

Distinguished Budget Presentation Awards Program
(Budget Awards Program)

How to submit a budget document

Participants should send the appropriate fee and the following items:

1. Completed application form
2. Completed detailed criteria location guide
3. The previous year's reviewer comments **and** responses to those comments (applicable only if the entity submitted during the previous fiscal year)

Below is a chart of items to be included in your submission, depending on the format of the budget document.

Hardcopy: 4 copies of the budget document, 5 copies of the application, 5 copies of the detailed criteria location guide, 5 copies of the previous year's reviewer comments **and** responses to those comments, and payment.

CD: 4 CD's, 5 copies of the application, 5 copies of the detailed criteria location guide, 5 copies of the previous year's reviewer comments **and** responses to those comments, and payment.

Flash drive: 4 flash drives, 5 copies of the application, 5 copies of the detailed criteria location guide, 5 copies of the previous year's reviewer comments **and** responses to those comments, and payment.

Website/PDF: Email a PDF of the document **or** a link to the document online, application, detailed criteria location guide, the previous year's reviewer comments **and** responses to those comments, and credit card information.