



CULTURAL ARTS COALITION INC
321 NW 10TH ST
GAINESVILLE FL 32601
352-372-0216

December 16, 2020

Dear Children's Trust of Alachua County,

We are still having to make changes to the Cultural Arts Coalition's Science Bus Program due to COVID concerns, structural program changes, and additional in-kind donations.

Specifically:

- Labor and material for all of the Science Bus improvements have donated to date, so we no longer need the Contractual Services during this grant cycle.
- Due to COVID, our service delivery area has contracted and we will no longer need the Travel Expense during this grant cycle.
- We will not be purchasing TShirts during this grant cycle.
- All necessary Background Checks have been provided by participating agencies.
- The person hired for the Science Bus Teacher position is actually a full-time Science Program Coordinator (Marvin Wilson) who manages the entire Science Bus program. This has increased our Personnel Expenses.

We are requesting the CTAC approve another Contract Revision as attached, allowing us to move funds allocated for Travel, Contractual Services, Background Checks, and Tshirts to increase the Salaries and Payroll Taxes Budget.

Thank you for your consideration of this request. If you have questions, please feel free to contact me.
Roberta Gastmeyer, Treasurer
352-494-9662

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BUDGET REVISION AND AMENDMENT REQUEST FORM (<10%)

A Budget Amendment Request Form must be submitted for CTAC approval. Please answer the questions below to support your request.

Organization Name: Cultural Arts Coalition Inc Preparer's Email: rgastmeyer2@gmail.com
 Project Title: Science Bus
 Request for Award ID: RFA No. 20-937 Preparer's Phone: 352-494-9662
 Agreement Number: 11554
 Budget Contact Name & Phone: Roberta Gastmeyer 352-494-9662 Revision # (1, 2, 3) 2
 Request Date: 08/10/20 Amendment # (1, 2, 3) _____

Please answer the following qualifying questions (IF REQUESTING AMENDMENT TO ORIGINAL AWARD AMOUNT)

- 1 Is there a change in the scope or the objective of the project?
- 2 Is there a change in key personnel specific to the award amount?
- 3 Does this budget amendment or the cumulative sum of amendments increase the budget more than 10% of award amount

If your answer is "Yes" to at least one of the above questions, STOP & CONTACT CTAC TO DISCUSS YOUR REQUEST.



Attachment #	PROJECT BUDGET	Approved Budget	Expensed Y-T-D	INCREASE/DECREASE AMOUNT	NEW LINE TOTAL
	Personnel Expenses				
	Salaries & Wages (List position and indicate FT or PT)				
	Science Program Coordinator	4,800.00	2,692.30	4,200.00	9,000.00
	Science bus driver	2,880.00	-	-	2,880.00
	Payroll Taxes	590.00	208.64	356.00	946.00
	Work Comp Ins	400.00	-	(400.00)	-
		-	-	-	-
	Total Salaries & Wages	\$ 8,670.00	\$ 2,900.94	\$ 4,156.00	\$ 12,826.00
	Total Personnel Expenses (Amendment)				
		\$ 8,670.00	\$ 2,900.94	\$ 4,156.00	\$ 12,826.00
Attachment #	Operating Expenses (Non-Personnel)	Approved Budget	Expensed YTD	Inc/Dec Amount	NEW LINE TOTAL
	Supplies	718.00	-	-	718.00
	Travel	1,000.00	-	1,000.00	-
	Equipment	8,500.00	6,000.00	-	8,500.00
	Training	-	-	-	-
	Insurance	-	-	-	-
	Professional Services	-	-	-	-
	Contractual Services	2,000.00	-	2,000.00	-
	Printing & Copying	-	-	-	-
	Postage & Delivery	-	-	-	-
	Communications (Telephone / Fax / Internet)	-	-	-	-
	Other Operating Expenses (List Below):	-	-	-	-
	Background Checks	156.00	-	156.00	-
	Tshirts for participants	1,000.00	-	1,000.00	-
	Capital	-	-	-	-
		-	-	-	-
	Total Operating Expenses	\$ 13,374.00	\$ 6,000.00	\$ 4,156.00	\$ 9,218.00
	TOTAL EXPENSES (Personnel + Operating)	\$ 22,044.00	\$ 8,900.94	\$ 4,156.00	\$ 22,044.00
	TOTAL ORIGINAL BUDGET	\$ 22,044.00			
	INCREASE AMOUNT				
	DECREASE AMOUNT				
	INCREASE/DECREASE TOTAL	\$ 4,156.00			
	PERCENTAGE OF ORIGINAL BUDGET	19%			

For Office Use Only

Request Approved:
Request Denied:
Authorized Approver:

Yes/No (Dropdown Box)

Colin Murphy, Executive Director

Submit Amendment Request To:

invoice@childrenstrustofalachuacounty.us (Email Preferred Method)
 Children's Trust of Alachua County Or Mail to PO Box
 Attn: Finance & Administration Manager
 PO Box 5669
 Gainesville, FL 32627

Vendor #