

APPLICATIONS FOR 2016 SCHOLARSHIPS

GUIDANCE ON BUDGET TEMPLATE COMPLETION

This document is only intended to guide you in the completion of the budget template in support of your application. You must refer to the Guidance Notes for more specific budgetary instructions.

Step One – Save the template on your local computer drive and save it at intervals throughout the completion process.

Step Two – If you see a ‘Protected View’ banner at the top of the template, you will need to click ‘Enable Editing’ in order to continue. If you do not see this banner, skip to the next step.

Step Three - You will see a series of worksheets at the bottom of the template. When you have read these notes and are ready to input your budgetary details, please click on the “Grant Request” worksheet. You can come back to this “Guidance for Completion” page at any time by clicking on the appropriate worksheet.

Step Four – On the “Grant Request” worksheet, type your name in the required field.

Step Five – Type the currency symbol appropriate to the budget you have prepared using Pounds Sterling (£), Euros (€) or US dollars (\$).

Step Six – Enter the amount you have budgeted for each item in the adjacent box. If any fields are not relevant to your budget, please indicate this using ‘0’ (zero).

Step Seven – Complete the notes section in the adjacent box, entering the reason you have budgeted this amount referring to quotations or evidence that you may have gathered. For example, travel agent quotation or online information.

Step Eight – Check that all figures are accurate and the total cost at the bottom of this sheet is as you had calculated it, rectifying any discrepancies as necessary.

Step Nine – Click on the “Supporting Evidence 1” worksheet. Use insert or copy/paste to include here evidence of your calculations. This could be a screenshot (for example a screen grab or print screen version of a quotation obtained on a webpage) or any picture file (for example a bmp, jpg, tiff). If you wish to include an Adobe PDF file, you must first save this into a picture format before inserting it.

Step Ten – Click on the “Supporting Evidence 2” worksheet and insert further evidence as required. There are 5 supporting evidence sheets should you wish to use them.

Now you have completed the budget template, please save it in preparation for uploading to your online application form.

Please note that a major cause of rejection is imprecision in budget statements and rounding up of sums to an overall figure. Your costs should accurately reflect the anticipated costs of the proposed programme.