



Summer Program Funding Instructions

FY 2010

CSC-SLC
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OVERVIEW

The mission of the Children’s Services Council of St. Lucie County is to improve the quality of life for all children in St. Lucie County. In order to achieve its mission, CSC will advocate for children by developing resources and planning, coordinating and funding services for children in a fiscally responsible manner with family, community, government and service providers.

The Children’s Services Council of St. Lucie County (CSC) has funds available for summer programs. CSC’s funding is available for new or expanded summer activities that are not already budgeted for in an agency budget. While CSC will consider requests for enhancing program quality, CSC’s priority is to increase community resources available to parents and families. CSC intends to accomplish its priority by funding programs that either expand the number of children that can be served, expand the daily hours of operation, and/or expand the number of days or weeks of operation. CSC is targeting programs that operate for at least 8 weeks of the summer break.

Programs currently funded by the Children’s Services Council of St. Lucie County (CSC) should have already included their summer program expenses in the current budget as requested by CSC. However an agency that is receiving funds from CSC that wishes to offer a summer program that is not directly related to their current funded program and already included in their current budget, may apply for summer program funding. Please contact staff if there are any questions or clarifications.

Please note the following time schedule:

Timetable

December 11, 2009.	Release of Summer Funding Application
January 15, 2010 from 1:30 – 3:00 pm.....	Mandatory Summer Program Conference
February 12, 2010 by noon.....	Summer Funding Applications due by noon (8 copies and original)
March 11, 2010.....	Staff Recommendation and Council Funding Decision

Instructions for the CSC – SLC Summer Program Funding

The Summer Program Funding application is composed of two computer files (*not including the instructions*). The file titled *Summer Program Proposal Narrative* is a Word file used for your summer program narrative description. The file titled *Summer Program Budget* is a Microsoft Excel spreadsheet that contains the required fiscal forms. These files and the Instructions file are available by download at the CSC website at <http://cscslc.org/summer.htm> or on disk at the office.

One original proposal, eight paper copies and one disk copy are due to CSC-SLC on February 12, 2010 by noon. Any proposal submitted after noon on February 12th will not be accepted by staff for funding consideration.

SUMMER PROGRAM NARRATIVE INSTRUCTIONS

SUMMER PROGRAM CHECKLIST:

Please initial each line to ensure each required component is included in your application.

SUMMER FUNDING REQUEST FORM:

This four page section requests specific details about the target audience of the program as well as the anticipated daily activities of the summer program. Specifically the applicant must detail:

- Educational and literacy activities
- Physical/recreational activities
- Nutritional food offered
- Planned field trips

Please utilize the space provided to detail the services that will be offered. Please be as detailed as possible.

In addition to the activity components of the service to be provided, the narrative also requests information on the intended staff to child ratio as well as the background screening procedure for volunteers and employees. CSC expects that programs will follow all applicable laws in relation to these two areas.

Finally, CSC expects that all funded summer programs will serve to capacity the number of children proposed in its application. Therefore, CSC requests in the Summer Program narrative that agencies detail how their summer program will be marketed to children and families in St. Lucie County.

This is the end of the Summer Program Narrative section of the application.

BUDGET APPLICATION INSTRUCTIONS

The Budget Application is provided in an EXCEL spreadsheet format. The EXCEL file name is **“2010 Summer Program Budget.”**

The budget section for FY 09-10 maintains the changes from last year. The worksheet tabs that comprise this year’s Budget Package are as follows:

1. Revenues 1-20 (one page)—***Budget Narrative***
2. Salaries and Fringes 21-26 (two pages)—***Budget Narrative***
3. Expenses 27-48 (eight pages)--***Budget Narrative***
4. Total Program Budget (one page)
5. Funder Specific Program Expenses (one page)
6. Funder Specific History (one page)
7. Explanation of Increases (one page)
8. Agency Certification (two pages)
9. Agency Audit Summary (one page)

In the Budget Narrative worksheets shown above, the numbers in the tab titles refer to the line item numbers (e.g., line 27 is the expenditure line item for Travel-Daily). As in previous years, the Budget Narrative Worksheets must be completed first. These three worksheets are input pages that are linked to other Budget Forms that are required in the application. The other worksheets require entering information but also have automatic links that are filled in from the Budget Narrative.

