## **Attachment B**

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

# Program Budget Summary FY 2024-2025

<b>Pleasant Street Civil Rights and Cultural Arts Cente</b>

## **One Community Family Resource Center**

	Total Cost	Request from CTAC	Other Sources
Personnel Expenses	-	-	
Personnel	\$123,000.00	\$123,000.00	\$0.00
Fringe	\$9,409.50	\$9,409.50	\$0.00
Total Personnel Expenses	\$132,409.50	\$132,409.50	\$0.00
Operating Expenses			
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
Total Operating Expenses	\$25,090.50	\$25,090.50	\$0.00
Subtotal Personnel and Operating	\$157,500.00	\$157,500.00	\$0.00
Indirect Expenses (Maximum of 10%)**			C

\$157,500.00

\$157,500.00

\$0.00

**Total Expenses** 

more than th	red use for the primary organization and may mutually are not directly needed for the operation of the CTAC pating & 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
TOTAL	\$0.00

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

#### PERSONNEL

POSITION TITLE	Annual Salary	% OF TIME ON THIS	T	OTAL COSTS	F	REQUESTED	OTHER SOURCES
Executive Director	\$ 55,000.00	100%	\$	55,000.00	\$	55,000.00	\$0.00
Resource Center Manager	\$ 38,000.00	100%	\$	38,000.00	\$	38,000.00	\$0.00
Program Coordinator	\$ 30,000.00	100%	\$	30,000.00	\$	30,000.00	\$0.00
		TOTAL PERSONNEL	\$	123,000.00	\$	123,000.00	\$0.00

WAGES - Enter each position separately in the table above and indicate the gross wages associated with that position. If you are requesting funds for multiple people in a position, please identify the total number after the position title (i.e. Tutors (5)). In the justification area below, show the calculation method for that amount (i.e. 5 tutors at \$200.00/week for 52 weeks would be:  $5 \times 8200 \times 52 = 852,000.00$ ). You may list each separately if you prefer.

If you are asking for fringe please complete the "fringe worksheet".

The reimbursement amount for benefits should be calculated based on the EMPLOYER'S rate for single coverage, not the EMPLOYEE'S portion.

Please DO NOT include contract employees in this section.

JUSTIFICATION: Describe the role and responsibilities of each position. (insert justification here):

POSITION TITLE	DESCRIPTION
Executive Director	The Executive Director oversees all aspects of the resource center's operations, including finance, programs, staff, and volunteers. This role ensures alignment with the pilot program's goals by providing guidance and support to the team. The Executive Director also serves as the primary liaison with stakeholders, partner organizations, government agencies, and the community. Additionally, they oversee the development, implementation, and evaluation of programs and services, ensuring they address community needs effectively. Continuous monitoring and adjustment of program outcomes are essential to maintaining their effectiveness.
Resource Center Manager	The Resource Center Manager is responsible for the smooth day-to-day operations of the resource center. This includes managing the physical space, keeping the office stocked with necessary supplies, overseeing employee tasks, and addressing any immediate operational issues such as facility maintenance or cleanup. The manager ensures that the center is fully functional and that all employees are supported in their roles, facilitating an efficient work environment. This role also involves coordinating internal logistics, scheduling events, and ensuring that the center is always ready to serve the community.
Program Coordinator	The Program Coordinator plays a key role in implementing and managing the center's programs. This position focuses on engaging with the community, coordinating outreach efforts, and directly supporting patrons who participate in our programs. The coordinator is the primary point of contact for program participants, answering questions, offering assistance, and ensuring that all aspects of the programs run smoothly. They work closely with external partners, gather feedback from the community, and monitor program outcomes. This role is central to the public-facing aspects of the center, ensuring that our programs effectively meet the needs of those we serve.

#### 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		\$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
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
	\$0.00									
TOTAL FRINGE	\$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. It 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 200,000 per week for 4 weeks would be: Stutors at 200 per weeker 1000.00 per week multiplied by 52 weeks = 2500,000 for all 5 tutors). If you are asking for fine-entities for these positions related to the position area below show how you arrived at the total wages and benefits. (Example 5 tutors at 200,000 per week would be: Stutors at 200,000 for an area asking for fine-entits 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.

STIFICATION: Describe the role and responsibilities of each position.
cial Security = 6.2%
edicare = 1.45%
fe and Health Insurance = 11.1%

#### TRANSPORTATION

PURPOSE OF TRANSPORTATION	Estimated Monthly	NUMBER OF	TOTAL ANNUAL	REQUESTED	OTHER
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
		TOTAL COST	\$0.00	\$0.00	\$0.00

			\$0.00	\$0	\$0.00
			\$0.00	\$0	\$0.00
		TOTAL COST	\$0.00	\$0.00	\$0.00
Transportation – The purchase of vehicles is not allow	ved. Fuel is allow	ed only for progra	m-related transpor	tation. Rental of	a vehicle is
allowed for transporting program participant(s) to a	nrogram_related	event(s) Insuranc	e taxes and access	ory coverage on i	ental
					Circai
vehicles are not billable. Vehicle-related expenses ar	e not allowed for t	the transportation	of non-program pa	irticipants.	
Please DO NOT include travel, certifications or training	o of employees in	this section			
rease Do 1101 include travel, certifications or training	is of employees in	mis section.			
JUSTIFICATION: Describe the purpose of transportation an	d how costs were d	etermined. (insert ju	stification below)		
1					
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
		TOTAL COST	\$1,785.58	\$1,785.58	\$0.00

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.

