

Exhibit "C"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N															
1	CRA Combined Budget Form - Funding Application FY 2019-20																												
2	Organization Name	Delray Beach Public Library Association, Inc.																											
3	Executive Leader & Key Financial Manager Names	Karen Ronald																											
4	Current FY (2019-2020) Total Organization Budget	2,349,270																											
5	Program/Project A Name	1. CRA Sundays and Mondays at the Library 2. New Technology, Training and Innovation Lab																											
6	Program/Project B Name	SBDC at the Delray Beach Public Library																											
7	Application Due Date																												
8																													
9	INCOME	FY 2018-19 Budget	FY 2018-19 Organization Fiscal YTD thru 3/31/19	Projected 2019-20 Organization Total Budget	FY	FY 2019-20 Projected Total Program/Project A	FY 2019-20 Projected Total Program/Project A, New	FY 2019-20 Projected Total Program/Project B																					
10	Fees, Tickets, Registration, etc.	135,500	160,830	185,000		-																							
11	Corporate Grants/Contributions		0																										
12	Individual Donations		0																										
13	Foundation Grants	115,000	20,282	115,000																									
14	Government - Federal		0																										
15	Government- Local/County	1,453,500	1,090,125	1,500,000		-																							
16	Government- State	60,270	60,270	54,726																									
17	In-Kind	0	0																										
18	Membership	0	0																										
19	CRA Actual or Requested	458,000	114,500	558,000		418,000		100,000		40,000																			
20	Other: Fines and Fees	91,000	75,222	103,000																									
21	Other: Rental Income	36,000	17,502	45,000		-																							
22	Total Income	2,349,270	1,478,461	2,560,726		418,000		100,000		40,000																			
23																													
24	CRA % of Total Income	19%	8%	22%		100%		100%		100%																			
25																													
26	NOTES:																												
27	(1) The CRA Request in INCOME Column G should equal the CRA Request at the bottom of the EXPENSES budget																												
28	(2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2018-19 (Column G)																												
29	(3) CRA % of projected Total Organization Income may not exceed 25% for FY 2018-19 (Column G) unless approved by CRA																												
30	(4) Figures in Column I and, if applicable, Column K, should match Program/Project Budget Narrative																												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	EXPENSES		FY 2018-19 Budget		FY 2018-19 Organization Fiscal YTD thru 3/31/19		Projected 2019-20 Organization Total Budget	FY	FY 2019-20 Projected Total Program/Project A		FY 2019-20 Projected Total Program/Project A, New		FY 2019-20 Projected Total Program/Project B	
31	<i>See separate Instructions for line item definitions</i>													
32	Salaries & Related Taxes		1,255,333		633,186		1,396,206		251,354		55,000			
33	Fringe Benefits		255,000		114,878		255,000		40,800					
34	Professional Svcs/Consulting/Contracts		25,000		32,182		35,000		6,300				30,000	
35	Insurance		43,000		22,688		43,000		7,740					
36	Licenses, Registration, Permits				0				-					
37	Conferences, Meetings & Training		12,300		7,516		12,300		2,214				4,500	
38	Copying & Printing		5,000		4,148		9,000		1,620				4,000	
39	Equipment Rental/Maintenance		55,000		22,306		65,620		11,812		36,000		800	
40	Rent/Mortgage & Maintenance		150,994		94,837		164,000		29,520					
41	Utilities		125,000		52,044		120,000		19,200					
42	Telecommunication				0				-					
43	Office & Program Supplies		20,000		10,915		20,000		3,600				700	
44	Postage & Delivery		2,000		1,738		2,000		360					
45	Local Travel		8,893		3,056		10,000		-					
46	Capital Expenditures		0		0				-					
47	SBRC		40,000		1,000		40,000		-					
48	Other: Library Materials		200,000		124,771		220,000		35,200		9,000			
49	Other: Lifelong Learning, Property Tax, Etc.		29,150		28,358		46,000		8,280				-	
50	Other-Property Tax		7,600		7,340		7,600		-					
51	Other-Grant disbursements		115,000		378		115,000							
52	Sub-Total Expenses		2,349,270		1,161,341		2,560,726		418,000		100,000		40,000	
53	% Admin/Indirect Expense													
54	Total Expense		2,349,270		1,161,341		2,560,726		418,000		100,000		40,000	
55														
56	NET INCOME				317,120				0					
57														
58	Total Expenses Project A + B +C						558,000							
59	CRA Request						558,000		-					
60														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
61	NOTES:													
62	(1) Refer to separate Instructions for definitions of each line item expense													
63	(2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)													
64	(3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2019-20 (Column G)													
65														