GENERAL WORKSHEET PREPARATION

IDENTIFY YOUR AGENCY AND PROGRAM: Each of the nine Excel worksheet tabs is set up with a Header to indicate the Organization and program name. To edit the Header, use the following steps on **EACH** worksheet tab:

1. Click on File
2. Click on Page Set Up
3. Click on Header Footer
4. Click on Custom Header
5. Enter your Agency Name and Program Name in the center section by highlighting Test Agency-Test Program and typing over it.
6. Click on “OK” on top right of box, then another “OK” to finish

BUDGET WORKSHEETS

This section will address each of the nine budget worksheets identified above individually and provide procedures for completing each worksheet.

As indicated above, this year's Budget Narrative is provided in three separate worksheet tabs, which are numbers 1, 2, and 3.

Do the Budget Narrative Worksheets FIRST! The Budget Narrative Worksheets are the first three tabs at the bottom left of the Excel screen. Work entered here will automatically link to other worksheets.

CAUTION: Do not enter any figures or formulas where a cell is colored in dark blue. The dark blue print indicates that formulas and/or links are in place.

WORKSHEET 1: Revenues 1-20 (one page)—Budget Narrative

PLEASE ENTER THE AGENCY AND PROGRAM NAME IN THE SPACE PROVIDED AT THE TOP OF THE FORM. NOTE THAT FILLING IN THIS INFORMATION ON THIS WORKSHEET WILL PROVIDE AN AUTOMATIC LINK OF THE AGENCY NAME TO ALL OTHER WORKSHEETS.

- A. Column A: Enter the amount of revenue requested/expected from each of the identified sources. Any revenue sources not listed should be listed as Funds from Other Sources. Note that In-Kind donation amounts are to be listed but will not be included in the Total Revenue calculation.
- B. Column B: Enter the amount of revenue requested from Children's Services Council of St. Lucie County (CSCSLC). The amount requested from CSCSLC should be the same in Column A and Column B.
- C. Column C: Not required by CSCSLC.

WORKSHEET 2: Salaries and Fringes 21-26 (two pages)—Budget Narrative

This worksheet is comprised of three sections:

- Line Items 21-26
 - Salaries Position Listing-worksheet that supports salaries
 - Fringe Benefits Detail-worksheet that provides for fringe benefit calculations
- A. Start with the Salaries Position Listing (middle section)
 - a. Enter each position title, (I) the gross salary paid for that position, (II) the amount of salary assigned to the program, (III) the amount of salary requested from CSCSLC
 - b. (IV) % of Gross Annual Salary Requested will be automatically computed

EXAMPLE: A part-time employee Reading Tutor works 15 hours per week for a gross annual salary of \$12,000. The employee spends all of his time in the program but the program is asking for only partial funding of the position.

Position Title: Reading Tutor/15 hours per wk
Column I: 12,000

<i>Column II:</i>	12,000
<i>Column III:</i>	8,000
<i>Column IV:</i>	66.67%

- B. Continue with the Fringe Benefits Detail (last section)
 - a. The position titles and (I) Funder Specific Budget salaries will automatically link to this section from the Salaries Position Listing.
 - b. The FICA will automatically compute at 7.65% Note that your program budget for FICA may be less than 7.65% due to payroll items that are not subject to payroll taxes. In that case, enter the lesser amount for your budget by overwriting the formula.
 - c. Columns (III) Pension, (IV) Health Insurance, (V) Workers Compensation, (VI) Unemployment Compensation: Manually enter these dollar amounts. Note that only the pro rata share that applies to the positions funded by CSC should be requested.
 - d. Column (VII) will automatically calculate.
- C. Review Line Items 21-26 (first section)
 - a. All amounts should be automatically linked and completed in this first section once the other two sections (see “B” and “C” above) have been completed. Please review this summary to ensure accuracy.
 - b. Note that only funder specific requests are required for the fringe benefit lines 23-26.

