

## Attachment B

Thank you for Applying for Funding from the Children's Trust of Alachua County. Please complete Sections of this work book that pertain to the funding needs you are interested in for your program.

### Program Budget Summary FY 2024-2025

**Pleasant Street Civil Rights and Cultural Arts Center**

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**One Community Family Resource Center**

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	Total Cost	Request from CTAC	Other Sources
<b>Personnel Expenses</b>			
Personnel	\$123,000.00	\$123,000.00	\$0.00
Fringe	\$9,409.50	\$9,409.50	\$0.00
<b>Total Personnel Expenses</b>	<b>\$132,409.50</b>	<b>\$132,409.50</b>	<b>\$0.00</b>
<b>Operating Expenses</b>			
Transportation	\$0.00	\$0.00	\$0.00
Office Supplies	\$1,785.58	\$1,785.58	\$0.00
Program Supplies	\$1,434.68	\$1,434.68	\$0.00
Contractual & Professional Services	\$6,030.00	\$6,030.00	\$0.00
Certifications & Training	\$2,495.00	\$2,495.00	\$0.00
Printing	\$1,400.40	\$1,400.40	\$0.00
Communications	\$2,889.84	\$2,889.84	\$0.00
Insurance	\$2,595.00	\$2,595.00	\$0.00
Equipment and Maintenance	\$700.00	\$700.00	\$0.00
Other Operating Expenses	\$5,760.00	\$5,760.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$25,090.50</b>	<b>\$25,090.50</b>	<b>\$0.00</b>
<b>Subtotal Personnel and Operating</b>	<b>\$157,500.00</b>	<b>\$157,500.00</b>	<b>\$0.00</b>
Indirect Expenses (Maximum of 10%)**			0
<b>Total Expenses</b>	<b>\$157,500.00</b>	<b>\$157,500.00</b>	<b>\$0.00</b>

*INDIRECT EXPENSES\*\**

**Indirect expenses are considered to be general and or shared use for the primary organization and may mutually benefit more than the CTAC awarded program. Indirect expenses are not directly needed for the operation of the CTAC program. Example: a payroll company, the HR Department, Accounting & Finance, Data/I.T., the CEO.**

**Other Funding Sources or Revenues (include all revenue sources outside of CTAC)**

SOURCE	AMOUNT
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**DESCRIPTION**

Amgen Foundation Health Equity Challenge Grant Awarded \$99,600 ends 8/17/2023- 8/17/2024,



FRINGE

POSITION TITLE	Annual SALARY	Social Security	MEDICARE	LIFE AND	WORKERS'	RETIREMENT	OTHER	TOTAL ANNUAL COST	REQUESTED	OTHER
Executive Director	\$55,000.00	\$3,410.00	\$797.50	\$0.00	\$0.00	\$0.00	\$0.00	\$4,207.50	\$4,207.50	\$0.00
Resource Center Manager	\$38,000.00	\$2,356.00	\$551.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,907.00	\$2,907.00	\$0.00
Program Coordinator	\$30,000.00	\$1,860.00	\$435.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,295.00	\$2,295.00	\$0.00
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<b>TOTAL FRINGE</b>	\$123,000.00	\$7,626.00	\$1,783.50	\$0.00	\$0.00	\$0.00	\$0.00	\$9,409.50	\$9,409.50	\$0.00

FRINGE - Enter each position separately in the table above and indicate the associated wages and fringe benefits associated with the position. If you are asking for more than one person in a position, please identify the total number after the position title and in the justification area below show how you arrived at the total wages and benefits. (Example 5 tutors at 200.00 per week for 4 weeks would be: 5 tutors x 200 per week = 1000.00 per week multiplied by 52 weeks = 52000.00 for all 5 tutors). If you are asking for fringe benefits for these positions please complete the "fringe worksheet" as well.

When determining cost of benefits for reimbursement, the amount should be based on a single coverage rate and is the employer's contribution amount not the employee portion.

Please DO NOT include contract for service employees in this section.

