

## Exhibit "C"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>CRA Combined Budget Form - Funding Application FY 2019-20</b>													
2	<b>Organization Name</b>			Delray Beach Public Library Association, Inc.										
3	<b>Executive Leader &amp; Key Financial Manager Names</b>			Karen Ronald										
4	<b>Current FY (2019-2020) Total Organization Budget</b>			2,349,270										
5	<b>Program/Project A Name</b>			1. CRA Sundays and Mondays at the Library 2. New Technology, Training and Innovation Lab										
6	<b>Program/Project B Name</b>			SBDC at the Delray Beach Public Library										
7	<b>Application Due Date</b>													
8														
9	<b>INCOME</b>		<b>FY 2018-19 Budget</b>	<b>FY 2018-19 Organization Fiscal YTD thru 3/31/19</b>	<b>Projected FY 2019-20 Organization Total Budget</b>	<b>FY 2019-20 Projected Total Program/Project A</b>	<b>FY 2019-20 Projected Total Program/Project A, New</b>	<b>FY 2019-20 Projected Total Program/Project B</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	<b>CRA Actual or Requested</b>		<b>458,000</b>	<b>114,500</b>	<b>558,000</b>	<b>418,000</b>	<b>100,000</b>	<b>40,000</b>						
20	Other: Fines and Fees		91,000	75,222	103,000									
21	Other: Rental Income		36,000	17,502	45,000	-								
22	<b>Total Income</b>		<b>2,349,270</b>	<b>1,478,461</b>	<b>2,560,726</b>	<b>418,000</b>	<b>100,000</b>	<b>40,000</b>						
23														
24	<b>CRA % of Total Income</b>		<b>19%</b>	<b>8%</b>	<b>22%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>						
25														
26	<b>NOTES:</b>													
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
31	<b>EXPENSES</b> <i>See separate Instructions for line item definitions</i>		<b>FY 2018-19 Budget</b>		<b>FY 2018-19 Organization Fiscal YTD thru 3/31/19</b>		<b>Projected FY 2019-20 Organization Total Budget</b>		<b>FY 2019-20 Projected Total Program/Project A</b>		<b>FY 2019-20 Projected Total Program/Project A, New</b>		<b>FY 2019-20 Projected Total Program/Project B</b>	
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	<b>Sub-Total Expenses</b>		<b>2,349,270</b>		<b>1,161,341</b>		<b>2,560,726</b>		<b>418,000</b>		<b>100,000</b>		<b>40,000</b>	
53	% Admin/Indirect Expense													
54	<b>Total Expense</b>		<b>2,349,270</b>		<b>1,161,341</b>		<b>2,560,726</b>		<b>418,000</b>		<b>100,000</b>		<b>40,000</b>	
55														
56	<b>NET INCOME</b>		<b>-</b>		<b>317,120</b>		<b>-</b>		<b>0</b>				<b>-</b>	
57														
58	<b>Total Expenses Project A + B + C</b>						<b>558,000</b>							
59	<b>CRA Request</b>						<b>558,000</b>		<b>-</b>				<b>-</b>	
60														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
61	<b>NOTES:</b>													
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	<b>CRA Program/Project A, Activity #1 Budget Narrative Form</b>					
2						
3	<b>Organization Name</b>	Delray Beach Public Library Association, Inc.				
4	<b>Program/Project A Name</b>	CRA-Sundays and Mondays at the Library				
5						
6	<b>PROGRAM/PROJECT A, Activity #1 INCOME NARRATIVE</b>		<b>Amount</b>	<b>Justification / basis for budgeted amount (Insert lines for significant specific funding sources beneath line item categories)</b>	<b>C or P (2)</b>	<b>Date of: - P -Decision or - C - Funding Start (3)</b>
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	<b>CRA Request</b>		<b>418,000</b>	See Combined Budget, Revenue Section	<b>D</b>	
19	Other: Fines & Fees					
20	Other: Rental Income					
21	Other:					
22	<b>Total Income</b>		<b>418,000</b>	Equals Total Income, Program/Project A, Combined Budget (Column I)		
23						
24	<b>NOTES:</b>					
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	<b>COMMENTS:</b>					

	A	B	C	D	E	F
	<b>PROGRAM/PROJECT A,</b>					
	<b>Activity #1 EXPENSE</b>		<b>Amount</b>	<b>Item Detail/Description</b>		
32	<b>NARRATIVE</b>					
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,		
41				workers compensation, and 403b pension.		
42						
43						
44			40,800	Total Fringe Benefits		
45						
46	Professional Svcs/Consulting:			Includes outside professional services in accounting, events, facilities,		
47				media, planning, technology, etc.		
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	<b>TOTAL EXPENSES</b>		<b>418,000</b>	<b>Equals Total Expense, Program/Project A, Activity #1 Combined Budget (Column I)</b>		
92						
93						
94						
95						
96						
97						
98						
99						
100						
101						
102						
103						
104						
105						
106						



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

**Organization Name**  
**Program/Project C Name**

Delray Beach Public Library Association, Inc.  
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:				
<b>Total Income</b>	<b>100,000</b>	<b>Equals Total Income, Program/Project C, Combined Budget (Column I)</b>		

**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		
<b>TOTAL EXPENSES</b>	<b>100,000</b>	<b>Equals Total Expense, Program/Project A, Activity #2 Combined Budget (Column I)</b>

	A	B	C	D	E	F
1	<b>CRA Program/Project B Budget Narrative Form</b>					
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	<b>PROGRAM/PROJECT B INCOME NARRATIVE</b>	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	<b>Total Income</b>	<b>40,000</b>	Equals Total Income, Program/Project B, Combined Budget (Column K)			
23						
24	<b>NOTES:</b>					
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	<b>COMMENTS:</b>					

	A	B	C	D	E	F
	<b>PROGRAM/PROJECT B EXPENSE NARRATIVE</b>		<b>Amount</b>	<b>Item Detail/Description</b>		
32						
34	Salaries & Related Taxes:					
35						
36						
37						
38				- Total Salaries & Related Taxes		
40	Fringe Benefits:					
41						
42						
43						
44				- Total Fringe Benefits		
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		
50	Insurance:					
51						
52						
53				- Total Insurance		
55	Licenses, Registration, Permits:					
56						
57				- Total Licenses, Registration, Permits		
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		

	A	B	C	D	E	F
67				Printing both on-site materials for clients and promotional materials on		
68				SBDC information and resources for the business community, seminar		
69				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	<b>TOTAL EXPENSES</b>		<b>40,000</b>	<b>Equals Total Expense, Program/Project B, Combined Budget (Column K)</b>		
95						
96						
97						
98						
99						
100						