WORKSHEET 3: Expenses 27-48 (eight pages)--Budget Narrative

The format provides for entering information about each expense within a given line item as noted below. Note that this narrative applies to the CSCSLC requested amount.

- A. A narrative description – a brief explanation of the item and its use
- B. A calculation narrative
- C. This column requires only a total to indicate the total program expense for the line item. This total line item program expense will automatically link to other budget worksheet tabs.
- D. The cost of the expense. Each expense within the line item will automatically total at the bottom of Column D. This total of Column D for each line item will automatically link to other budget worksheet tabs.

Exception: The Administrative Line Item (line 43) requests information about each position for which Administrative Costs will be requested. Column A should list the position, Column B should list the employee name, and Column D should list the cost of the expense for each position. Each position expense will automatically total at the bottom of Column D. For column C, enter the total program administrative expense.

WORKSHEET 4: Total Program Budget (one page)

This worksheet pertains to the TOTAL Program Budget—not just the funder specific amount requested from CSCSLC.

- A. Column A: Manually enter the historical data for Summer ‘08 for the Actual Expenses for the Total Program.

- B. Column B: Manually enter the historical data for Summer '09 for the Total Program Budget.
- C. Column C: This column will be automatically completed from links to Worksheet 3 "Expenses 27-48."

WORKSHEET 5: Funder Specific Program Expenses (one page)

This worksheet pertains to the FUNDER SPECIFIC budget—the amount requested from CSCSLC.

- A. Column A: This column will be automatically completed from links to Worksheet 3 "Expenses 27-48."
- B. Column B: This column will be automatically completed from links to Worksheet 3 "Expenses 27-48."
- C. Column C: This column will be automatically be completed by formula calculation.

WORKSHEET 6: Funder Specific History (one page)

- A. Column A: Manually enter the historical data for Summer 09 for the Funder Specific Actual (CSCSLC).
- B. Column B: This column will be automatically completed from links to Worksheet 3 "Expenses 27-48."
- C. Column C: This column will be automatically completed by formula calculation. The calculation provides the % Increase from Summer 09 to Summer 10. Increases of more than 10% will require an explanation to be typed into Worksheet 7 "Explanation of Increases" next to the appropriate line item descriptor.

WORKSHEET 7: Explanation of Increases (one page)

This worksheet provides for space to explain line item increases in the Funder Specific Budget Request that are greater than 10% over the previous fiscal year budget. If a line item increase is greater than 10%, then the line item descriptor will print in the "Line Item" column. Next to the descriptor, please type in an explanation of the reason for the increase.

WORKSHEET 8: Agency Certification (two pages)

This worksheet is a statement of acknowledgement of CSCSLC policies and requirements that must be met if the Provider's program is selected for CSC funding. **This certification must be signed and included with the printed proposal.**

WORKSHEET 9: Agency Audit Summary (one page)

This worksheet is a summary statement of pertinent information of the organization's most recent Audit. This worksheet should be completed in addition to the provision of the actual annual independent audit.

PRINTING YOUR BUDGET WORKSHEETS

Worksheets are already individually formatted for the print area.

PLEASE BE SURE TO USE THE FOLLOWING PRINTING PROCEDURES TO PROVIDE FOR SEQUENTIAL PAGE NUMBERING:

1. Click on File
2. Click on Print
3. Under “Print What”—Select “Entire Notebook”
4. Click on “OK”

CSC-SLC requires inclusion of these completed budget forms in print copies and on disk.

CHART OF ACCOUNTS

Revenue Descriptions:

Note: If funds are received from a source not listed, enter the amount in line 17 “Other” and provide an explanation in the narrative.

