

# Application Budget Page Instructions Fiscal Year 2010



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 in the upper left-hand corner of the budget page.

## *Annual Operating Budgets*

Use the columns to the left of the budget categories 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. Definitions for each of the budget categories are included below.

## *Proposed FY2010 Avenue NYC Project Budgets*

Use the columns to the right of the budget categories to provide information on your proposed Avenue NYC project budgets. These budgets should include other sources of revenue that your organization will employ in support of proposed Avenue NYC projects.

## *Definitions of Budget Categories*

- **Unearned/Non-Government Income:**

Foundation/Corporate Grants - Cash support derived from private and/or corporate foundations allocated to each Avenue NYC project (if at all) and to the organization in total.

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

Membership Dues – All income 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 included above.

- **Unearned/Government Income:**

SBS Avenue NYC – Funds you are requesting from the Department of Small Business Services Avenue NYC Program.

SBS Other – Include funds from other SBS Programs allocated to the organization in total and, if applicable, a proportionate share of such grants allocated to each Avenue NYC project.

Other City (Please specify Agency in Column 'G' of the Budget Page) - Include funds anticipated 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).

State/Other State (Please specify Agency in Column 'G' of the Budget Page) - Include funds from State Programs allocated to the organization in total and, if applicable, a proportionate share of such grants allocated to each Avenue NYC project (e.g., New York State Division of Housing and Community Renewal, Empire State Development Corporation).

Federal (Please specify Agency in Column 'G' of the Budget Page) - Include funds derived/anticipated from Federal Programs or a proportionate share of such grants allocated to each project and to the organization in total.

- **Earned Income:**

Special Events - Income derived from admission to or participation in special events you generate, including fundraisers.

Other Earned Income – (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). All other sources of earned income (e.g., interest on bank accounts, revenue from housing rental, class/workshop fees, contracted services and any other income not included in categories listed above). Do not include membership income (include under membership dues).

- **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 - Payments specifically identified with the project for rental of office, classroom and other such spaces, and utilities such as electricity, water, gas, etc.

Office Equipment/Supplies - Payments for equipment (e.g., computers, furniture). Supplies purchased costing less than \$500 with an estimated useful life of less than two years. Such items are considered consumables required for daily operations (e.g., paper, photocopying, soap, pencils, pens, etc.).

Advertising/Promotion/Marketing - All costs for advertising, marketing, publicity and/or promotion specifically identified with the project. Do not include payment to individuals or firms that belong under "Personnel" or "Outside Professional Services." 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 (for fundraising expenses, see "Other Expenses").

Other Expenses - All expenses not entered in other categories and specifically identified with the project. Include fundraising expenses, storage, postage, telephone, interest charges, publication purchases, insurance fees, nonstructural renovations or improvements, etc.

- **Surplus/(Deficit):**

When the budget is filled out electronically, the sum of the total income and the total expenses will be calculated automatically.