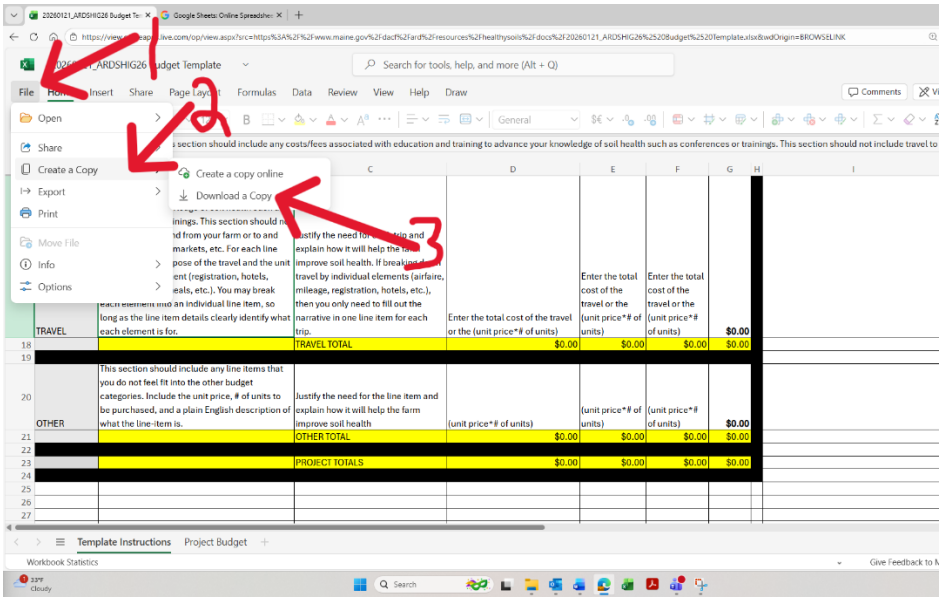
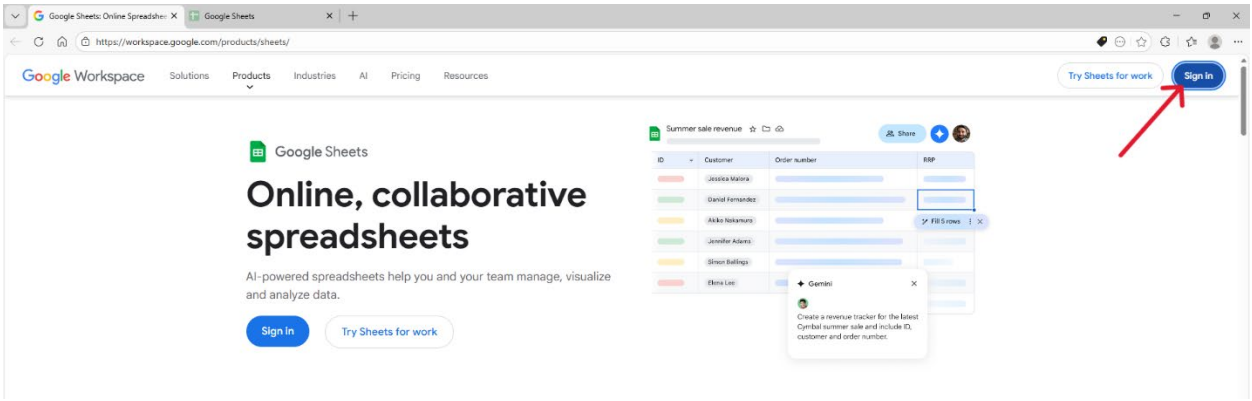
Converting Excel Spreadsheet template to a Google Sheet

