

## MLSC Grant Application – Instructions for Completing Data Tables

Program data, including all case statistics, staff, volunteer and financial data with built-in formulas for computing totals should be entered into the tables throughout the application. Although the tables act like Excel worksheets (and you must have a copy of Excel installed on your computer), you will be entering the data directly in Word.

### Instructions

- In the Word document, double click on a table to open it as an Excel worksheet.

↳ **Include both MLSC and non-MLSC CASH expenditures.**

Breakdown of Budget for Civil Legal Services To The Poor

*1. Double click inside table*

Cost Category	Current 12-Month Operating Budget		
	MLSC Funds	Non-MLSC Funds	Total
<b>A. Personnel Costs:</b>			
1. Attorneys			\$0.00
2. Paralegal			\$0.00
3. Others			\$0.00
<b>4. Salary Subtotal</b>	\$0.00	\$0.00	\$0.00
5. Employee Benefits			\$0.00
<b>6. Total Personnel Costs</b>	\$0.00	\$0.00	\$0.00
<b>B. Non Personnel Costs:</b>			
1. Occupancy			\$0.00
2. Equipment Rental			\$0.00
3. Supplies			\$0.00

*Voila! It is now an Excel worksheet*

Breakdown of Budget for Civil Legal Services To The Poor

	A	B	C	D	E
1	<b>Cost Category</b>		<b>Current 12-Month Operating Budget</b>		
2			<b>MLSC Funds</b>	<b>Non-MLSC Funds</b>	<b>Total</b>
3	<b>A. Personnel Costs:</b>				
4	1. Attorneys				\$0.00
5	2. Paralegal				\$0.00
6	3. Others				\$0.00
7	<b>4. Salary Subtotal</b>		\$0.00	\$0.00	\$0.00
8	5. Employee Benefits				\$0.00
9	<b>6. Total Personnel Costs</b>		\$0.00	\$0.00	\$0.00
10	<b>B. Non Personnel Costs:</b>				
11	1. Occupancy				\$0.00
12	2. Equipment Rental				\$0.00

2. Enter your data. DO NOT enter data in shaded boxes, which contain the formulas.

*Breakdown of Budget for Civil Legal Services To The Poor*

	A	B	C	D	E
1	<b>Cost Category</b>		<b>Current 12-Month Operating Budget</b>		
2			<b>MLSC Funds</b>	<b>Non-MLSC Funds</b>	<b>Total</b>
3	<b>A. Personnel Costs:</b>				
4	1. Attorneys		\$ 35,000.00	\$ 50,000.00	\$85,000.00
5	2. Paralegal		\$ 25,000.00	\$ 25,000.00	\$50,000.00
6	3. Others				\$0.00
7	<b>4. Salary Subtotal</b>		\$60,000.00	\$75,000.00	\$135,000.00
8	5. Employee Benefits		\$ 15,000.00	\$ 18,750.00	\$33,750.00
9	<b>6. Total Personnel Costs</b>		\$75,000.00	\$93,750.00	\$168,750.00
10	<b>B. Non Personnel Costs:</b>				
11	1. Occupancy				\$0.00
12	2. Equipment Rental				\$0.00

*2. Enter data*

3. When finished, place the cursor in the upper left cell to reset the table (so that it will print properly).

*Breakdown of Budget for Civil Legal Services To The Poor*

	A	B	C	D	E
1	<b>Cost Category</b>		<b>Current 12-Month Operating Budget</b>		
2			<b>MLSC Funds</b>	<b>Non-MLSC Funds</b>	<b>Total</b>
3	<b>A. Personnel Costs:</b>				
4	1. Attorneys		\$ 35,000.00	\$ 50,000.00	\$85,000.00
5	2. Paralegal		\$ 25,000.00	\$ 25,000.00	\$50,000.00
6	3. Others				\$0.00
7	<b>4. Salary Subtotal</b>		\$60,000.00	\$75,000.00	\$135,000.00
8	5. Employee Benefits		\$ 15,000.00	\$ 18,750.00	\$33,750.00
9	<b>6. Total Personnel Costs</b>		\$75,000.00	\$93,750.00	\$168,750.00
10	<b>B. Non Personnel Costs:</b>				
11	1. Occupancy				\$0.00
12	2. Equipment Rental				\$0.00

*3. Place cursor here before clicking outside of table*

4. Then click outside of the table to return to the Word document.

Breakdown of Budget for Civil Legal Services To The Poor

Cost Category	Current 12-Month Operating Budget		
	MLSC Funds	Non-MLSC Funds	Total
<b>A. Personnel Costs:</b>			
1. Attorneys	\$ 35,000.00	\$ 50,000.00	\$85,000.00
2. Paralegal	\$ 25,000.00	\$ 25,000.00	\$50,000.00
3. Others			\$0.00
<b>4. Salary Subtotal</b>	<b>\$60,000.00</b>	<b>\$75,000.00</b>	<b>\$135,000.00</b>
5. Employee Benefits	\$ 15,000.00	\$ 18,750.00	\$33,750.00
<b>6. Total Personnel Costs</b>	<b>\$75,000.00</b>	<b>\$93,750.00</b>	<b>\$168,750.00</b>
<b>B. Non Personnel Costs:</b>			
1. Occupancy			\$0.00
2. Equipment Rental			\$0.00
3. Supplies			\$0.00

*4. The final table should look like this.*

Breakdown of Budget for Civil Legal Services To The Poor

\$ 35,000.00	\$ 50,000.00	\$85,000.00		
\$ 25,000.00	\$ 25,000.00	\$50,000.00		
		\$0.00		
\$60,000.00	\$75,000.00	\$135,000.00		
\$ 15,000.00	\$ 18,750.00	\$33,750.00		
\$75,000.00	\$93,750.00	\$168,750.00		
		\$0.00		
		\$0.00		

*If it looks like this, go back to the worksheet and move the scroll bars until the table is back in position. Follow step 3.*

5. Save the document.