Resilient Communities

Start here with the RC templates

Save a working copy before you start. Use the proposal to explain the project and the budget workbook to estimate its costs.

Project budget

1. Open Total Budget Line Items. Enter the project in A2, the period in A3 and the number of Moroccan dirhams per US dollar in K3.

2. Tailor the categories. Edit section names in column A on the line items tab. The summary picks up the new names. Leave unused categories blank. Use the blank lines for new costs and hover over the added category names for examples.

3. Enter costs and contributions. For personnel, enter USD in F and H. For other categories, enter MAD in the open E, G and I cells. Travel row 14 calculates G14 from trips × rate. Put the requested amount in G and confirmed contributions in I without counting the same amount twice. Explain your calculations and sources in J.

4. Check Budget Summaries. Compare the request, cost-share and total with your proposal. Paste values only into input cells and preserve formulas beginning with =. If a formula is overwritten, undo the edit or restore it from a fresh copy. Check that K3 is positive if the amounts appear blank.

Project proposal

1. Replace bracketed prompts. Use the built-in Heading 1, Heading 2 and Heading 3 styles for new sections. Update the lists of figures and tables you use.

2. Update the table of contents after your last edit. In Word, replace the supplied linked list with an automatic table via **References** → **Table of Contents**. After changes, select **Update Table** → **Update entire table**.

In Google Docs, select the table of contents and click **Refresh**. For a static imported list, insert a new table via **Insert** → **Page elements** → **Table of contents**.

Before sharing

Check that the contents links work, remove unused prompts and match the currency, requested funds and total in both files.