

LCHIP

Land & Community Heritage Investment Program



Guidance Document: Completing the Project Budget Workbook

1. **The Pre-Construction Budget Worksheet** is completed as part of Follow Up "Pre-Construction Documentation Package" found on the LCHIP Grant Portal. The Pre-Construction budget is critical for setting the groundwork for accurate and intentional budget reporting to LCHIP.

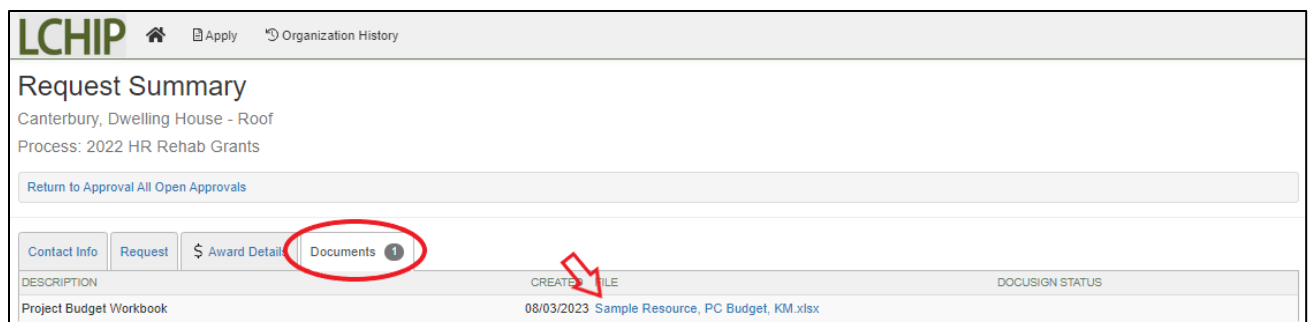
To get started:

- a. Download the Project Budget Workbook linked [here](#).
- b. Save the document to your device and name the file: "Resource name, PC Budget, your initials."
- c. Click on the "Instructions" tab and read carefully.
- d. Click on the "Pre-Construction Budget" tab and complete carefully. Expenses should align with current estimates.
- e. Save and upload the Project Budget Workbook from your device to Follow Up "Pre-Construction Documentation Package" found on the [LCHIP grant portal](#).

2. **The Midpoint Budget Worksheet** is completed as part of Follow Up "Midpoint Documentation Package" found on the LCHIP Grant Portal. At this stage, the budget should reflect any updates to cost and funding. If there has been no change to costs and/or funding since the Pre-Construction Budget was submitted, the Midpoint Budget should reflect that.

To get started:

- a. Log on to the [LCHIP Grant Portal](#) and download the Project Budget Workbook from the "Documents" tab. This ensures you are working with the most current budget approved by LCHIP.

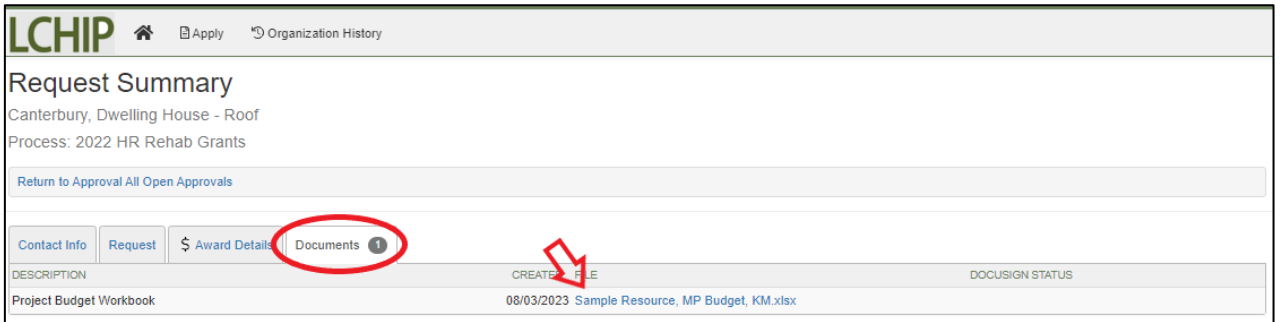


- b. Save the document to your device and rename the file: "Resource name, MP Budget, your initials."
- c. Click on the "Midpoint Budget" tab and complete carefully.
- d. Save and upload from your device to Follow Up "Midpoint Documentation Package" found on the LCHIP grant portal.

3. **The Final Budget Worksheet** is completed as part of Follow Up "Final Documentation Package" found on the LCHIP Grant Portal. At this stage, the budget should reflect final cost and funding.

To get started:

- a. Log on to the [LCHIP Grant Portal](#) and download the Project Budget Workbook from the "Documents" tab. This ensures you are working with the most current budget approved by LCHIP.



- b. Save the document to your device and rename the file: "Resource name, FP Budget, your initials."
- c. Click on the "Final Budget" tab and complete carefully.
- d. Save and upload from your device to Follow Up "Final Documentation Package" found on the LCHIP grant portal.

PLEASE NOTE:

Specific instructions are imbedded within each of the budget worksheets. Simply hover over any cell with a **red** triangle in the upper-right hand corner to view additional instructions or helpful hints.