

U.S. Department of State
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS
STUDY OF THE U.S. BRANCH

SAMPLE BUDGET INSTRUCTIONS

We encourage you to use this sample budget template. If you choose not to use this format, please ensure that your format is easy to use and provides information in the same general categories. Regardless of the format, please also include a budget narrative with your proposal (no template is provided for the narrative).

If you are using this document to create your budget, please read the important information below to ensure you can fully navigate the sample budget. If you have questions once you review this guidance, you may also contact the program officer responsible for this competition.

IMPORTANT INFORMATION ABOUT THIS DOCUMENT

1) There are three worksheets in this sample budget document: (1) Sample Budget Instructions (this worksheet); (2) Summary Budget; and (3) Detailed Budget. You can navigate between these worksheets by clicking on the tabs near the bottom of the document. We do not provide a template for the requested budget narrative.

2) In order to share information about the budget recommendations and requirements, we have created comments. Comments appear as boxes with a yellow background on your screen. There is an arrow from the comment to the cell that it is associated with. Each cell with a comment also has a small red triangle on the upper right hand corner of the cell. Currently all comments should be shown. Once you have reviewed all of the comments, you may wish to hide them. To hide all comments, select the “Review” menu at the top of the screen. There you should see a button that says “Show All Comments” which you can unselect to hide all the comments and select again to make all the comments reappear. If you do not have this button or menu option, use the software's help feature to find out where this feature is on your version of the software. You are also able to view individual comments by hovering your mouse over the cell that has the comment you wish to review. Please be sure to review all of the comments as they contain important information about the budget.

3) You may add and delete lines anywhere in the Detailed Budget depending on your needs. Please ensure that you explain all of your budget details clearly and concisely in your budget narrative, particularly if you have made budgeting decisions that depart from the suggestions in the RFGP or POGI.

4) Some cells are set up to auto calculate based on values that you fill in. For example, once you fill in the amount of staff member #1’s salary covered by the grant (in the ECA Funds Request

column) and the amount covered by cost-share (in the 2014 Cost-Share column), the 2014 Total Budget Column will automatically add those two values together. You can tell which cells will automatically fill in because they have a \$ in them before you enter anything in the spreadsheet.

Applicants are responsible to verify all calculations in the budget are accurate and account for all line items.

5) The Summary Budget also has auto fill features both for the Year One budget (which is drawn from your entries on the Detailed Budget worksheet) and for the per participant costs. For the per participant costs to calculate, you will need to fill in the number of participants in the rose colored boxes. The number of participants remains the same each year and is specified in the RFGP and POGI. As with the detailed budget, **it is your responsibility to check the math and ensure these automatic calculations are correct.**

6) You are required to give estimated budget numbers for the Option Years in the Summary Budget. Please do not provide the detailed budget for these estimates at this time. If ECA decides to exercise an option year, a detailed budget will be requested at that time.