1. Select the budget template on the program website

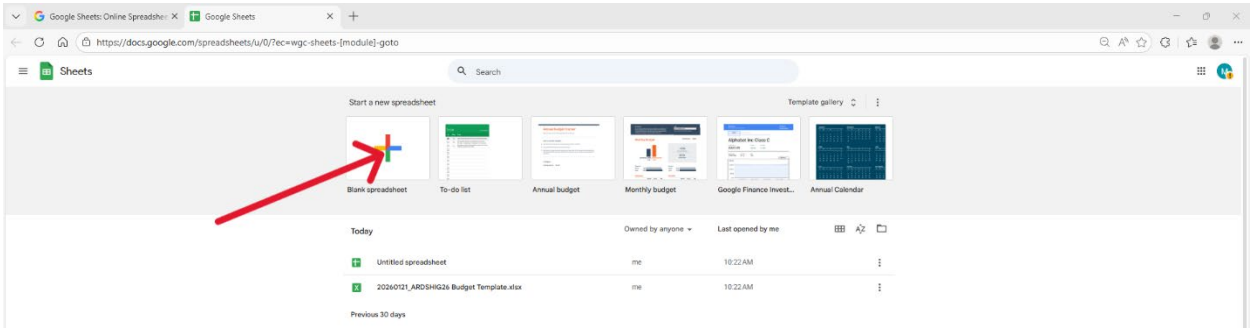
2. The template will open in a new window on your web browser OR download to your download folder. If the file opens in a new window on your web browser, follow step two. If the file downloads to your download folder, proceed to step three.
    a. Click the **file** button, then hover your mouse arrow over **create a copy**, another menu will appear, click **download a copy**.



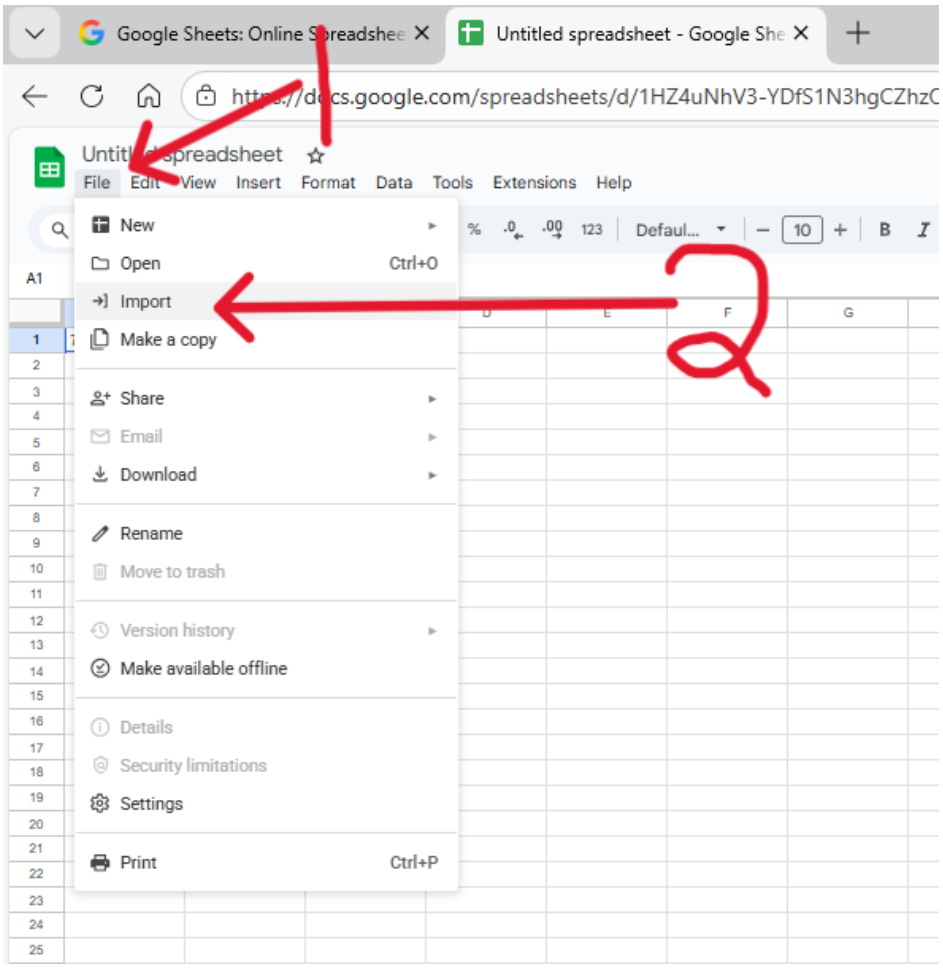
3. Open Google Sheets by clicking here. Sign in to your Google account.



