

	A	B	C	D	E	F	G	H	I
1	CRA Program/Project A Budget Narrative Form								
2									
3	Organization Name	Creative City Collaborative of Delray Beach, Inc. (d/b/a Arts Garage)							
4	Program/Project A Name	Community Building through Music & Art							
5									
6	PROGRAM/PROJECT A 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)			
8	Fees, Tickets, Registration, etc.		750,000	From 4/1/2018 to 3/31/2019 earned \$729,986. Sales increasing.	C	Ongoing			
9	Corporate Grants/Contributions		25,000	Development focus on Corporate Giving in FY 1819.	C	Summer 2019			
10	Individual Donations		119,000	From 4/1/2018 to 3/31/2019 earned \$192,025.	C	Ongoing			
11	Foundation Grants		25,000	Virginia & Harvey Kimmel Family Fund 3 years (beginning 2019).	C	Summer 2019			
12	Government- Federal			N/A					
13	Government- Local/County			N/A					
14	Government- State		28,000	St of FL Dept of Cultural Affairs (currently approved 29% of approved \$118,888)	C	July 2019			
15	In-Kind			N/A					
16	Interest Income			N/A					
17	Membership		7,000	Membership benefits improved; membership drive.	C	September 2019			
18	CRA Request		275,000	See Combined Budget, Revenue Section	P	September 2019			
19	Other: Concessions		75,500	Liquor license SUBMITTED 3/24/2019.	C	July 2019			
20	Other: Fundraisers		77,500	January 2019 fundraiser grossed \$76,000.	C	January 2020			
21	Other: Rent		10,000	From 4/1/2018 to 3/31/2019 earned \$11,248.	C	Ongoing			
22	Total Income		1,392,000	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	G	H	I
32	PROGRAM/PROJECT A EXPENSE NARRATIVE		Amount	Item Detail/Description					
33									
34	Salaries & Related Taxes:			Based on 4/1/18 to 3/31/19 data and including increased staffing due					
35				to increased programming. Approximately 78% is directly					
36				related to programming & event production with only 22%					
37				representing solely administration.					
38			495,000	Total Salaries & Related Taxes					
39									
40	Fringe Benefits:			Again, 78% relates to programming & event production.					
41									
42									
43									
44			28,850	Total Fringe Benefits					
45									
46	Professional Svcs/Consulting:			Includes Grant writers, Development services, and Audit as well as					
47				merchant accounts, ticketing system, etc.					
48									
49									
50			87,400	Total Professional Services / Consulting					
51									
52	Insurance:			Includes D&O, Property, General Liability & Workers Comp.					
53									
54									
55			20,300	Total Insurance					
56									
57	Licenses, Registration, Permits:			Includes membership to Cultural Council, Chamber of Commerce,					
58				and other related organizations.					
59									
60			6,500	Total Licenses, Registration, Permits					
61									
62	Conferences & Meetings:			Board & Staff Development costs including attendance fees,					
63				webinars, etc.					
64									
65			1,500	Total Conferences & Meetings					
66									
67	Copying & Printing		19,500	Cost of inhouse copier to create weekly programs, posters, etc.					
68									
69	Rent		11,325						
70									
71	Repairs/Maintenance		30,600						
72									
73	Utilities		22,500						
74									
75	Telecommunications		12,700						
76									

	A	B	C	D	E	F	G	H	I
77	Office & Program Supplies		9,000	General office supplies as well as computer upgrades as necessary.					
79	Postage & Delivery		750						
81	Local Travel		1,675	Delivery of marketing materials.					
83	Capital Expenditures								
85	Other: Marketing		50,000	Advertising, professionally printed materials, etc.					
87	Other: Production		532,000	Performer fees, instructor fees, lighting & sound services, and all expenses related to events, classes & performances.					
89	Other: Guild		2,400	Membership drives & meetings.					
91	Other: Fundraising		20,000	All expenses related to fundraisers.					
93	Other: Concessions		40,000	Purchase of alcohol (license pending approval) and snacks, etc.					
95			1,392,000	Equals Total Expense, Program/Project A, Combined Budget (Column I)					
96	26% Admin/Indirect Expense								
97									
98	TOTAL EXPENSES								
99									