**JUSTIFICATION:** Describe the role and responsibilities of each position.

Social Security = 6.2%  
 Medicare = 1.45%  
 Life and Health Insurance = 11.1%



**OFFICE SUPPLIES**

ITEM	QUANTITY	COST PER UNIT	TOTAL COST	REQUESTED	OTHER
Office Clipboard, 12-Pack	2	\$21.04	\$42.08	\$42.08	\$0.00
Ballpoint Stick Pens, 12-pack	12	\$6.53	\$78.36	\$78.36	\$0.00
Copy Printer Paper, 3 Reams/CRTN	4	\$27.06	\$108.24	\$108.24	\$0.00
Printer Ink, Commercial Monthly Packs	12	\$99.99	\$1,199.88	\$1,199.88	\$0.00
Desk Tape Dispenser, 3-Pack	2	\$15.89	\$31.78	\$31.78	\$0.00
Tape Refills for Dispenser, 15CT	2	\$6.93	\$13.86	\$13.86	\$0.00
Paper Clips, 1000CT	1	\$12.24	\$12.24	\$12.24	\$0.00
Permanent Markers, 24-Pack	2	\$12.94	\$25.88	\$25.88	\$0.00
Sticky Notes 3x3, 36 Pads	1	\$23.53	\$23.53	\$23.53	\$0.00
Office Stapler, 3-Pack	2	\$13.44	\$26.88	\$26.88	\$0.00
Standard Staples, 5 Boxes (5000CT)	1	\$10.58	\$10.58	\$10.58	\$0.00
Desk Calendar	4	\$11.71	\$46.84	\$46.84	\$0.00
business cards	5	\$14.99	\$74.95	\$74.95	\$0.00
Folders with Pockets, 100-Pack	1	\$43.54	\$43.54	\$43.54	\$0.00
Manila File Folders, 100-Pack	2	\$23.47	\$46.94	\$46.94	\$0.00
		<b>TOTAL COST</b>	<b>\$1,785.58</b>	<b>\$1,785.58</b>	<b>\$0.00</b>

**Office Supplies – The purchase of generally recognized office supplies (i.e. pens, paper, printer ink, ink cartridges, etc.) is allowable.**

**If you have specific supplies for your program, please indicate them under Program Supplies.**

**JUSTIFICATION: Describe the purpose of office supplies and how costs were determined. (insert justification below)**

Office supplies are essential for delivering services to patrons, including providing requested resource information, fax services, and printed materials. The pricing for these supplies was carefully determined by comparing costs from a variety of online and brick-and-mortar retailers, primarily using Amazon Basics products where shipping is included, ensuring both cost-effectiveness and accessibility.

**PROGRAM SUPPLIES**

ITEM	ANNUAL COST	TOTAL COST	REQUESTED	OTHER SOURCES
RubberScraper Logo Doormat featuring CTAC logo	\$228.80	\$228.80	\$228.80	\$0.00
6ft Table Cover adorned with CTAC logo	\$181.26	\$181.26	\$181.26	\$0.00
2 Custom Tabletop Signs and Displays	\$83.04	\$83.04	\$83.04	\$0.00
5000 Program Brochures	\$941.58	\$941.58	\$941.58	\$0.00
<b>Total Cost</b>		<b>\$1,434.68</b>	<b>\$1,434.68</b>	<b>\$0.00</b>

**Program Supplies - Program supplies can be described as supplies/materials necessary to the function of your program (i.e. t-shirt purchases, program material purchases, notebooks, crayons, mats). T-shirts and program materials must display the CTAC logo in a prominent location.**

**JUSTIFICATION: Describe the purpose of the program supplies and how costs were determined. (insert justification below)**  
 The program supplies are essential for promoting awareness and education through local campaigns focused on children and family health. These materials, including branded doormats, table covers, and brochures, are designed to enhance visibility and engagement during community events and initiatives. The costs were determined based on quotes from reputable vendors, ensuring that all materials are cost-effective and impactful for our local outreach efforts.



**CONTRACTUAL & PROFESSIONAL SERVICES**

NAME OF CONTRACT	SESSIONS OR	RATE	TOTAL COST	REQUESTED	OTHER SOURCES
BiBi's Business Services & Consultation	201	\$ 30.00	\$6,030.00	\$6,030	\$0.00
		TOTAL COST	\$6,030.00	\$6,030.00	\$0.00

**Contract Services** - A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under this agreement. Such arrangements may be in the form of consortium agreements or contracts.

A copy of the signed agreement is required, along with a timesheet or other method of timekeeping. These items are to be submitted with the reimbursement request. Lawn maintenance and land improvements are not allowed. General building maintenance, including pest control, is not allowed for non-program areas.