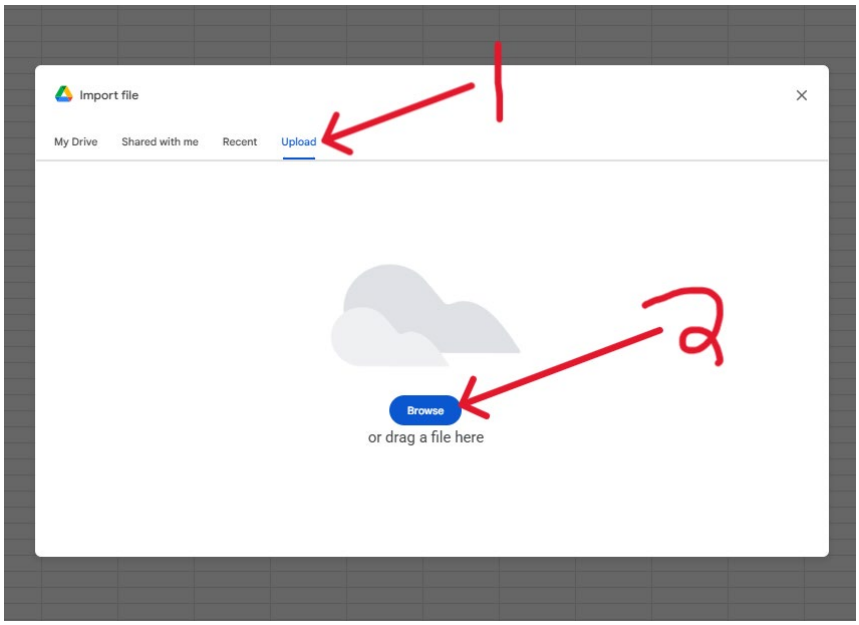
4. Select **Blank Sheet.**



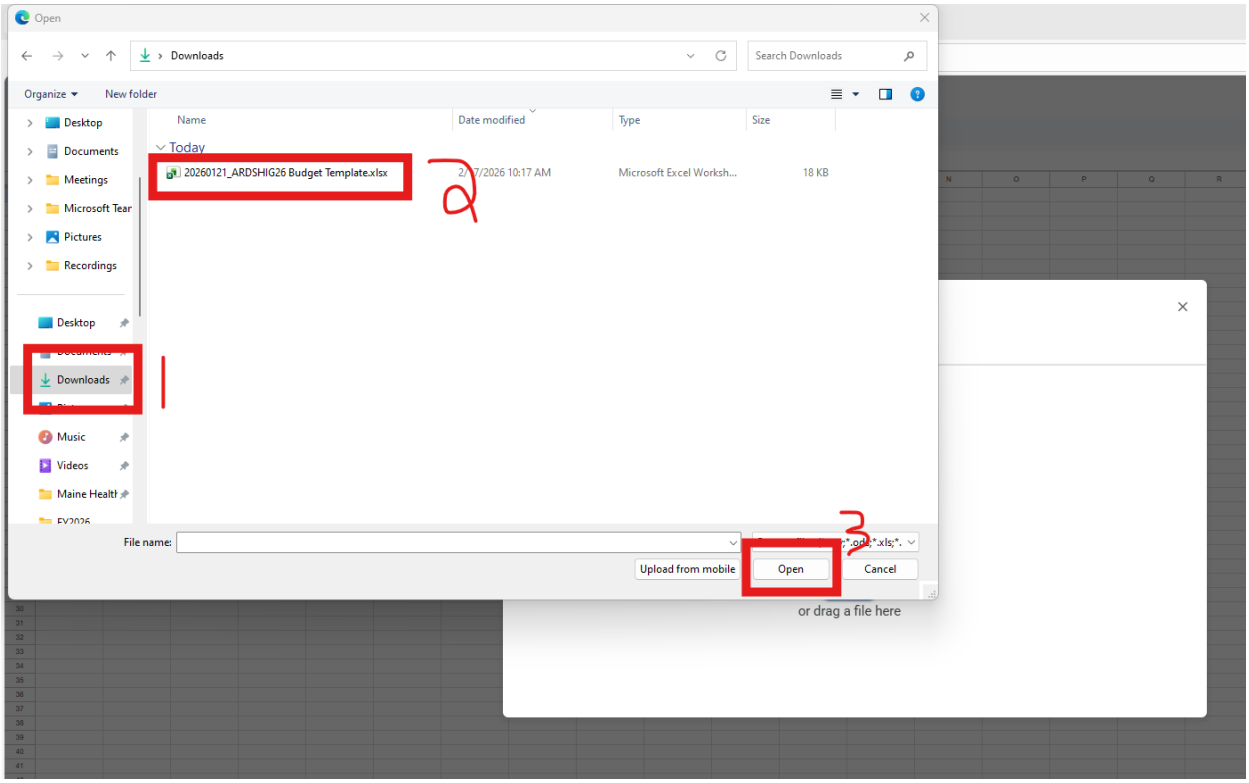
5. On the new sheet, click **file** and then **import**



