the blue box (B35), the document will automatically calculate the difference between your total project income and total project expenses; this amount is your BAC Grants request.

The number in the blue box (B35) must fall within the request range for the program you are applying to.

UPLOADING TO THE BAC WEBSITE

We recommend that all applicants upload their completed budget to their BAC web account in addition, so that the entire application is saved online for future reference. Before you upload your Project Budget to your BAC web account please title it:

2012 Grants Application Budget_ [program you're applying to] _ [applicant name]

(For example: 2012 Grants Application Budget_LAS_John Doe)

Uploading a budget without the applicant's name in the title can result in loss of the file.

WHAT IF I DON'T HAVE EXCEL?

If you do not have access to a computer with Excel, you can request a PDF of the budget form be emailed to you, which you can print and fill out by hand. You are still required to submit 10 photocopies along with your application.

WHAT IF I HAVE A DIFFERENT VERSION OF EXCEL?

The workbook should open correctly in both older and newer versions of Excel. If you are working in Excel 2007 or 2010: when you save the workbook, go to the 'Save as Type' drop down in the 'Save As' dialog box. Select 'save as Excel 97-2003 Workbook'.

If you have issues with the Excel budget form, or need further instructions on working in Excel, please contact BAC Grants at 718.625.0080.