JOSTIFICATION: Describe the purpose of office supplies and now 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

ANNUAL COST	TOTAL COST	REQUESTED	OTHER SOURCES
\$228.80	\$228.80	\$228.80	\$0.00
\$181.26	\$181.26	\$181.26	\$0.00
\$83.04	\$83.04	\$83.04	\$0.00
\$941.58	\$941.58	\$941.58	\$0.00
Total Cost	\$1,434.68	\$1,434.68	\$0.00
	\$228.80 \$181.26 \$83.04 \$941.58	\$228.80 \$228.80 \$181.26 \$181.26 \$83.04 \$83.04 \$941.58 \$941.58	\$228.80 \$228.80 \$228.80 \$181.26 \$181.26 \$181.26 \$83.04 \$83.04 \$83.04 \$941.58 \$941.58 \$941.58

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.

CONTRACTIVAL & DROFFCCIONIAL CERVICES

CONTRACTUAL & PROFESSIONAL SERVICES					
NAME OF CONTRACT	SEESIONS 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

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
		TOTAL COST	\$2,495.00	\$2,495.00	\$0.00

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.

		'	s and leadership strategies to enhance p mit, staff will gain critical insights that al	0 , , ,
0 ,	n standard fees for these impac		illiit, stari wiii gairi Criticai ilisigiits triat ai	ign with our program

#### PRINTING

ITEM	QUANTITY	COST PER UNIT	TOTAL COST	REQUESTED	OTHER
	QUANTITY				
Yard signs, 18in X 24in, featuring the CTAC logo	8	\$38.82	\$310.56	\$310.56	\$0.00
Banners, 3ft X 6ft, for event and promotions w/ CTAC logo	2	\$132.92	\$265.84	\$265.84	\$0.00
T-shirts, featuring the CTAC logo	100	\$8.24	\$824.00	\$824.00	\$0.00
		TOTAL COST	\$1,400.40	\$1,400.40	\$0.00

Printing - Consists of printing customized items for your specific programs (t-shirts, program materials, work packets, etc.) is allowable. An invoice for these purchases must be included in the reimbursement packet. The CTAC logo must be displayed in a prominent position.

JUSTIFICATION: Describe the purpose of printing and how costs were determined. (insert justification below)
The printing costs are essential for producing customized materials that support our specific programs. This includes brochures to inform the community, yard signs and banners for visibility and outreach, and T-shirts for program participants and staff. The costs were determined based on
current market rates from reputable suppliers, ensuring that all printed items will prominently display the CTAC logo as required. These materials are crucial for effectively promoting and running our programs, and the pricing reflects quality and cost-efficiency.

## COMMUNICATION

COMMICKICATION					
ITEM	NUMBER OF	COST PER UNIT	TOTAL COST	REQUESTED	OTHER
Viasat Business Internet and Viasat Voice Service	12	\$240.82	\$2,889.84	\$2,889.84	\$0.00
		TOTAL COST	\$2,889.84	\$2,889.84	\$0.00

Communications – You may be reimbursed for internet access if the internet access is required for the program. Office phones and cell phones are allowed if used for the purpose of the program. Only the percentage of CTAC funds will be authorized for reimbursement. Specific internet programs/services for the function are allowable (i.e., MailChimp, fitDegree, Cox, etc.).

JUSTIFICATION: Describe the purpose of communication item and how costs were determined. (insert justification below)
Reliable internet and telephone services are essential for the operation of our computer lab, enabling strong connections for online research, communication, and the use of our fax and copy machines. Telephone service is crucial for responding to patron inquiries and coordinating services. The costs were determined based on competitive rates for high-quality service providers, ensuring that our communication infrastructure meets the needs of both staff and patrons effectively.

#### 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	
TOTAL COST			\$2,595.00	\$2,595.00	\$0.00

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
		TOTAL COST	\$700.00	\$700.00	\$0.00

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 cost
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.

## OTHER OPERATING EXPENSES

ITEM	QUANTITY OR	COST PER UNIT	TOTAL COST	REQUESTED	OTHER
Building Rental	12	\$400.00	\$4,800.00	\$4,800.00	
Payroll/ HR Services	12	\$80.00	\$960.00	\$960.00	\$0.00
		TOTAL COST	\$5,760.00	\$5,760.00	\$0.00

Other Operating Expenses - Rent and mortgage payments are authorized only if the location is where direct services are provided to program participants. Only the percentage of CTAC funds will be authorized for reimbursement. Utilities are authorized only if used by the program participants. If the building houses non-program participants (such as staff), the amount/percentage of utilities used for the program participants must be calculated and only that amount/percentage will be authorized for reimbursement.

Please note :A square foot percentage calculator can be found by google search.

ILISTIFICATION: Describe the	purpose of other operating expense	s and how costs were determine	d (insert justification helow)

JUSTIFICATION: Describe the purpose of other operating expenses and how costs were determined. (insert justification below)
The building rental is essential for providing a dedicated space to deliver direct services to clients and conduct program activities. This facility serves
as the primary location for all client interactions, workshops, and community engagement efforts. The HR services cost covers essential human resources functions, including payroll processing, compliance management, and employee support. These expenses are crucial for maintaining a we organized and legally compliant operation, ensuring that all programs are delivered effectively and efficiently. The costs were determined based on
standard rental rates and service fees for comprehensive HR support.