

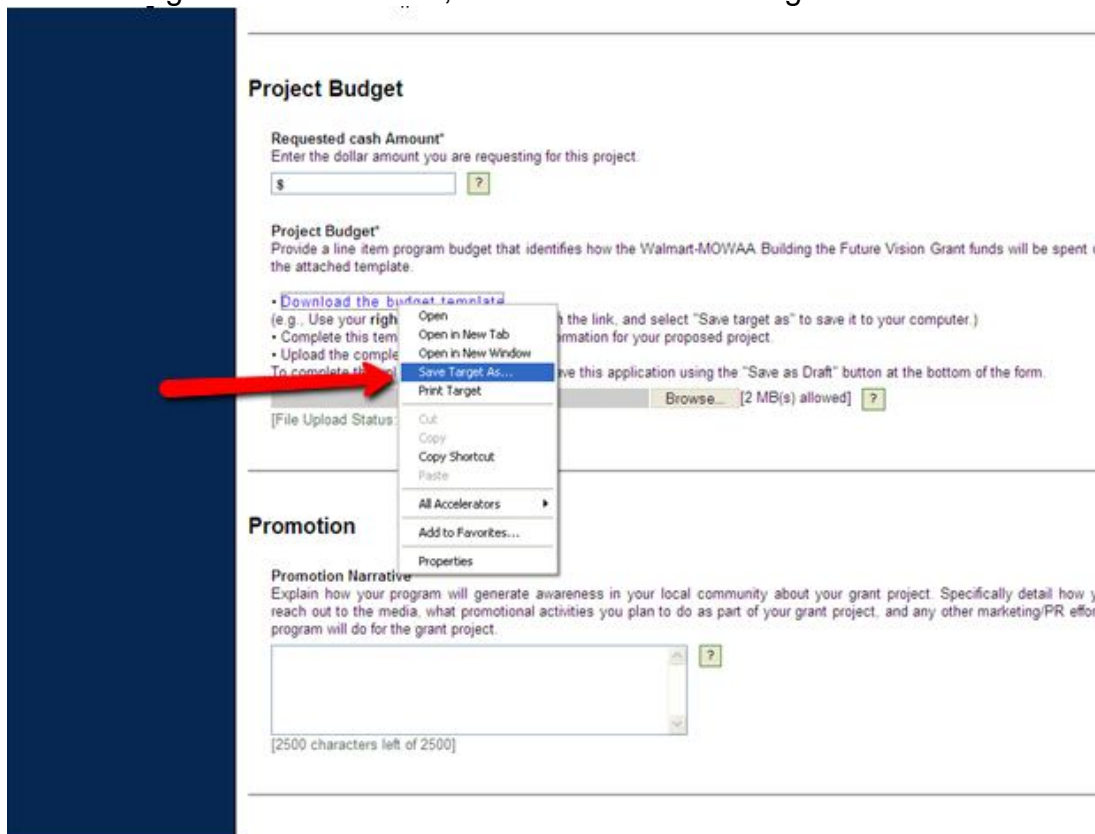
File Uploads: Using Excel Budget and Timeline Templates

Some grant applications will ask you to submit certain information (such as a budget or a timeline) using an existing Excel template.

This tutorial will give you step-by-step instructions for completing grant application questions that instruct you to download an Excel Template.

Step 1: Save the Template to Your Computer

If a question provides a link for you to “Download the template,” you should use your mouse to right-click on this link, then choose “Save Target As...”



The screenshot displays a web form titled "Project Budget". It includes a text input field for the "Requested cash Amount" and a "Project Budget" section with instructions. A list of steps is shown, with the first step, "Download the budget template", highlighted. A right-click context menu is open over this link, with a red arrow pointing to the "Save Target As..." option. Below the menu is a "Browse..." button for file upload. The form also has sections for "Promotion" and "Promotion Narrative" with a character count of 2500.

Project Budget

Requested cash Amount*
Enter the dollar amount you are requesting for this project.

\$?

Project Budget*
Provide a line item program budget that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be spent at the attached template.

- [Download the budget template](#)
- (e.g., Use your right-click context menu to right-click on the link, and select "Save target as" to save it to your computer.)
- Complete this template
- Upload the completed template

To complete this application, you must save this application using the "Save as Draft" button at the bottom of the form.

[File Upload Status: [2 MB(s) allowed] ?

