

## 2022 Program Funding Request Form

\*\* Complete a separate sheet for each Program\*\*

**Program Name:**

**Agency Name:**

**Dates of Program Operation:**

**Agency Fiscal Year:**

<b>PROGRAM REVENUE</b> (specific to the program for which you seek funding) **See page 2 for definitions**	<b>Actual 2020</b>	<b>Projected Year End 2021</b>	<b>Proposed 2022</b>	<b>% of Change from 2021 to 2022</b>
Senior Sales Tax Levy				#DIV/0!
United Way Support				#DIV/0!
Government Support				#DIV/0!
Foundations/Private Grants*				#DIV/0!
In-Kind Support*				#DIV/0!
Client/Program Service Fees				#DIV/0!
Contributions				#DIV/0!
Other Revenue*				#DIV/0!
Interest/Investment Income				#DIV/0!
<b>Total Program Revenue</b>	\$0.00	\$0.00	\$0.00	#DIV/0!

<b>PROGRAM EXPENSE</b> (specific to the program for which you seek funding) **See page 2 for definitions**	<b>Actual 2020</b>	<b>Projected Year End 2021</b>	<b>Proposed Budget 2022</b>	<b>Senior Sales Tax Levy</b>	<b>% of Change from 2021 to 2022</b>
Salaries (Program Staff)					#DIV/0!
Contract Labor					#DIV/0!
Benefits/Taxes (Program Staff)					#DIV/0!
Professional Fees					#DIV/0!
Supplies					#DIV/0!
Travel					#DIV/0!
Communication (phone, fax, email)					#DIV/0!
Occupancy/Utilities					#DIV/0!
Affiliate Payments					#DIV/0!
Major Property/Equipment Acquisition/Rental & Maintenance					#DIV/0!
Conference/Training					#DIV/0!
Program Administration					#DIV/0!
Postage/Shipping/Printing					#DIV/0!
Other (List)					#DIV/0!
Other (List)					#DIV/0!
<b>Total Program Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

**Please provide a budget narrative for the items for which you are seeking Senior Tax Levy. Attach additional pages, if needed.**

**BUDGET DEFINITIONS - Program Revenue**

**United Way Support** – Funding received from United Way of Union County and other United Way funders.

**Government Support** – Revenue from Federal, State, County or City Government

**Foundations/Private Grants** – Funds received directly from private foundations and other United Ways

**In-kind Support** – gifts of materials or supplies in lieu of monetary donations that provide a savings for the program

**Client/Program Service Fees** – Fees received for services furnished by the organization

**Contributions** – Donations received directly from individual donors and organizations

**Other Revenue** – If you foresee having to use your agency's reserves in order to fund a portion of the program, list that amount here.

**Interest/Investment Income** – Interest, dividends, and royalties on any type of investment

**BUDGET DEFINITIONS - Program Expenses**

**Salaries** – Includes all salaries and wages, including full-time, part-time and temporary

**Contract Labor** – Includes any temporary, professional labor that is specific to a portion of the program (i.e. payment to a financial counselor for financial literacy class to your clients)

**Benefits/Taxes (program staff)** - Employee health and retirement benefits including premiums for insurance, life insurance, medical and hospital plans, disability insurance premiums, pension or retirement plans, supplemental payments to pensioned employees or payments to annuitants

**Professional Fees** – Fees and charges of professional practitioners, technical consultants, or semi-professional technicians who are not employees of the agency and are engaged as independent contractors for specified services on a fee or other individual contract basis. Does not include persons engaged for maintenance and repair services which should be included in "occupancy" expenses

**Supplies** – All supplies and materials used by an agency including office supplies, housekeeping supplies, cost of food and beverages purchased for use in agency food services or programs and recreational and craft supplies

**Travel** – Travel and transportation expenses of staff and volunteers including local fares; gas and oil, repairs, insurance, leasing, tires, licenses and permits for company vehicles; mileage reimbursement and appropriate actual expenses of agency staff and volunteers; cost of lodging, meals and other expenses relative to travel and transportation of agency staff and volunteers

**Communication (phone, fax, email)** – Expenses for all and any communication

**Occupancy/Utilities** – Includes rent, building/equipment insurance, mortgage interest, electricity, gas, heating oil, water and sewer, janitorial and other maintenance services under contract, real estate and personal property taxes, licenses and permits (occupancy related only), and building and grounds maintenance supplies

**Affiliate Payments** – Amounts paid or payable to another organization – usually the national affiliate of the agency – to sustain aid, maintain, assist or support the program and support functions of that organization

**Major Property/Equipment Acquisition/Rental & Maintenance** – Rental and maintenance of equipment such as computers, calculators, copiers, fax machines, etc. or amounts paid to acquire above equipment

**Conference/Training** – Expenses of conducting meetings related to an agency's activities including registration/enrollment fees incurred by an employee while attending an outside meeting

**Program Administration** – Salaries dedicated to clerical support provided to the program

**Postage/shipping/printing** - Postage, parcel post, commercial trucking and other delivery expenses such as shipping and shipping materials also includes printing charges related to informational materials and costs of purchased publications and subscriptions

**Other** – Expenses not reportable in another account classification. Miscellaneous expenses should be itemized