	A	B	C	D	E	F	G	H	I	J	K
1	"Exhibit A" Combined Budget Form - FY 2019-20										
2	Organization Name			Creative City Collaborative of Delray Beach, Inc. (d/b/a Arts Garage)							
3	Executive Leader & Key Financial Manager Names			Marjorie Waldo, President & CEO							
4	Current FY (2018-19) Total Organization Budget			\$1,285,500							
5	Program/Project A Name			Community Building through Music & Art							
6	Program/Project B Name			N/A							
7											
8	INCOME			FY 2018-2019 Budget	FY 2018-2019 Organization Fiscal YTD thru 3/31/19	Projected FY 2019-20 Organization Total Budget	FY 2019-20 Projected Total Program/Project A	FY 2019-20 Projected Total Program/Project B			
9	Fees, Tickets, Registration, etc.			750,000	463,566	750,000	750,000				
10	Corporate Grants/Contributions			25,000		25,000	25,000				
11	Individual Donations			100,000	125,180	119,000	119,000				
12	Foundation Grants			25,000	3,250	25,000	25,000				
13	Government - Federal										
14	Government- Local/County			2,500							
15	Government- State			8,000	3,803	28,000	28,000				
16	In-Kind			5,000							
17	Interest Income										
18	Membership			10,000	3,840	7,000	7,000				
19	CRA Actual or Requested			275,000	137,500	275,000	275,000				
20	Other: Concessions			75,000	5,699	75,500	75,500				
21	Other: Fundraisers				5,389	77,500	77,500				
22	Other: Rentals			10,000	6,098	10,000	10000				
23	Total Income			1,285,500	754,325	1,392,000	1,392,000		-		
24											
25	CRA % of Total Income			21%	18%	20%	20%		#DIV/0!		
26											
27	NOTES:										
28	(1) The CRA Request in INCOME Column G should equal the CRA Request at the bottom of the EXPENSES budget										
29	(2) Total INCOME should equal Total EXPENSES to project a balanced budget in FY 2017-18 (Column G)										
30	(3) CRA % of projected Total Organization Income may not exceed 25% for FY 2017-18 (Column G) unless approved by CRA										
31	(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
	EXPENSES										
	<i>See separate Instructions for line item definitions</i>										
32			FY 2018-2019 Budget		FY 2018-2019 Organization Fiscal YTD thru 3/31/19		Projected FY 2019-20 Organization Total Budget		FY 2019-20 Projected Total Program/Project A		FY 2019-20 Projected Total Program/Project B
33	Salaries & Related Taxes		355,000		223,812		495,000		495,000		
34	Fringe Benefits		30,000		12,397		28,850		28,850		
35	Professional Svcs/Consulting		75,000		60,521		87,400		87,400		
36	Insurance		20,000		9,265		20,300		20,300		
37	Licenses, Registration, Permits		8,000		3,647		6,500		6,500		
38	Conferences & Meetings		2,000		1,401		1,500		1,500		
39	Copying & Printing		15,000		10,950		19,500		19,500		
40	Rent		11,000		5,459		11,325		11,325		
41	Repairs/Maintenance		25,000		12,863		30,600		30,600		
42	Utilities		23,000		10,279		22,500		22,500		
43	Telecommunication		13,000		6,670		12,700		12,700		
44	Office & Program Supplies		12,500		6,726		9,000		9,000		
45	Postage & Delivery		1,500		397		750		750		
46	Local Travel		2,500		932		1,675		1,675		
47	Capital Expenditures										
48	Other: Marketing		50,000		13,787		50,000		50,000		
49	Other: Production Costs		607,000		255,221		532,000		532,000		
50	Other: Guild		5,000		936		2,400		2,400		
51	Other: Fundraising						20,000		20,000		
52	Other: Concessions		30,000		3,547		40,000		40,000		
53	Sub-Total Expenses		1,285,500		638,810		1,392,000		1,392,000		-
54	26% Admin/Indirect Expense										
55	Total Expense		1,285,500		638,810		1,392,000		1,392,000		-
56											
57	NET INCOME		-		115,515		-		-		-
58											
59	Total Expenses Project A + B						1,392,000				
60	CRA Request						-		-		-
61											
62	NOTES:										
63	(1) Refer to separate Instructions for definitions of each line item expense										

	A	B	C	D	E	F	G	H	I	J	K
64	(2) In Column G, CRA Request may be less than Total Expense as there may be other sources of revenue for the program(s)										
65	(3) Projected NET INCOME (Total Income minus Total Expense) should equal zero for a balanced budget in FY 2017-2018 (Column G)										
66											