Promotion

Promotion Narrative*
Explain how your program will generate awareness in your local community about your grant project. Specifically detail how you reach out to the media, what promotional activities you plan to do as part of your grant project, and any other marketing/PR efforts your program will do for the grant project.

[2500 characters left of 2500]

Save the file on your computer.

Project Budget

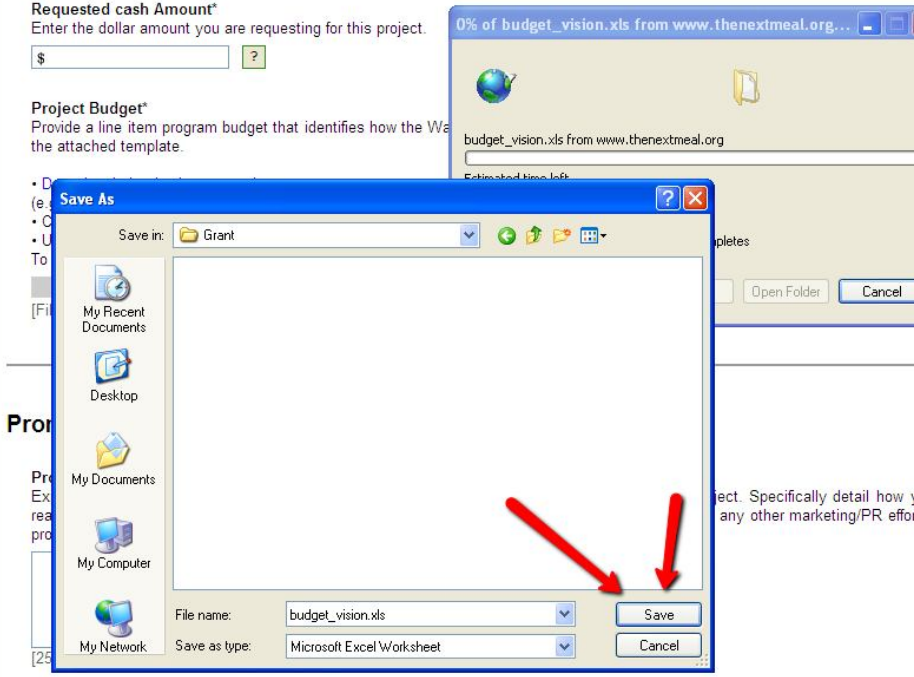
Requested cash Amount*
Enter the dollar amount you are requesting for this project.
\$?

Project Budget*
Provide a line item program budget that identifies how the Website will be used to promote the attached template.

• Download the budget template (e.g., Use your right mouse button to click on the template icon.)
• Complete this template providing budget details.
• Upload the completed template below. To complete the upload process, you must click on the "Save" button.

[File Upload Status: No file uploaded.]

Project Budget*
Provide a line item program budget that identifies how the Website will be used to promote the attached template. Specifically detail how you will use the Website to promote your project. Specifically detail how you will use any other marketing/PR efforts.



0% of budget_vision.xls from www.thenextmeal.org...

budget_vision.xls from www.thenextmeal.org

Estimated time left: 0:00

Save in: Grant

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name: budget_vision.xls
Save as type: Microsoft Excel Worksheet

Save Cancel

If you are ready to work on the Template right away, you can "Open" the file.

Project Budget

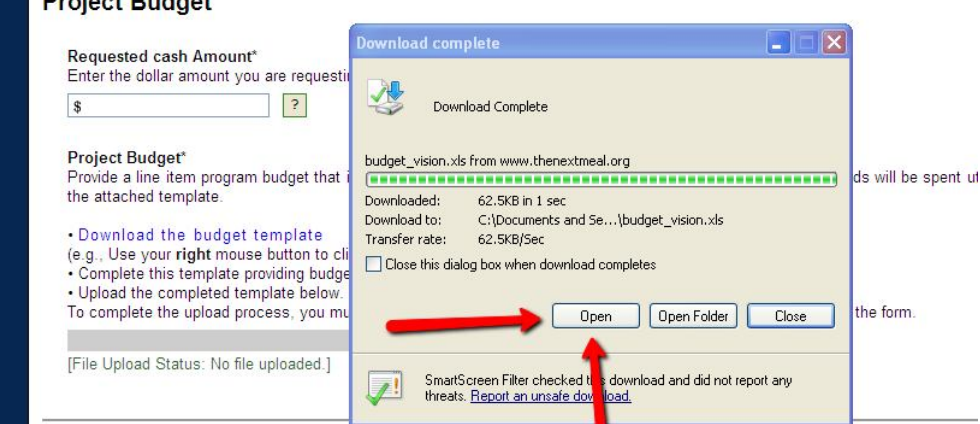
Requested cash Amount*
Enter the dollar amount you are requesting for this project.
\$?

