

Instructions for use:

Save the worksheet to your hard drive with a new name with the post city, the proposal number. EG: "Tashkent.08042.budget.xls"
Enter all line items in your proposed budget, adding or removing rows as necessary. All costs should be in US dollars.
Yellow-colored cells should automatically add up the costs from each category. The green TOTAL cell should show the sum of subtotals.
When finished, print it out, and enter category subtotals in the Budget Summary page of your on-line application.
Before you attach the worksheet to your proposal, go to "Page Setup" under "File" in the top menu bar. Click on the "Header/Footer" tab, and then click "Custom Header". In the Right Section, type in your post city and the proposal number.
Click "Print Preview" under "File" to check your work.

Category	Description	Unit Cost (\$)	Quantity	Extended Cost	Subtotal
1	Materials & Supplies				-
				-	
				-	
				-	
				-	
2	Equipment (Rental or Purchase)				-
				-	
				-	
				-	
3	Fees for Service				-
				-	
				-	
				-	
4	Travel				-
				-	
				-	
				-	
				-	
5	Other (please be specific)				-
				-	
				-	
				-	
				-	
Total Costs for Ambassadors Fund Budget					\$ -

5 Other Funding Sources	Certain?	Conditional?	Amount (\$)
			\$ -