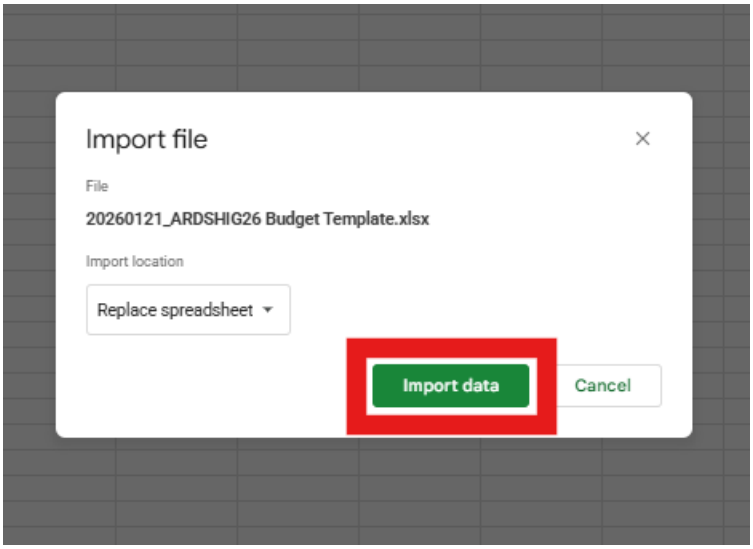
6. A new window will pop up, select **Upload** and then **Browse**



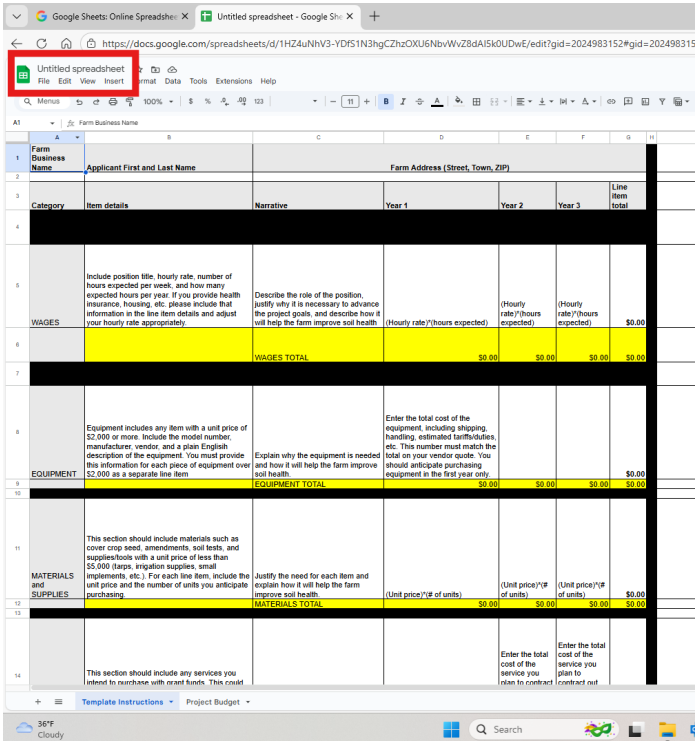
7. Another window will appear. Navigate to your **Downloads** folder, select the **Budget Template**, and then click **open**.