Project Budget*
Provide a line item program budget that identifies how the Website will be used to promote the attached template.

• Download the budget template (e.g., Use your right mouse button to click on the template icon.)
• Complete this template providing budget details.
• Upload the completed template below. To complete the upload process, you must click on the "Save" button.

[File Upload Status: No file uploaded.]

Project Budget*
Provide a line item program budget that identifies how the Website will be used to promote the attached template. Specifically detail how you will use the Website to promote your project. Specifically detail how you will use any other marketing/PR efforts.



Download complete

Download Complete

budget_vision.xls from www.thenextmeal.org

Downloaded: 62.5KB in 1 sec
Download to: C:\Documents and Settings\... \budget_vision.xls
Transfer rate: 62.5KB/Sec

Close this dialog box when download completes

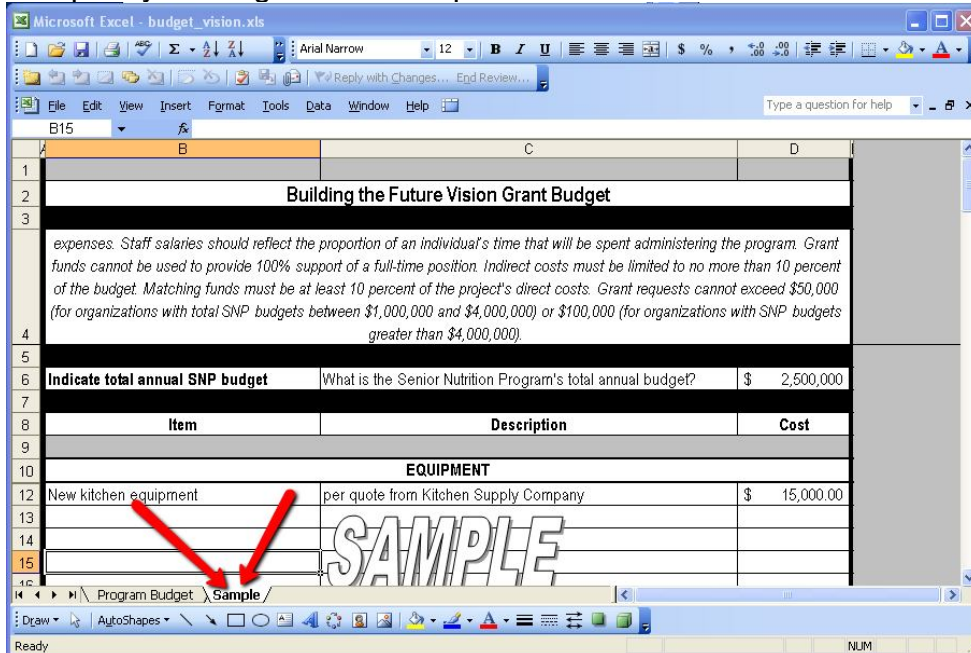
Open Open Folder Close

SmartScreen Filter checked this download and did not report any threats. [Report an unsafe download.](#)

Step 2: Complete the Template

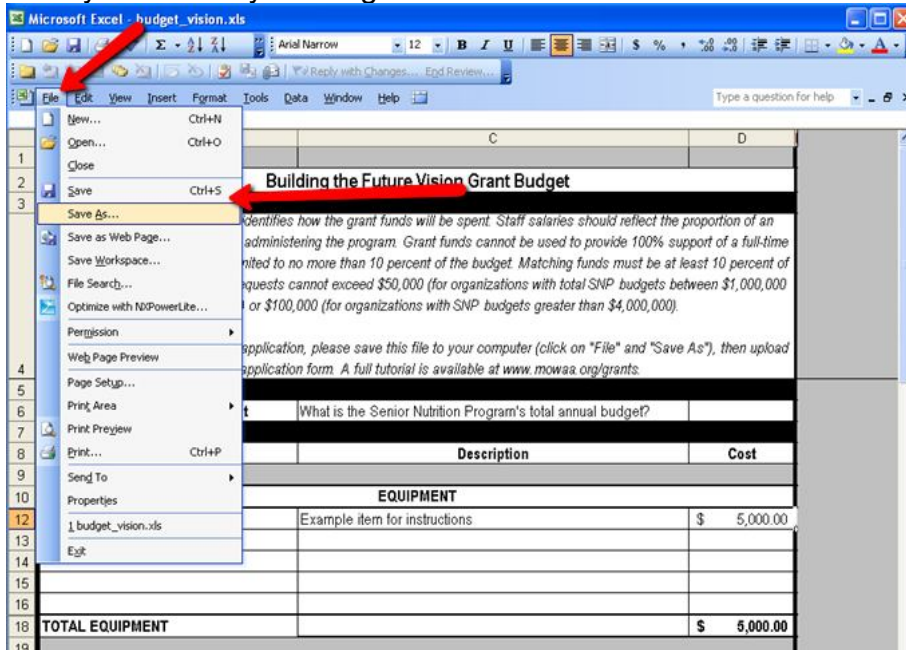
Enter the information, as outlined in the Template instructions.

