

CIP BUDGET FORMS INSTRUCTIONS: NON-CITY

The CIP budget forms are designed to be straightforward and as easy to complete as possible. Most of the information requested is self-explanatory. Please do not hesitate to call the CIP Program Staff at 624-6450 with any questions.

Please e-mail all project materials and appropriate forms into one PDF to the Planning & Community Development Department

E-mail: kroy@manchesternh.gov

CIP 1-Activity Summary

The top area is designed for the Non-City Organizations/Agencies requesting funding assistance from the City. Please be sure to provide your organization's mailing address, Executive Director's contact information as well as the contact information for your Agency's project request. Listing the appropriate contact person is important as this person will function as the liaison to the CIP Planner assigned to your project. The Contact Person will be responsible for the provision of progress reports and other information as may be required for each respective project.

Priority - The summary sheet should list a rank ordering of the projects for which funding is requested. Priorities should be 1, 2, 3 and so on. Please do not create subcategories resulting in multiple number 1 priorities. Start with your first priority and make additional copies of the form if necessary.

Program/Project Name - Self- explanatory.

Estimated Costs (City/Federal/State/Other/Total) – Identified here are your estimates of what each project will cost using City CIP funding as well as any other sources expected to be available during this budget period. Please identify these costs under each source and then as a total.

Totals - Self-explanatory.

CIP 2- Preliminary Activity Financial Request

This form provides the CIP Staff with more detailed information about specific projects or programs being considered for funding. A separate CIP 2 form should be completed for each program/project being considered. This form is split into two sections; General Description and Budget Description.

Project Title/Agency - Self-explanatory.

General Description/Project Description - This section provides information to the CIP Staff as to the intent, expected results and beneficiaries of the proposed project. Please also include the alternatives/ impacts if the project or program was not approved. The "Project Description" should be concise. For example, an appropriate "Project Description" might be "ABC Agency will provide after school care services at X, Y, Z schools from 3:00 until 6:30. Activities will include organized sports, music and theatre provided to 150 unduplicated low-income children aged 6-12 years old. The project's purpose is to provide safe and enriching environment for children after school. If not funded at the requested level, our agency will not be able to provide this program until 6:30 p.m. and/or the program would have to limit enrollment to 100 children instead of 150."

Project Specific – Beneficiary Information – This section is made up of five (5) questions and requires the Agency to provide estimate for the TOTAL number of unduplicated beneficiaries for the entire Project (through CIP funding and other funding), as well as the TOTAL number of beneficiaries that are directly being supported by CIP funds only (both the number of beneficiaries carried over from the previous fiscal year and the number of new beneficiaries). For example, if your agency supported 15 individuals with CIP funding during the previous program year and you expect 10 of those individuals will continue to receive services in the upcoming program year, then 10 would be the carry over. The Agency needs to estimate the number of low-moderate income Beneficiaries supported by CIP funding and the number of Agency Staff who will be supported by CIP funding.

Agency Information – This section provides the CIP Staff background information on the applying agency. The six (6) questions are self-explanatory.

CIP Project Request History – The “Is this a First Time Request” question is self-explanatory. If this project has been funded in the past, please list the most recently funded year and amount of the award. Additionally, be sure to address what the anticipated increase in level of services that will result from project funding approval.

Budget Description – This section requires specific funding and budgeting information related to both the CIP Project Funding Request and the Agency.

Project CIP Budget Description - Operations Support Line Item and Capital Request Line Item - These are line item components of the overall CIP Project Budget Request. For example, “Operational Support Line Item” has six components to it and filling in each component will give the CIP Staff a better understanding of what constitutes the total CIP funding request. If you are submitting a capital request for project funding, then complete the “Capital Request Line Item” section. Please fill out appropriate line items that are specific to your CIP funding request (i.e., only complete the Operational Support Line Items if you are proposing a public service project). For example, if your agency is requesting \$25,000 of CIP funding, the line items for operational support or Capital Request should total \$25,000.

Agency Budget Description – This section includes three (3) questions directly related to the overall Agency Operating Budget. The first two questions are self-explanatory and ask the Agency to provide the Total Operating Budget and the Total Percentage of the Agency Operating Budget used for Administrative Costs. The last question, “Total Amount of Agency Revenue Expected From All Sources (except tuition and fees)” is looking for how much of the Agency’s Operating Budget is funded through Federal, State, Local, or Private grants and/or endowments, donations/fundraising, annual campaigns, and/or in-kind services. The number the Agency provides should not include any funds self-generated by the Agency such as program tuition or fees collected from clients or insurance.

Project Fund Sources - If your project/program will be funded in whole or in part by sources other than the City CIP, please list them. For example, the State may be giving your program for “at-risk children” \$10,000 in addition to the \$5,000 that you are requesting from the City. Include all sources separately, including CIP, in the “Total Project Budget” line. Estimating the amount of project funding is acceptable as we are just trying to get a picture of the type of funding that will support the project. The CIP Staff understand that not all funding sources are on the same awarding cycle and may be replaced by other funding types during the fiscal year.