	A	B	C	D	E	F
1				CRA Program/Project A, Activity #1 Budget Narrative Form		
2						
3	Organization Name			Delray Beach Public Library Association, Inc.		
4	Program/Project A Name			CRA-Sundays and Mondays at the Library		
5						
6	PROGRAM/PROJECT A, Activity #1 INCOME NARRATIVE	Amount		Justification / basis for budgeted amount (Insert lines for significant specific funding sources beneath line item categories)	C or P (2)	Date of: - P -Decision or - C - Funding Start (3)
7						
8	Fees, Tickets, Registration, etc.					
9	Corporate Grants/Contributions					
10	Individual Donations					
11	Foundation Grants					
12	Government- Federal					
13	Government- Local/County					
14	Government- State					
15	In-Kind					
16	Interest Income					
17	Membership					
18	CRA Request	418,000		See Combined Budget, Revenue Section	D	
19	Other:Fines & Fees					
20	Other: Rental Income					
21	Other:					
22	Total Income	418,000		Equals Total Income, Program/Project A, Combined Budget (Column I)		
23						
24	NOTES:					
25	(1) Insert additional rows for significant specific funding sources beneath each line item category					
26	(2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending					
27	(3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED					
28	(4) CRA Request, Column C, should match Column I on the Combined Budget					
29	(5) Total Income should equal Program/Project A, Total Income, Combined Budget (Column I)					
30						
31	COMMENTS:					

A	B	C	D	E	F
PROGRAM/PROJECT A, Activity #1 EXPENSE					
32 NARRATIVE		Amount	Item Detail/Description		
33					
34 Salaries & Related Taxes:			Salaries and taxes for library staff on Sundays and Mondays.		
35			Based on average wages for full-time and part-time staff.		
36			Three shifts are needed - one on Sunday and two on Monday		
37			(including Executive and Administrative staff on Monday).		
38		251,354	Total Salaries & Related Taxes		
39					
40 Fringe Benefits:			Fringe benefits for full-time employees, including healthcare insurance, workers compensation, and 403b pension.		
41					
42					
43					
44		40,800	Total Fringe Benefits		
45					
46 Professional Svcs/Consulting:			Includes outside professional services in accounting, events, facilities, media, planning, technology, etc.		
47					
48					
49					
50		6,300	Total Professional Services / Consulting		
51					
52 Insurance:			Commercial, umbrella, liability, etc.		
53					
54					
55		7,740	Total Insurance		
56					
57 Licenses, Registration, Permits:					
58					
59					
60			- Total Licenses, Registration, Permits		
61					
62 Conferences & Meetings:			Training and travel for staff.		
63					
64					
65		2,214	Total Conferences & Meetings		
66					

	A	B	C	D	E	F
67	Copying & Printing		1,620	Copier and printer costs.		
69	Equipment Rental/Maintenance		11,812	Computer Hardware and Software		
71	Rent/Mortgage & Maintenance		29,520	Building maintenance and repairs.		
73	Utilities		19,200	Electricity, waste disposal, water and sewer, and connectivity.		
75	Telecommunications					
77	Office & Program Supplies		3,600	Various and sundry supplies.		
79	Postage & Delivery		360	Postage and shipping.		
81	Local Travel					
83	Capital Expenditures					
85	Other: Library Materials		35,200	Print, non-print, and electronic materials for people of all ages.		
87	Other: Lifelong Learning, Property Tax, Etc.		8,280	Lecturers, memberships, taxes, and other miscellaneous expenses.		
89	% Admin/Indirect Expense					
91	TOTAL EXPENSES		418,000	Equals Total Expense, Program/Project A, Activity #1 Combined Budget (Column 1)		
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93						
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106						

CRA Program/Project A, Activity #2 Budget Narrative Form

Organization Name Delray Beach Public Library Association, Inc.
Program/Project C Name Technology, Training and Innovation Lab

PROGRAM/PROJECT A
Activity #2 INCOME
NARRATIVE

Amount **Justification / basis for budgeted amount**
(Insert lines for significant specific funding sources beneath line item categories)

C Date of:
or - P -Decision or
P - C - Funding
(2) Start (3)

Fees, Tickets, Registration, etc.			
Corporate Grants/Contributions			
Individual Donations			
Foundation Grants			
Government- Federal			
Government- Local/County			
Government- State			
In-Kind			
Interest Income			
Membership			
CRA Request	100,000	See Combined Budget, Revenue Section	
Other: Fines & Fees			
Other: Rental Income			
Other:			
Total Income	100,000	Equals Total Income, Program/Project C, Combined Budget (Column I)	

NOTES:

- (1) Insert additional rows for significant specific funding sources beneath each line item category
- (2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending
- (3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED
- (4) CRA Request, Column C, should match Column I on the Combined Budget
- (5) Total Income should equal Program/Project A, Activity #2, Total Income, Combined Budget (Column I)

COMMENTS:

PROGRAM/PROJECT A,

Activity #2 EXPENSE

Amount Item Detail/Description

NARRATIVE

Salaries & Related Taxes:		Salary for (1) full-time Community Development Librarian.
	55,000	Total Salaries & Related Taxes
Fringe Benefits:		Fringe benefits for full-time employees, including healthcare insurance, workers compensation, and 403b pension.
		Total Fringe Benefits
Professional Svcs/Consulting:		Includes outside professional services in accounting, events, facilities, media, planning, technology, etc.
		Total Professional Services / Consulting
Insurance:		Commercial, umbrella, liability, etc.
		Total Insurance
Licenses, Registration, Permits:		
		- Total Licenses, Registration, Permits
Conferences & Meetings:		Training and travel for staff.