Most Templates have a “Sample” available for you to review. You can look at the Sample by clicking on the “Sample” tab.



Note: When you are finished reviewing the Sample, make sure you click back to the original tab.

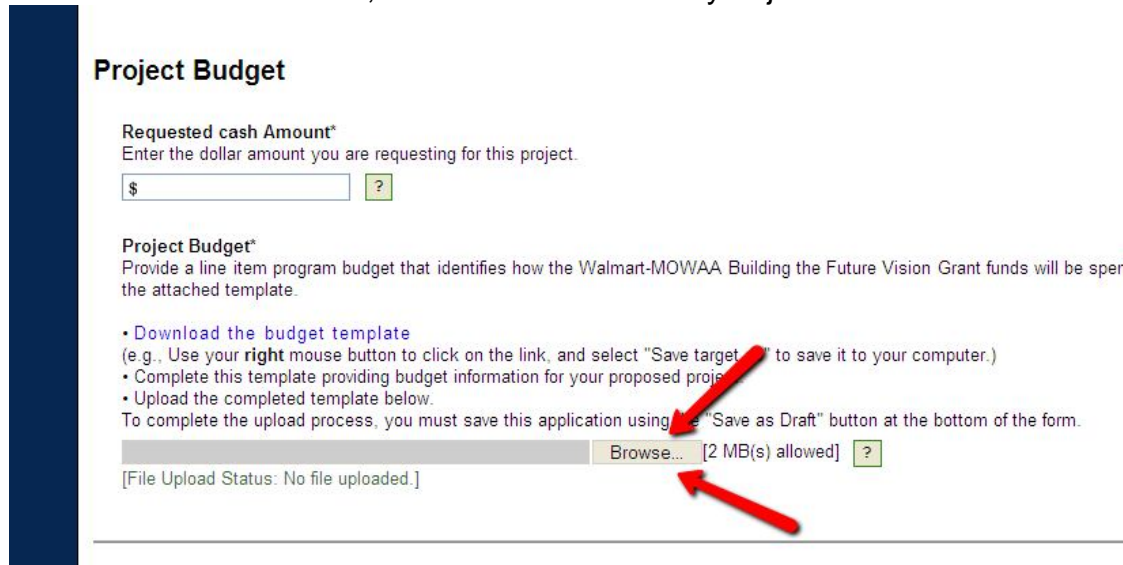
When you are finished entering your information on the blank template, make sure you save your work by clicking on “File” and then “Save” or “Save as.”



Step 3: Upload the Template on the Application Form

Open the grant application you are working on, and find “file upload” question which requests the Template.

Click the “Browse” button, and locate the file that you just saved.



Project Budget

Requested cash Amount*
Enter the dollar amount you are requesting for this project.

Project Budget*
Provide a line item program budget that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be spent on the attached template.

