Application Budget Page Instructions

Fiscal Year 2013

These instructions provide details on the information your organization must include in the Avenue NYC Application Budget Page. Please read through the entire instructions carefully before filling out the budget portion of the application.

Organization Name

Enter the name of your organization at the top of the budget page.

Annual Operating Budgets

Use the columns on the left-hand side of the budget page to provide information on your organization's overall operating budget for three consecutive fiscal years. Use the drop-down menus to indicate your fiscal year start and end dates.

Enter the total amount of each source of revenue for your organization and the total amount of each category of expenses on the specified lines in your organization's Annual Operating Budgets. See below for budget category definitions.

Proposed FY2013 Avenue NYC Project Budgets

Use the columns on the right-hand side of the budget page to provide information on the budgets for your proposed Avenue NYC project(s).

You should include all sources of revenue that your organization will utilize in support of each of your proposed Avenue NYC projects, i.e.; your requested Avenue NYC funding as well as any other funds that you plan on allocating to the project.

Enter your project's categories of expenses to detail how you propose to spend the Avenue NYC funding for which you are applying. All expenses that you include in your proposed Avenue NYC Project Budget should relate directly to the work that your organization will be doing to carry out the proposed project.

Definitions of Budget Categories

- Unearned/Non-Government Income:

  Foundation/Corporate Grants - Funding derived from private and/or corporate foundations.

  Individual Contributions - Support from private individuals. Do not include corporation, foundation, or government contributions and grants.

  Membership Dues – All income that your organization derives from fees paid by members of associations and organizations (e.g.; merchant associations, chamber of commerce, etc.).

  Other Unearned Income - Include any other contributions and grants not specified above.

- Unearned/Government Income:

  SBS Avenue NYC – Funding from the New York City Department of Small Business Services Avenue NYC Program.

  SBS Other – Include funds from any other SBS Programs allocated to your organization.

  Other City - Include funds from any other division of New York City government (e.g.; Department of Housing Preservation and Development, Department of Youth and Community Development, Department of Education, Department for the Aging) allocated to your organization. Please specify the agency in Column G of the Budget Page.

  State/Other State - Include funds from New York State programs (e.g.; New York State Division of Housing and Community Renewal, Empire State Development Corporation) allocated to your organization. Please specify the agency in Column G of the Budget Page.

  Federal - Include funds from federal programs. Please specify the agency in Column G of the Budget Page.

- Earned Income:

  Special Events - Income derived from special events that your organization sponsors or holds, including fundraisers.

  Other Earned Income – All other sources of earned income (e.g.; interest on bank accounts, revenue from real estate or housing rentals, class/workshop fees, contracted services, and any other income not included in categories listed above. Do not include membership income (include this under membership dues). Please specify the additional sources of income in Column G of the Budget Page, and if necessary, in Cells E30 and E31 of the Budget Page.

- Expenses:

  Personnel - This item should include those staff members who are on salary and for whom you make withholding deductions. Figures should include gross salaries and fringe benefits such as health insurance, Social Security, pension fund payments, and payments to retirees.

  Outside Professional Services - Payments to firms or persons on a fee-for-service basis including consultant fees, honoraria, stipends for non-staff, public relations, fundraising, outside security, instructors, etc.

  Space Rental/Utilities - Expenses for rental of office space; meeting/classroom and other spaces; and utilities such as electricity, water, gas, etc.

  Office Equipment/Supplies - Expenses for equipment (e.g.; computers, furniture) and supplies with an estimated useful life of less than two years (consumables required for daily operations, such as paper, photocopying, pencils, pens, soap, etc.).

  Advertising/Promotion/Marketing - All costs for advertising, marketing, publicity and/or promotion. Include costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, and posters; and space rental when directly connected to promotion, publicity, or advertising. Do not include payment to individuals or firms that belong under "Personnel" or "Outside Professional Services." For fundraising expenses, see "Other Expenses."

  Other Expenses - All expenses not entered in other categories. Include fundraising expenses, storage, postage, telephone, internet service, interest charges, publication purchases, insurance fees, nonstructural renovations or improvements, etc.

- Surplus/(Deficit):

  When you complete the Budget Page electronically, the Excel spreadsheet will automatically calculate the sum of your budgets' total income and total expenses and populate the Surplus/ (Deficit) field.