		Total Conferences & Meetings
Copying & Printing		Copier and printer costs.
Equipment Rental/Maintenance	36,000	Computer Hardware and Software
Rent/Mortgage & Maintenance		Building maintenance and repairs.
Utilities		Electricity, waste disposal, water and sewer, and connectivity.
Telecommunications		
Office & Program Supplies		Various and sundry supplies.
Postage & Delivery		Postage and shipping.
Local Travel		
Capital Expenditures		
Other: Library Materials	9,000	Print, non-print, and electronic materials for people of all ages.
Other: Lifelong Learning, Property Tax, Etc.		Lecturers, memberships, taxes, and other miscellaneous expenses.
% Admin/Indirect Expense		
TOTAL EXPENSES	100,000	Equals Total Expense, Program/Project A, Activity #2 Combined Budget (Column I)

	A	B	C	D	E	F	
1				<i>CRA Program/Project B Budget Narrative Form</i>			
2							
3	Organization Name	Delray Beach Public Library Association, Inc.					
4	Program/Project B Name	Small Business Development Center at the Delray Beach Public Library					
5							
6	PROGRAM/PROJECT B INCOME NARRATIVE	Amount	Justification / basis for budgeted amount (Insert lines for significant specific funding sources beneath line item categories)			C or P (2)	Date of: - P -Decision or - C - Funding Start (3)
7							
8	Fees, Tickets, Registration, etc.						
9	Corporate Grants/Contributions						
10	Individual Donations						
11	Foundation Grants						
12	Government- Federal						
13	Government- Local/County						
14	Government- State						
15	In-Kind						
16	Interest Income						
17	Membership						
18	CRA Request	40,000	See Combined Budget, Revenue Section				
19	Other:						
20	Other:						
21	Other:						
22	Total Income	40,000	Equals Total Income, Program/Project B, Combined Budget (Column K)				
23							
24	NOTES:						
25	(1) Insert additional rows for significant specific funding sources beneath each line item category						
26	(2) For each significant grant, contract, or contribution, indicate if it is (C) confirmed, or (P) decision pending						
27	(3) For each item in Column E, indicate date decision is expected for PENDING and date funding begins for CONFIRMED						
28	(4) CRA Request, Column C, should match Column K on the Combined Budget						
29	(5) Total Income should equal Program/Project B, Total Income, Combined Budget (Column K)						
30							
31	COMMENTS:						

	A	B	C	D	E	F
32	PROGRAM/PROJECT B EXPENSE NARRATIVE		Amount	Item Detail/Description		
33						
34	Salaries & Related Taxes:					
35						
36						
37						
38				- Total Salaries & Related Taxes		
39						
40	Fringe Benefits:					
41						
42						
43						
44				- Total Fringe Benefits		
45						
46	Professional Svcs/Consulting:			In conjunction with the Small Business Development Center at Florida Atlantic University, cost for dedicated Business Consultant at the Delray Beach Public Library.		
47						
48		30,000		Total Professional Services / Consulting		
49						
50	Insurance:					
51						
52						
53				- Total Insurance		
54						
55	Licenses, Registration, Permits:					
56						
57				- Total Licenses, Registration, Permits		
58						
59	Conferences & Meetings:			Support of the Office of Economic Development initiatives including ongoing up to date presence of business resources on the Library website including SBDC videos for new topics and increased accessibility. Keep it Local Delray Construction Leadership Forums, Seminar participant resource materials.		
60						
61						
62						
63						
64		4,500		Total Conferences & Meetings		
65						
66						

A	B	C	D	E	F
67					
68					
69			Printing both on-site materials for clients and promotional materials on SBDC information and resources for the business community, seminar schedule and details, and business services support resources		
70	Copying & Printing	4,000	Total for Printing for professional brochures, flyers, etc..		
71					
72	Equipment Rental/Maintenance	800	Computer and software costs.		
73					
74	Rent/Mortgage & Maintenance				
75					
76	Utilities				
77					
78	Telecommunications				
79					
80	Office & Program Supplies	700	Assorted supplies.		
81					
82	Postage & Delivery				
83					
84	Local Travel				
85					
86	Capital Expenditures				
87					
88	Other: Library Materials				
89					
90	Other: Lifelong Learning, Property Tax, Etc.		- Memberships and miscellaneous expenses.		
91					
92	% Admin/Indirect Expense				
93					
94	TOTAL EXPENSES	40,000	Equals Total Expense, Program/Project B, Combined Budget (Column K)		
95					
96					
97					
98					
99					
100					