8. Another window will appear. Click **import data**.

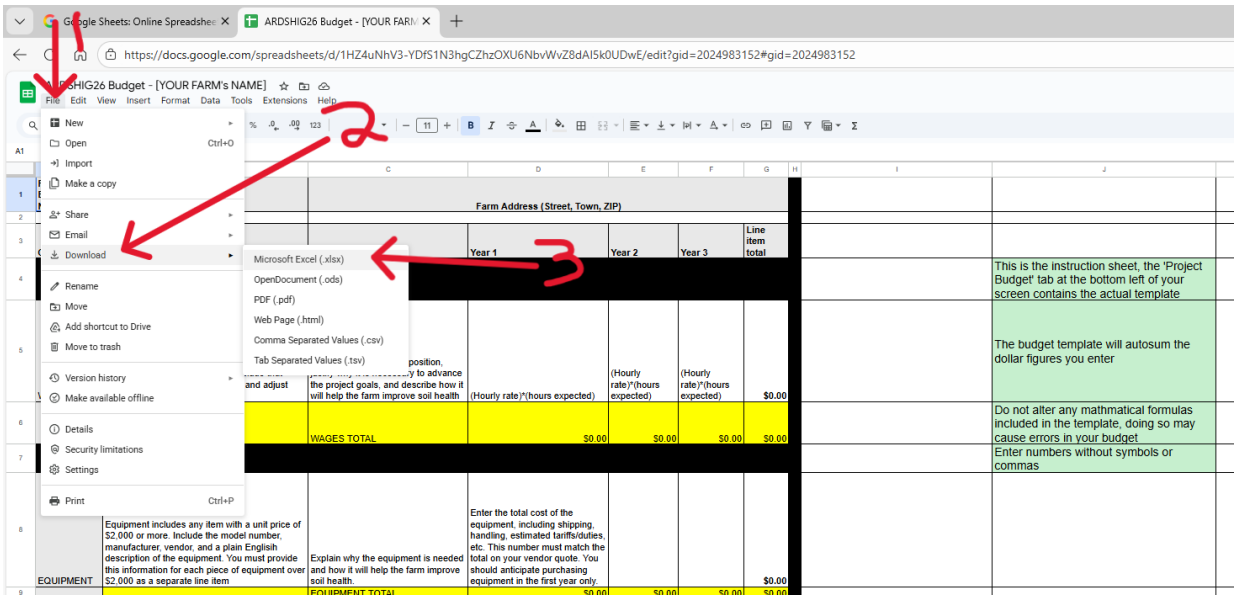


9. The budget template should import into your Google Sheet and you should be able to enter all information as needed. In the top right, click on 'Untitled Spreadsheet' and type **ARDSHIG26 Budget – [YOUR FARM's NAME]**



10. Complete your budget.

11. When your budget is complete, click **File**, then hover over **Download**, then click **Microsoft Excel (.xlsx)**. This will download the file to your download folder in the format required for grant submission. Email this completed file to matthew.boucher@maine.gov as part of your Supplemental Documentation package.


Google Sheets: Online Spreadshee
ARDSHIG26 Budget - [YOUR FARM
https://docs.google.com/spreadsheets/d/1HZ4uNhV3-YDfS1N3hgCZhzOXU6NbvWvZ8dAI5k0UDwE/edit?gid=2024983152#gid=2024983152
ARDSHIG26 Budget - [YOUR FARM's NAME]
File Edit View Insert Format Data Tools Extensions Help
New
Open Ctrl+O
Import
Make a copy
Share
Email
Download
Rename
Move
Add shortcut to Drive
Move to trash
Version history
Make available offline
Details
Security limitations
Settings
Print Ctrl+P
Microsoft Excel (.xlsx)
OpenDocument (.ods)
PDF (.pdf)
Web Page (.html)
Comma Separated Values (.csv)
Tab Separated Values (.tsv)
Farm Address (Street, Town, ZIP)
Year 1
Year 2
Year 3
Line item total
This is the instruction sheet, the 'Project Budget' tab at the bottom left of your screen contains the actual template
The budget template will autosum the dollar figures you enter
Do not alter any mathmatical formulas included in the template, doing so may cause errors in your budget
Enter numbers without symbols or commas
(Hourly rate)*(hours expected)
WAGES TOTAL
$0.00
Equipment includes any item with a unit price of $2,000 or more. Include the model number, manufacturer, vendor, and a plain Englisih description of the equipment. You must provide this information for each piece of equipment over $2,000 as a separate line item
Explain why the equipment is needed and how it will help the farm improve soil health.
Enter the total cost of the equipment, including shipping, handling, estimated tariffs/duties, etc. This number must match the total on your vendor quote. You should anticipate purchasing equipment in the first year only.
EQUIPMENT
EQUIPMENT TOTAL