ARPA Grant Budget Worksheet Instructions, FAQs, and Sample Worksheet

1. **After spending your first check, complete the column for Installment 1 Expenses.** Indicate how much you have spent on each Budget Item and the vendor you purchased from. You must have spent your entire first check before requesting Installment 2.

2. **Attach all proofs of payment for the amounts spent.** Insufficient proofs of payment will result in delays in grant processing. Examples of the types of proofs of payment we can accept include:
    a. Receipts on vendor stationary or downloaded from vendor website (eg Amazon). (must include the vendor name, date of purchase, product/service purchased, amount spent, and payment method, date of payment and zero balance due. Note this is in addition to b or c below.
    b. Credit Card/Bank Statements that show account owner details (highlight relevant withdrawal and include matching invoice showing what product/service was purchased). You can strike through a portion of the account number, and other expenses that are shown on the statement but are not the grant purchases.
    c. Cashapp/Zelle/Venmo Statement (must be downloaded from desktop and show account owner details)

    Please see our website for additional requirements: https://www.baltimorebasenetwork.org/grantees-receipts.

3. **Ensure that your business is in good standing.** We are unable to release grant funding to businesses that have fallen out of good standing status. You can check your status here: https://egov.maryland.gov/businessexpress/entitysearch.

4. **Send your Budget Worksheet and Proofs of payment to grants@baltimoredevelopment.com with the subject "Second Check Request"**

5. **Keep a copy of your completed Budget Worksheet, you will be required to document and provide proof of Installment 2 Expenses.** If you do not do so, per Paragraph H of your Grant Agreement, you will be required to return the funds to BDC.

FAQs:

a. **I have spent more than the approved amount for one of my Budget Items. Is this allowed?**
   i. You can only apply the approved amount to your grant. Per the contract, you can exceed a line item by up to 15% without requesting a budget modification. If you spend more than the approved amount (plus 15%) the excess amount will be deemed an out-of-pocket expense.

b. **My business has experienced an emergency and I would like to modify my Grant Agreement and change my budget. How can I do so?**
   i. Grant Budget Modifications are approved on a case-by-case basis. Please email grants@baltimoredevelopment.com with details about how you would like to modify your budget and why. The subject of the email should be "Budget Modification Request"

Sample Budget Worksheet

Budget Item	Approved Amount	Installment 1 Expenses - Dollars spent per vendor	Vendor Name	Proof of Payment Attached	Installment 2 Expenses - Dollars spent per vendor	Vendor Name	Proof of Payment Attached
Equipment	$5,000	$56.40	Amazon	Receipt			
Equipment		$500.47	The Restaurant Store	Invoice and Bank Statement			
Marketing	$5,000	$600.30	Facebook	Cashapp Statement			
Marketing		$4,000	Linkedin	Receipt			
Total:	$10,000	$5157.17					