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..."

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

Requested cash Amount*	Download complete	
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Provide a line item program budget that i the attached template.	Downloaded: 62.5KB in 1 sec	ds will be spent
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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 effort:

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.

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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."

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	Permission	 application, please save this file to your computer (click on "F 	File" and "Save As"), then upload
	Web Page Preview	application form. A full tutorial is available at www.mowaa.org	
5	Page Setup		
5	Print Area	t What is the Senior Nutrition Program's total annual	budget?
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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.

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Provide a line the attached t	item program budget that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be sp emplate.
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· Complete th	rr right mouse button to click on the link, and select "Save target" to save it to your computer.) is template providing budget information for your proposed projections completed template below.
	he upload process, you must save this application using save as Draft" button at the bottom of the form.
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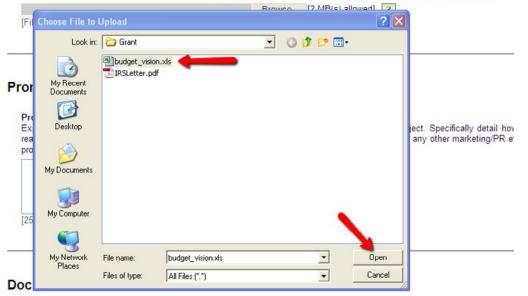
Then, click "Open" to add this file to your application. Provide a line item program budget that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be sper the attached template.

· 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.



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.

	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 t
	When you are ready to submit your final proposal, click the "Submit Form" button below. Please note that edit or change any information once your proposal has been formally submitted.
Ν	To print a copy this proposal for your records, please use the "Print Packet" link, located at the top of this
	Save As Draft Cancel Submit 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.

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Project Budget* Provide a line item program bud the attached template.	get that identifies how the Walmart-MOWAA Building the Future Vision Grant funds will be
 Complete this template providi Upload the completed templat 	ton to click on the link, and select "Save target as" to save it to your computer.) ng budget information for your proposed project.
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If you have any questions about completing and uploading an Excel Template, please contact Andrew Owens at 703-548-5558 or <u>grants@mowaa.org</u>.