

Division:

Program Characteristics:

Program Description (approximate space for Questica: text cannot go below the I in the left column)

H E I G H T L I M I T	<p>Instruction to writers: this template is for reference only. The size of this box should approximate how much space you have for text in the printed program offer as long as you do not change the font, line spacing, or margins.</p> <p>Please remember that all program offer narrative must be entered into Questica. You must also export the program offer report from Questica as a PDF to validate how the program offer will appear in the budget books and ensure that no text is cut off.</p> <p>Because we cannot lock the height of this box in this Google doc, we have added the column on the left to show you the maximum height. (The line below the "T" indicates the bottom of your viewable text.) Another approach that should help is to count the lines in this box - the Program Description text cannot be more than 18 lines, including blank lines.</p>
---	---

Equity Statement (approximate space for Questica: text cannot go below the I in the left column)

L M I T	<p>See instructions above regarding space limits. You should not have more than 4 lines in this box, including blank lines.</p>
------------------	---

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel				
Contractual Services				
Materials & Supplies				
Internal Services				
Capital Outlay				
Total GF/non-GF				
Total Expenses				
Program FTE				
Program Revenues				
Fees, Permits & Charges				
Intergovernmental				
Financing Sources				
Interest				
Beginning Working Capital				
Total Revenue				

Performance Measures

Performance Measure (approx space for Questica: text limited to 2 lines)	FY25 Actual	FY26 Estimate	FY27 Target
To mimic the estimated space in Questica, you should not have more than 2 lines in this box using the existing font and column width.			
To mimic the estimated space in Questica, you should not have more than 2 lines in this box using the existing font and column width.			