### APPENDIX A

**Information for School District Filing BOTH Part A and Part B Budgets**

School districts applying for both Part A: Meritorious Application and Part B: Competitive Application must create a separate budget in Egrants for each part.

In order to create two budgets in the Egrants system, you must add two Recipient Agencies in the Main Summary section. The following example walks you through this process:

ABC School District is the example Applicant Agency.

**Step 1:** Complete the Short Project Title and Brief Project Description fields in the Main Summary section.

**Step 2:** Click Add Applicant Agency as Recipient Agency. This will add ABC School District as a Recipient Agency for your Part B: Competitive Application budget.

**Step 3:** To enter a Recipient Agency for your Part A; Meritorious Application, click Add Recipient.
**Step 4:** Enter the school district name (Part A) (e.g., ABC School District (Part A)) as the agency name in the Recipient Agency Name search field and click the Search button. There will be no search results.

**Step 5:** Click Add New Recipient.

**Step 6:** Enter Recipient Agency Information. Make sure to add (Part A) after your school district’s name (i.e., ABC School District (Part A)). This will differentiate the Part A: Meritorious Application budget from the Part B: Competitive Application budget. Click Save.
**Step 7:** When you open the Budget Details screen for the first time, you will see the screen below. The Agency Budget option should be selected for both budgets. You may add additional budgets as necessary if your school entity is passing funds through to another agency.

<table>
<thead>
<tr>
<th>Recipient Agency Name</th>
<th>Agency Budget</th>
<th>Pass Through Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC School District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABC School District (Part A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 8:** You will now be able to add line items for each budget you established in step 7. There will be a link for each agency budget. Click the link for the budget you wish to build and/or modify. Remember, Part A; Meritorious Application budgets may not exceed $25,000.