**Core Concept: How to create a project budget**

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| Script  |
| Welcome to the AmpliFund Core Concept video focused on how to create a Project budget.  |
| After you’ve created a project in AmpliFund, you can create a project budget.  To access the project budget click on Project Management then Projects  |
| Select your applicable project from the list and click on the name of the project.  |
| This takes you to the project details page.    |
| Click on Planning then Budget  |
| This will take you to the budget entry screen for your project.  To add a budget line item for the project click on the plus icon in the upper right hand corner.  |
| In the entry screen you can select your item type and then category.  The category pulls from your list of budget categories that you entered as master data under Administration then Lists.  Include a name, amount  and person responsible for your budgeted line.  You can also add a responsible individual.  Then click create.  |
| Once you click create your budget line item details will appear on the screen.  |
| Once you have budget line items created for a project, you can link them to the line items on applicable grants.  To do this you would need to go to the applicable grants budget.  Click on Grant Management then Grants.  |
| Select your grant from the list of applicable grants.  |
| Then from the grant details screen go to Post Award then Financial then Budget.  |
| If your budget already has line items created that are associated with the project budget you can click on the pencil icon for the line item.  Or from the category, click on the plus icon to add a line item.  |
| On the line item entry screen, you will see a drop down for Project Line Item.  Here you link your project line item to your grant line item.  If you do not see the project line item option your grants and projects are not linked to each other.  You will need to go into your project and add applicable grants and your grant record and add applicable projects.  |
| Now on your budget you can see the project linked to a line item.  Check the project option at the top and now you will see the project name, like here where the City Improvement project is linked to our Park Supplies line item.  |
| Through this Core Concept video, you’ve learned how to create a budget for a project and link to the grant budget.  Should you have additional questions, please reference our support site.  Thank you!  |