- 1-3 Children’s Services Councils: Amounts received from the named Children’s Services Councils.
- 4-6 United Ways: Amounts received from the named United Ways.
- 7 Department of Children and Families: Amounts received from the Department of Children and Families.
- 8 County Funds: Amounts received from local county governments. Please list the source counties in the budget narrative.
- 9 Contributions-Cash: Amounts received from cash contributions.
- 10 Program Fees: Fees received from customers for services provided by the program.
- 11 Fund Raising Events-Net: **Net** proceeds from special fund raising events conducted by the program. Show details of each event in the budget narrative to include for each event:
 - Gross Revenues
 - Expenses
 - Net Proceeds
- 12 Sales to Public-Net: **Net** proceeds from sales of publications, supplies, and other items to the public. Show details of each type of sale in the budget narrative to include for each type of sale:
 - Gross Revenues
 - Expenses
 - Net Proceeds
- 13 Membership Dues: Amounts received for memberships in the organization.
- 14 Investment Income: Interest, dividends, rentals, endowment earnings, and Royalties on any type of investment. All investment income, regardless of type and origin, should be reported here.
- 15 Miscellaneous: Funds not pertaining to any other revenue accounts listed (e.g., Cost of Goods Sold).
- 16 Legacies and Bequests: An unrestricted planned gift or endowment available for operating expenses.
- 17 Funds from Other Sources: Funds allocated from private sources and United Ways, Services Councils, and governmental sources not otherwise listed.

- 18 Reserve Funds Used for Operating: Funds taken from the reserve fund balance to provide for a balanced budget/offset a deficit budget.
- 19 In-kind Donation: Value of services provided by the operating agency/ agency/program to support program operation.
- 20 TOTAL: Add lines 1 through 18 for total agency and program revenue. Does not include In-Kind Donations.

Expenditure Descriptions:

- 21 Salaries: All *program* salaries including full-time, part-time, and temporary staff.
- 22 FICA: The employer's mandatory 7.65% payment for Social Security. This calculation is only the employer's share of FICA. FICA should not be calculated for contract employees. Note that a program's FICA liability may be less than 7.65% of salaries.
- 23 Retirement: The employer's share for program employees' retirement. Enter the percentage used to calculate this benefit.
- 24 Life/Health: The employer's share for any life and/or health (medical) insurance program the employer offers its employees. Enter the dollar amount budgeted for Life/Health Insurance. Then calculate and enter the percentage of total salaries that the Life/Health Insurance equates to.
- 25 Workers Compensation: The amount paid for workers compensation insurance as assigned by the carrier. Enter the percentage used to calculate this cost.
- 26 Florida Unemployment: The amount paid for unemployment insurance (applies to the first \$7,000 of wages). Enter the percentage used to calculate this cost.
- 27 Travel-Daily: Mileage costs associated with the daily operation of the program. Mileage is reimbursed at the lesser of the CSCSLC rate or the amount paid by the agency to its staff. Documentation of the rate paid to program staff is required. The CSCSLC mileage rate is the IRS rate. The IRS rate effective Jan 1, 2009 is \$.55 per mile
- 28 Travel/Conferences/Training: Travel related costs including conferences and seminar registrations, hotels, meals, airfare, per diem, and lodging. Meals are reimbursed in the amount paid by the Program up to a maximum rate per 24-hour day: breakfast, \$6; lunch, \$12; and dinner, \$20. The details of this budget line item should be provided in the budget narrative.
- 29 Office Supplies: All supplies and materials used by the program to include office, program, and housekeeping supplies.
- 30 Telephone: Expenses for all telephone services.
- 31 Postage/Shipping: Postage, parcel post, commercial trucking, and other delivery services.
- 32 Utilities: Costs for power, water, sewer, gas, and waste removal (not housekeeping).
- 33 Occupancy (Building & Grounds): All costs related to the program's place of residence. Includes rent (building and land), mortgage, contracted janitorial and maintenance services, real estate property taxes, and occupancy related licenses and permits. The details of this budget line item should be provided in the budget narrative.
- 34 Printing & Publications: Includes cost of brochures, videos and other informational materials. Does not include the cost of renting a copy machine.
- 35 Subscriptions, Dues, Memberships: Costs for the purchase of professional periodicals necessary for maintaining information related to the program. Cost of individual or

organization dues relevant to the functions of the program. Payments to national parent organizations would be reported in this line item. The details of this budget line should be provided in the budget narrative to identify periodicals and memberships and their individual costs.

