

## **Instructions for entering budget information in EGrAMS**

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The following guidance assumes the user has completed a Safe Routes to School (SR2S) Action Plan in EGrAMS.

**Step 1:** Determine which activities on the action plan are being proposed for funding. Please refer to the Safe Routes to School program guidance available on the EGrAMS or SR2S website to determine the eligibility of the proposed item.

**Step 2:** Go to [www.saferoutesmichigan.org/application.htm](http://www.saferoutesmichigan.org/application.htm) and download the following files to your computer's hard drive:

- Engineering/infrastructure budget page
- Education budget page
- Encouragement budget page
- Enforcement budget page
- Consolidated schedule template
- Summary budget template

**Step 3:** Fill out the appropriate budget page for each activity being proposed for funding. For example, if you are requesting funding for four engineering projects you will need to fill out an engineering/infrastructure budget page for each of the four.

Repeat this process for all activities being proposed for funding under each of the "Es". Be sure to assign a priority rank to these items. The rank listed on the budget should correspond with the rank assigned to the item on the action plan.

**Step 4:** Complete the consolidated schedule and summary budget templates.

**Step 5:** Upload the completed files to EGrAMS as "supporting documentation."