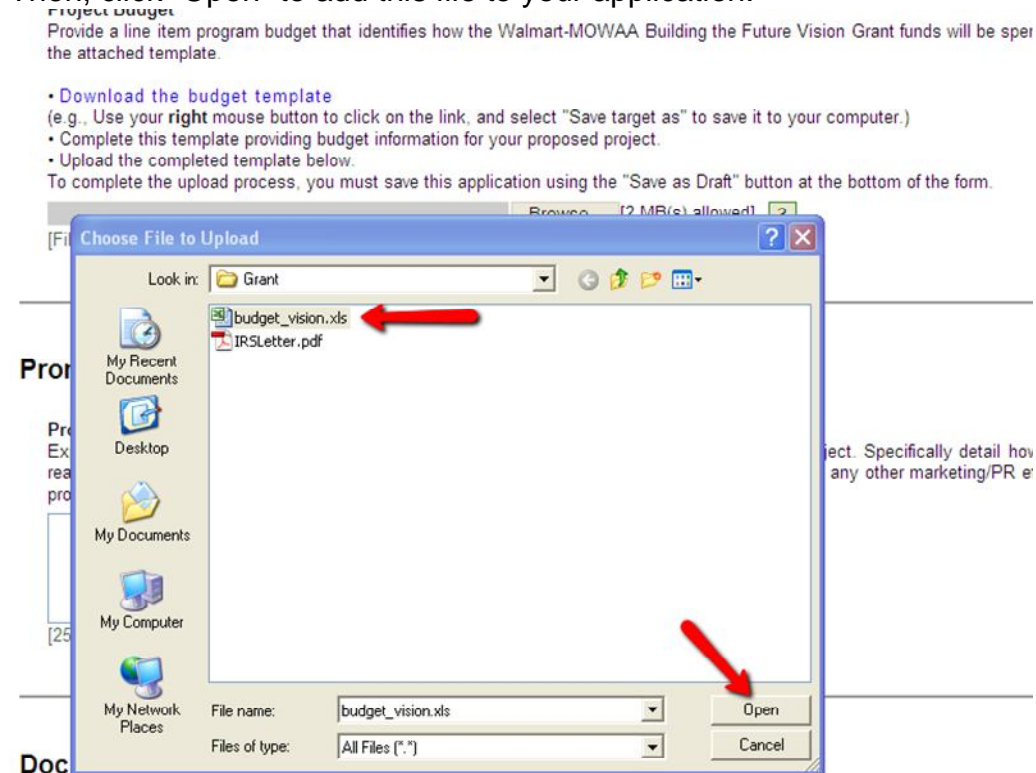
- [Download the budget template](#)
(e.g., Use your **right** mouse button to click on the link, and select "Save target as" to save it to your computer.)
- Complete this template providing budget information for your proposed project.
- Upload the completed template below.

To complete the upload process, you must save this application using the "Save as Draft" button at the bottom of the form.

[2 MB(s) allowed]

[File Upload Status: No file uploaded.]

Then, click “Open” to add this file to your application.



Project Budget
Provide a line item program budget that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be spent on the attached template.

- [Download the budget template](#)
(e.g., Use your **right** mouse button to click on the link, and select "Save target as" to save it to your computer.)
- Complete this template providing budget information for your proposed project.
- Upload the completed template below.

To complete the upload process, you must save this application using the "Save as Draft" button at the bottom of the form.

[2 MB(s) allowed]

[File Upload Status: No file uploaded.]

Choose File to Upload

Look in: Grant

- budget_vision.xls
- IRSLetter.pdf

File name: budget_vision.xls

Files of type: All Files (*.*)

In order to finish the upload process, you will need to save your form. Scroll to the very bottom of the page, and click the "Save as Draft" button.

MOWAA urges all applicants to review carefully the [Vision Grant Agreement Template Draft](#) because terms and conditions to which a Grantee must agree if awarded a Vision Grant.

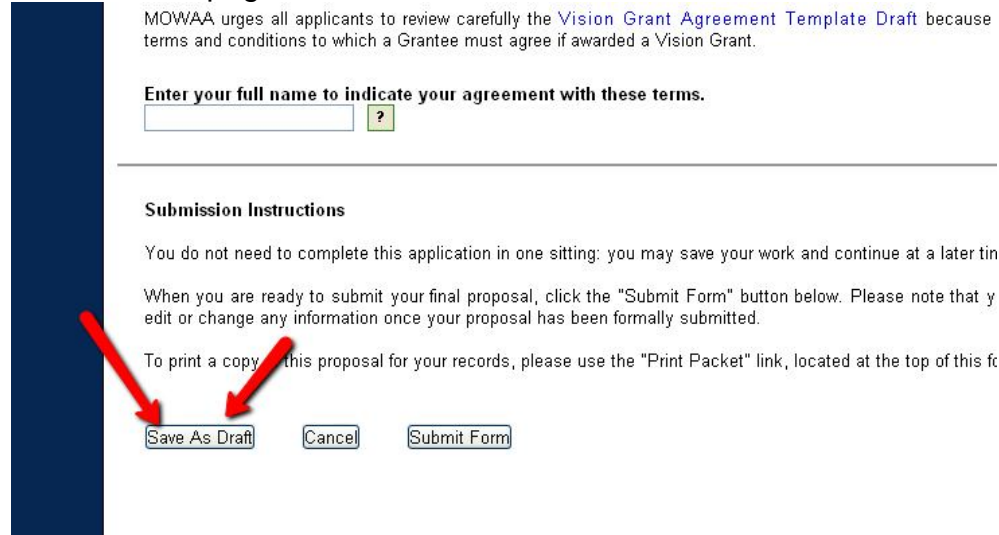
Enter your full name to indicate your agreement with these terms.