- 36 Insurance: General liability, property, business auto, inland marine, crime bond, and directors and officers liability insurance.
- 37 Equipment Rental & Maintenance: The cost of renting and maintaining equipment including copiers, computers, typewriters, etc.
- 38 Advertising: Costs related to advertising for positions and/or volunteers; specific promotional items required to enhance attendance or recruit target populations. This advertising line item is not for fund-raising advertising.
- 39 Equipment Purchases: Equipment purchased as a necessary item for the operation of a program. Equipment purchased becomes the property of the funder if the program terminates within two years of the purchase. Equipment is defined as tangible property having a useful life of one year or more and an acquisition cost of \$1,000 or more.
- 40 Professional Fees: Fees and charges of professional practitioners, technical consultants, or semi-professional technicians who are not employees of the program and are engaged as independent contractors for specified services on a fee or other individual contractual basis. This line item would include attorney or consultant fees. Contracted janitorial, maintenance and repair services related to buildings and grounds should be included in line 33 "Occupancy".
- 41 Books/Educational Materials: Materials used in the program as an educational tool for the clients (e.g. books, reading materials, games, puzzles, videos, etc.).
- 42 Food & Nutrition: Nourishing snacks provided to clients during program operation. Separate documentation of expenditures for this line item will be required for reimbursement purposes.
- 43 Administrative Costs: The costs associated with the administration of the program but not directly associated with client service. Administrative salaries should be included in this line item. Administrative costs should not duplicate any other costs. The calculation of this cost should be detailed in the budget narrative. Specifically list administrative positions, employee names, and the amount requested.
- 44 Audit Expense: Costs related to the expense of the annual independent audit. Only the share of the costs that apply to the funded program should be budgeted.
- 45 Specific Assistance to Individuals: Expenses for specific materials, appliances, rental and utility subsidies, and any other assistance rendered to clients.
- 46 Other/Miscellaneous: Specific program related costs not reportable on any other line item (e.g., background checks, volunteer testing, etc.).
- 47 Other/Contract: Costs for contractual services not reportable on any other line item.
- 48 TOTAL: Add lines 21 through 47 for total program expenditures.
- 49 REVENUES OVER/(UNDER) EXPENDITURES: Line 20 minus line 48.

DEFINITIONS OR KEY TERMS USED

1. **Activities:** Describes the tasks that will be accomplished in the program to achieve the results stated in the outcomes. Activities utilize action words such as complete, establish, create, provide, operate, and develop. The activities should reflect the services described in the Program Description.
2. **Attachments:** Documentation generated outside your organization, e.g. audit, collaborative letters & support letters.
3. **Best Practice:** Programs (or Program Components) that have been proven by high quality research test to be effective in reducing known risk factors and enhancing protective factors to ensure successful achievement of goals. Replicated with integrity will provide same results in community.
4. **Client:** An individual receiving direct face-to-face services from a program.
5. **Collaboration:** Two or more organizations working together toward a common goal. There must be evidence of collaboration with other organizations and programs, in a way that promotes quality service delivery. Evidence should include completion of written cooperative Contracts containing shared goals and objectives and detailed responsibilities.
6. **Needs Area:** A human problem or condition, which has been identified as a major community concern. For example, a needs area is “Child Abuse and Neglect”. A service or strategy designed to prevent the problem of “Child Abuse and Neglect” is the provision of crisis counseling.
7. **New Program:** An application submitted by an organization for new types of services which are not now being provided in the community or are not being provided by the organization and which are identified in a needs area.
8. **Outcomes:** Describes what you want to achieve with the target population. Indicates the *results* of the services you provide, not the services you provide. Outcomes utilize action words such as maintain, increase, decrease, reduce, improve, raise and lower.
9. **Priority Needs:** Those areas of need as identified by the Funder as a priority to be supported by the Funder through the use of its funds or through technical assistance.

REMEMBER TO CHECK ALL CSC-SLC REQUIRED FORMS