



12. Amount of Funding Requested:

13. **Additional Funding Sources** for Proposed Activity:

*List funding source and amount, including fundraising and donations*

	<b>SOURCE</b>	<b>AMOUNT</b>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____
h.	_____	_____
i.	_____	_____
j.	_____	_____
k.	_____	_____
l.	_____	_____
m.	_____	_____
n.	_____	_____
o.	_____	_____

14. Total Amount of Additional Funding Sources : \_\_\_\_\_

15. Grand Total of Funding for Proposed Activity:  
*(Lines 12. and 14. Combined)* \_\_\_\_\_  
 \_\_\_\_\_

**SECTION II – PROJECT SUMMARY**

Briefly describe the work to be performed and how eligibility and National Objective requirements will be met.

<b>1.</b>	<b>Need/Problem to be addressed:</b>

<b>2.</b>	<b>Population/Area served:</b>
<b>3.</b>	<b>Description of work:</b>
<b>4.</b>	<b>Proposed Schedule of Work:</b>

<b>5.</b>	<b>Identification of Clients:</b>
<b>6.</b>	<b>Description of Site:</b>
<b>7.</b>	<b>Coordination with other community agencies:</b>

**SECTION III – PROJECT BUDGET**

<b>1.</b>	<b>Description of budget summary of activity, including all proposed and confirmed funding sources:</b>

## Line Item Budget Form – Service Projects

Subrecipient

Project Title

**Guidance:** Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for Entitlement Grant funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for Entitlement Grant funds.

A Budget Item	B Calculation	C CDBG Request
<b>PERSONNEL</b>		
<b>Salaried Positions – Job Titles</b>	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
<b>Salaries Total</b>		
<b>Fringe Benefits</b>		
<b>PERSONNEL TOTAL</b>	<b>Total of Personnel &amp; Fringe Benefits</b>	
<b>OPERATING COSTS</b>	Provide description of how you arrive at total for each line item	
<b>Supplies</b>		
<b>Equipment</b>		
<b>Rent/Lease</b>		
<b>Insurance</b>		
<b>Printing</b>		
<b>Telephone</b>		
<b>Travel</b>		
<b>Other</b>		
<b>TOTAL OPERATING</b>		
<b>CONTRACT SERVICES</b>		
<b>TOTAL CONTRACT SERVICES</b>		
<b>BUDGET TOTAL</b>		

**SECTION IV - SUPPLEMENTAL BUDGET**

<b>1.</b>	<b>Use of Other Funds:</b>
<b>2.</b>	<b>Funding to supplement Entitlement Grant funding:</b>
<b>3.</b>	<b>Volunteer and donated goods and services:</b>
<b>4.</b>	<b>Unusual budget expenditures:</b>

<b>5.</b>	<b>Why do you consider your program costs to be reasonable?</b>

**SECTION V – AGENCY INFORMATION**

<b>1.</b>	<b>Background/Program Experience:</b>
<b>2.</b>	<b>Personnel/Staff Capacity:</b>
<b>3.</b>	<b>Financial Capacity:</b>



<b>4.</b>	<b>Monitoring:</b>
<b>5.</b>	<b>Audit Requirements:</b>
<b>6.</b>	<b>Insurance/Bonding/Worker's Compensation:</b>
<b>7.</b>	<b>Any other additional information:</b>

**SECTION VI – STANDARD DOCUMENTATION – Please Attach**

Articles of Incorporation/Bylaws

Non-profit Determination

List of the Board of Directors

Authorization to Request Funds

Designation of Authorized Official

Organizational Chart

Resume of the Chief Program Administrator

Resume of the Chief Fiscal Officer

Financial Statement and Audit

It is recommended that all applications be completed online and submitted via the  
“**SUBMIT by EMAIL**” box below.

If you have difficulties with your email server or internet provider allowing you to do this,  
please contact Allison at [aperry@lynmma.gov](mailto:aperry@lynmma.gov).