Instructions for the Budget Tables

The Budget Table Workbook in Excel is composed of several spreadsheets. Each spreadsheet has a Tab at the bottom of the page: Funding Sources Summary, Project Master Sheet, and Tasks 1 thru 10. You can click on each tab to move around the Worksheet.

The intent of the Workbook is to focus the initial concept for the NPS project into executable tasks, the money associated with each task, the products generated by each task, the partners for the project (including those who will generate match) and the projected time each task will take.

Provided that the proposal is selected for funding, the Workbook will serve as a project management tool for the implementation of the project. The Workbook can also be used as a guide for the generation of invoices, progress reports, and eventually, the final report.

Although the Workbook may seem to be complex, it provides an easy tool to track costs and deliverables for a NPS project. As always, the NPS staff is available to answer questions and to work with project sponsors at any time.

As you get familiarized with the spreadsheets, you will notice many rows and columns are color coordinated to represent a specific meaning. Most importantly:

- data are entered only in the white or blue cells;
- a key color to notice throughout the spreadsheets is pink; these cells:
    - contain equations,
    - are blocked so that they are not available for entering data, and
    - link all spreadsheets so that the required budget tables for the proposal will be **automatically populated** based on your estimated task budgets.

Funding Sources Summary (first tab): You will notice that all cells in this spreadsheet are pink – no need to enter any data! The minimum match requirement is also automatically calculated. Note: Information generated in this tab can be used in Sections 1.0 and 3.0 of the narrative in the proposal.

Project Master Sheet (second tab): The NPS proposal gets separated into tasks, so the main piece of information in this spreadsheet is the definition of all the tasks.

You will need to enter the following (purple section of the spreadsheet):

- a summary description of each task,
- what product(s) each task will generate,
- who are the partners who will help getting each task done.

For convenience, ten task tabs are provided, but most proposals do not need to have ten tasks. Similar activities should be combined into a single task with multiple products. Doing so may help keep the tasks to a manageable number. Also, note the links in the first column to all the subsequent Task Spreadsheets – all you have to do is click on a link to go to the associated task spreadsheet.

At the “Per Year Timeline” section of the spreadsheet enter a timeline for the execution of each task, per quarter and/or per year. If you click on each arrow once, the “handle bars” become accessible and if you “grab” each handle bar, you can make the arrow longer, shorter, wider or narrower. You can also “left click and hold” the arrow and move it any place where it is appropriate in the timeline. This should allow you to make the arrow cover the whole year, or a short space in each quarter, or anything in between, depending on the duration of the task for each year.

This spreadsheet summarizes all the data entry details from the subsequent Tasks spreadsheets – no data entry is needed. Note the pink columns: they add tasks totals for the total project and are broken out by year, which is an EPA requirement. The Project Master Sheet will help you generate progress reports and the final report, as it contains all the basic information associated with those reports.

Tasks spreadsheets (all the subsequent spreadsheets): Almost all the data entry is performed on the Task spreadsheets. For each task, decisions need to be made about expenditures and products and who pays for what. The first column captures most of the usual expenditures associated with NPS projects. You may adjust the language in the line items to address your project needs. For example, if your project does not include purchasing equipment, you may edit that line, to reflect some other expenditure or leave it blank.

For the proposal stage, several details are NOT required for Cash Match, In-Kind Match, and Federal Contribution:

- you are not required to break the cash match into the different sources (the columns) (you may lump cash match and use only one column)
- you are not required to break match information into all the expenditures (the rows) (you may use the “**Other Match Estimate**” row at the bottom and lump the match information there, per task only; or you may use the rows above to capture match detail information that you already have and lump the remaining in the “Other Match Estimate”)
- in other words, at the proposal stage, you are only required to detail anticipated NPS funded expenditures for each tasks. Then, you need to break out the work for the duration of the proposal. Match and federal contribution do not need to be itemized for each year of the proposal duration.

NOTE: Yes, there is room for flexibility and adjustment later. The spreadsheet for the proposal is to provide accurate estimates of the total budget. You will be required to add additional details regarding match and federal contributions if the proposal is selected for funding. At the proposal stage, the budget Workbook is provided so that scope of the proposal has been thoroughly considered, and NPS funds accurately estimated.