Budget Worksheet

Please use this worksheet to prepare for completing the Report Form Budget. Attach a copy of this worksheet to your report. If you have questions, please consult with a member of the WCAC staff. This form is offered in Excel Format so that you can type in the numbers and information in order to ensure that they are clearly legible. If you are unable to use Excel you may neatly write in the information by hand.

Expenses

Item	Purpose	Amount	
			These lines correspond to the first column, titled "Project Expenses" on lines A-F on the Report Form Budget. If you are unsure how to complete the next two columns, "Grant Amount Requested" and "Applicant Cash Match," please leave them blank until you consult with a member of the WCAC staff.
Total Expenses (Cannot Exceed Total Income below):			Enter this Total on Line G of the Project Expense Section of the Report Form Budget

Income

Explanation of Source	Amount	
		These lines correspond to the "Project Income" column, lines A-F, on the Project Income section of the Report Form Budget. For line G, please write in the grant amount you were awarded.
Grant Amount You Received		
Total Income:		Enter this Total on Line H of the Income Section of the Report Form Budget