Submission Instructions

You do not need to complete this application in one sitting: you may save your work and continue at a later time.

When you are ready to submit your final proposal, click the "Submit Form" button below. Please note that you may edit or change any information once your proposal has been formally submitted.

To print a copy of this proposal for your records, please use the "Print Packet" link, located at the top of this form.



The document has correctly uploaded when you see the text "File Uploaded" below the question. If you need to, you can always click the name of the file to open and view the document.

Project Budget

Requested cash Amount*
Enter the dollar amount you are requesting for this project.

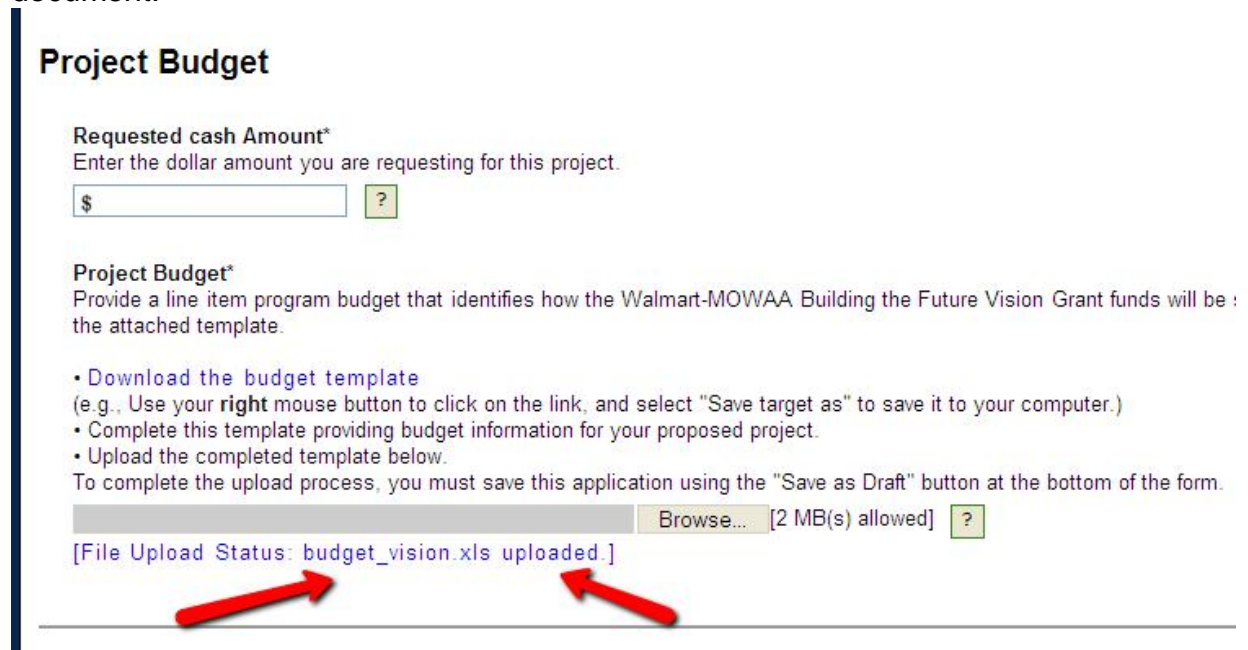
\$

Project Budget*
Provide a line item program budget that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be used in the attached template.

- [Download the budget template](#)
(e.g., Use your **right** mouse button to click on the link, and select "Save target as" to save it to your computer.)
- Complete this template providing budget information for your proposed project.
- Upload the completed template below.

To complete the upload process, you must save this application using the "Save as Draft" button at the bottom of the form.

[2 MB(s) allowed]
[File Upload Status: [budget_vision.xls](#) uploaded.]



If you have any questions about completing and uploading an Excel Template, please contact Andrew Owens at 703-548-5558 or grants@mowaa.org.