**Professional Services**-A consultant is an individual retained to provide professional advice or services for a fee. A copy of the contractual agreement is required, along with a timesheet or other method of timekeeping. These items are to be submitted with the reimbursement request.

**Note:** Please do not include regular employees in the section.

**JUSTIFICATION:** Describe the purpose of Contractual or Professional Service and how costs were determined. (insert justification below)

BiBi's Business Services & Consultation provides critical consulting support in office management, HR, payroll, and general bookkeeping. The consultancy is responsible for maintaining accurate records, conducting data analysis, and assisting with the preparation of monthly and quarterly reports. BiBi's also ensures that all financial practices comply with industry standards. The costs were determined based on a competitive hourly rate, reflecting the value and breadth of the services provided.

**CERTIFICATIONS AND TRAINING**

TYPE OF TRAINING OR CERTIFICATION	QUANTITY / STAFF	COST EACH /	TOTAL COST	REQUESTED	OTHER
Leadership Development	3	\$593.66	\$1,780.98	\$1,781	\$0.00
Fatherhood Engagement Training and material	2	\$357.01	\$714.02	\$714	\$0.00
		<b>TOTAL COST</b>	<b>\$2,495.00</b>	<b>\$2,495.00</b>	<b>\$0.00</b>

**Certifications, Travel and Training – All reimbursement requests for this section must be program-related. Copies of all documentation and receipts (i.e., car rental, hotel stay, mileage, per diem charges and itinerary) must be included in the reimbursement packet. Copies of the certificates must be included.**

**JUSTIFICATION: Describe the purpose of Certification or Training and how costs were determined. (insert justification below)**  
 The certifications and training will equip our staff with the latest evidence-based practices and leadership strategies to enhance program capacity. By attending key conferences like the DCF Summit and National Children’s and Families Summit, staff will gain critical insights that align with our program goals. The costs are based on standard fees for these impactful training opportunities.





**INSURANCE**

TYPE OF INSURANCE	QUANTITY	COST PER	TOTAL COST	REQUESTED	OTHER
General Liability - Hiscox	12	\$65.00	\$780.00	\$780.00	\$0.00
Worker's Comp and Employer Liability Insurance	12	\$151.25	\$1,815.00	\$1,815.00	
<b>TOTAL COST</b>			<b>\$2,595.00</b>	<b>\$2,595.00</b>	<b>\$0.00</b>

Insurance – Liability and other types of insurance for your specific type of program is allowable. A copy of the policy with premium due dates and amounts must be included in the reimbursement submission each month that the coverage is in effect.

**JUSTIFICATION: Describe the purpose of the Insurance and how costs were determined. (insert justification below)**

The General Liability insurance is essential for protecting the organization against potential claims related to bodily injury, property damage, and other liabilities that may arise during the course of operations. This coverage is necessary to ensure the safety and security of our staff, patrons, and assets. The costs were determined based on standard rates for comprehensive liability coverage for three employees, ensuring that the organization meets legal and financial obligations while safeguarding its operations.

**NON-CAPITAL EQUIPMENT & MAINTENANCE**

ITEM	QUANTITY	COST PER UNIT	TOTAL COST	REQUESTED	OTHER
T.V Monitor	2	\$350.00	\$700.00	\$700.00	\$0.00
		<b>TOTAL COST</b>	<b>\$700.00</b>	<b>\$700.00</b>	<b>\$0.00</b>

**Non - Capital Equipment (< \$1000) - Maintenance, purchase or rental of office equipment is not allowed. Equipment that is utilized for the specific purpose of the program (printers, laptops, etc.) that can be used for several years are allowable expenditures. Any real property must have a CTAC logo displayed in a prominent location.**

**JUSTIFICATION: Describe the purpose of equipment or maintenance and how costs were determined. (insert justification below)**

The staff computers and monitors are essential for facilitating teleconferences, virtual meetings, and other remote work activities. These tools are crucial for maintaining effective communication and collaboration, especially in environments where in-person meetings may not be feasible. The costs were determined based on current market prices for reliable, high-performance equipment that meets the needs of our staff. This investment ensures that our team can efficiently manage program activities, maintain client engagement, and coordinate with partners and stakeholders.

