



## Long Island Aquaculture Grant Program – Round 1

### AQUACULTURE SUPPLIES BUDGET TABLE – HOW TO

FFGF has received some feedback that a few folks have hit a snag in the supplies budget form in the application. The Supplies budget table has four columns but when you first open the page, it appears to only have three. In order to see the last column, you have to either click in the table and tab over OR scroll to the bottom of the table and move the bar across the table to see that column. If you do not fill out this last column, you will get error messages and be unable to submit. The following how-to doc has screenshots so that applicants can be aware of the layout and how to navigate this table. For any questions, please contact [Bluefoods@ffgrowthfund.org](mailto:Bluefoods@ffgrowthfund.org)

### Supplies Budget Table View

Under the supplies budget category, the table is not showing its furthest right column. This first photo is a screenshot of the table where you can see only three columns.

#### SUPPLIES

List each supply (with a description if needed). For each, provide: 1) per unit cost, 2) # units purchased, 3) grant funds requested, and 4) justification for how this supply is necessary for the success of this project. The Supplies category is for materials, supplies, and fabricated parts costing less than \$5,000 per unit. success of this project. The Equipment category is for costs over \$5,000, otherwise the purchase should be categorized as "Supplies."

	Supplies Item Description	Per unit cost	Number requested
1	stuff	\$ 10	10
2		\$	
3		\$	
4		\$	

In this screenshot, we have highlighted where the column is hiding when you view the table without scrolling or hitting the tab key to the right.

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	Supplies Item Description	Per unit cost	Number requested
1	stuff	\$ 10	10
2		\$	
3		\$	
		\$	

## How to navigate to the fourth column in the Supplies budget table

OPTION ONE - In this screenshot, we have scrolled to the bottom of the Supplies table to where there is a bar at the bottom. we have highlighted the bar which you can use to scroll over to the right.

12			
13		\$	
14		\$	
15		\$	
Total			



**SUPPLIES JUSTIFICATION**

For each Supplies item listed in the above table describe how this supply will be used to achieve the objectives and outcomes of the project.

**FOR EXAMPLE:**

Supply item 1: Description and justification

Supply item 2: Description and justification

OPTION 2 – Another way to get over to that right column is to click your mouse in a cell in the table and press the TAB key on your keyboard until you are in the far right column. Here we have highlighted the cell in the Number Requested column and if you press the TAB key once, it will take you to the “Total grant funds requested (unit cost x number requested)”

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	Supplies Item Description	Per unit cost	Number requested
1	stuff	\$ 10	10
2		\$	

This final screenshot shows what we see when we either scroll the bar over to the right or tab to the right. This far right column highlighted has to be filled out as well or else the table does not total up and you will get an error message.

## SUPPLIES

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ption	Per unit cost	Number requested	Total grant funds requested (unit cost x number requested)
	\$		\$
	10	10	100
	\$		\$
	\$		\$