

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. Responses to comments received from the previous year's review (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 responses to the most recent year's reviewer comments, and payment.

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

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

Website/PDF: Email budget document, application, detailed criteria location guide, responses to the most recent year's reviewer comments, and credit card information.