**How to complete a budget template**

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| Script |
| Welcome to the AmpliFund applicant series video focused on completing a budget template. |
| If a budget template is required for an application, you will find it as a section with an asterisk in the top navigation options of your application.  If the budget section is present but does not have an asterisk it is not required. |
| When you click on budget you will be directed to the proposed budget entry page.  At the top you have view options where you can select or remove line items and non-grant funded items.  The total revenue budget at the bottom of the screen is populated from the amount you entered on the project information tab as the amount requested and if your funder requires it any non-grant funding such as matching funds.  If you need to change the amount requested or match funds, navigate back to the project information section and update as needed. |
| In the proposed budget section you will see the budget categories the funder included which you may propose spending in.  If your funder is allowing you to add categories, you will have a “Create new category” option, which we will cover shortly.  For pre-defined categories from the funder, to add your line items under each category click on the plus sign next to the name. |
| An entry screen will appear with the category you selected.  You can change the category or item type.  Then enter your line item name and direct cost.  You may also add a narrative about this line item for the funder.  Once you’ve entered all relevant information, click create in the bottom right hand corner. |
| After you click create, you’ll see the line item appear under the budget category. |
| If the funder is allowing applicants to add their own proposed budget categories, you will see this option for: Create New Category.  To add your proposed category click on the plus sign. |
| You will land on a category entry page where you would include the name, description and if match is included, then click create |
| After you click create the category will appear on your budget.  Since this is a category you created you will have additional icon options including the pencil to edit and the trash can to delete. |
| If match is included in your grant, you can mark non-grant funded as Yes to indicate match.  This will cause additional fields to appear, including a cash match field for you to fill in.  You can enter either a percentage as a decimal or a dollar amount.  Your total budget is the sum of your grant funded amount plus your match amount.  The direct cost you enter should be the total of the grant funded and match amount and indirect cost if applicable.  So if you have $500 grant funded and $500 match, you should enter a direct cost of $1000. |
| As you continue to add proposed budget line items, the total revenue and overall budget cost numbers will update at the bottom of your budget.  Until you’ve completed the budget you will see red text at the bottom indicating you’ve not yet entered the appropriate amounts to complete the budget. |
| Once your overall budget cost is displayed at $0, your budget is complete.  Remember if you need to change the total requested amount which is populating the budget page, you can adjust the amount request in the project information section. |
| To move on in the application process be sure to mark as either Save & Continue or Mark as Complete.  Your budget will need to be marked as complete to submit your application. |
| Through this applicant series video you’ve learned how to complete the budget template in an application.  Thank you for attending! |