

ARCHS Grant Application With Budget

Program Title and Description

1. Program Title: *

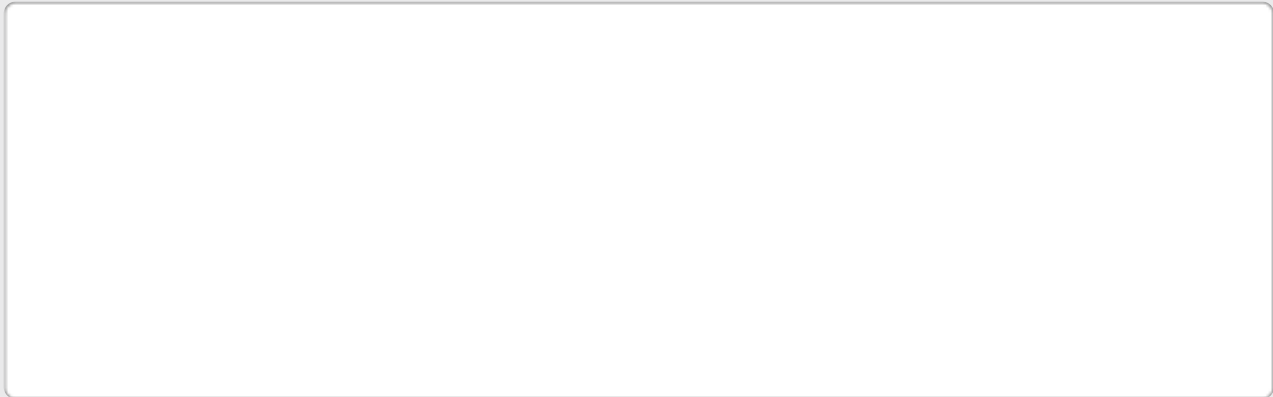
2. Organization Name: *

3. Organization Contact Email: *

4. General description of program activities:

- Contractor will provide X to meet the needs of X
- Services will include X
- Contractor will provide services to a minimum of X participant

*



Objectives/Outcomes

Outcome Objectives of a program refer to the benefits or changes experienced by individuals or populations during or after participating in program activities. These outcomes are directly influenced by the program's outputs, which are the products resulting from program activities. Examples of outcomes could include participants' increased knowledge, changed behaviors, or improved conditions resulting from the program. Outcomes may directly relate to:

- Behavior
- Skills
- Knowledge
- Attitudes
- Values
- Condition
- Status
- Or other attributes

5. How many objectives/outcomes will your program have? *

Objective/Outcome Detail

6. Objective: (what you hope to accomplish) *

7. Outcome: (measurable goal that shows your progress toward accomplishing the objective) *

Responsibilities and Expectations

These responsibilities and expectations outline the actionable steps to be taken to accomplish the objectives/outcomes of the program.

- Program requirements
- Program delivery mechanisms
- Program locations
- Assessments
- Trainings
- Surveys
- Data collection

8. Responsibilities and expectations: *

Personnel

Compensation of employees for time devoted and identified specifically to the performance of the project. Be sure to include supporting positions even if they are not being paid using ARCHS' funds.

Example:

Program Director will oversee the entire program and they will do XYZ for the program.

Accounting Clerk will process invoices and payroll for the program.

Program Director @ \$20,000/year x 0.5 FTE = \$10,000 (\$10,000 from ARCHS)

Accounting Clerk @ \$40,000/year x 0.25 FTE = \$10,000 (\$0 from ARCHS)

Total Personnel Cost: \$20,000

Total Personnel Requested from ARCHS: \$10,000

9. Personnel: *

10. Total Personnel Cost: *

11. Total Personnel Requested from ARCHS: *

Fringe Benefits

Includes, but not limited to, costs of leave, insurance, social security contribution, medicare contribution, pensions, unemployment benefits, etc.

Example:

Program Director @ \$10,000/year x 28% = \$2,800 (\$2,800 from ARCHS)

Accounting Clerk @ \$10,000/year x 28% = \$2,800 (\$0 from ARCHS)

Total Fringe Cost: \$5,600

Total Fringe Requested from ARCHS: \$2,800

12. Fringe Benefits: *

13. Total Fringe Benefits Cost: *

14. Total Fringe Benefits Requested from ARCHS: *

Travel

Costs of transportation, lodging, meals, and related expenses for official business conducted in carrying out the project.

Example:

12 round trips from A to B to perform XYZ program function. Each round trip is 30 miles. The mileage rate is \$.42 per mile. $12 \times 30 \times \$0.42 = \151.20 .

Total Travel Cost: \$151.20

Total Travel Requested from ARCHS: \$151.20

15. Travel: *

16. Total Travel Cost: *

17. Total Travel Requested from ARCHS: *

Equipment

Costs for tangible personal property having a unit acquisition cost equal to or over \$1,000 and a useful life of one year or longer.

Example:

Large purchase item will be used for XYZ program function. Total cost of item is \$6,000.

Total Equipment Cost: \$6,000

Total Equipment Requested from ARCHS: \$4,000

18. Equipment: *

19. Total Equipment Cost: *

20. Total Equipment Requested from ARCHS: *

Supplies

Costs for materials and supplies necessary to carry out the project. This includes all supplies and any item of equipment having a purchase price of less than \$1,000. Also includes shipping & freight, or any taxes paid.

Example:

Paper \$22/box x 6 boxes = \$132

Pens \$12/box x 4 boxes = \$48

Total Supply Cost: \$180

Total Supplies Requested from ARCHS: \$180

21. Supplies: *

22. Total Supplies Cost: *

23. Total Supplies Requested from ARCHS: *

Contractual

Costs including fees and travel for professional services or advice provided under a contract by a firm or individual not employed by your organization.

Example:

Online record keeping \$2,000/year

Building security \$150/mo

Total Contractual Cost: \$3,800

Total Contractual Requested from ARCHS: \$1,800

24. Contractual: *

25. Total Contractual Cost: *

26. Total Contractual Requested from ARCHS: *

Construction

Costs including building or repair of any structure (office, road, etc.) that is not subcontracted to a third party.

***ARCHS does not allow for reimbursement for construction costs**

Example:

Remodel of program space for XYZ reason.

Total Construction Cost: \$10,000

Total Construction Requested from ARCHS: \$0

27. Construction: *

28. Total Construction Cost: *

29. Total Construction Requested from ARCHS: *

Other

List all direct cost items not identified and explained in the previous categories.

Example:

Cell phone service \$150/mo

Total Other Cost: \$1,800

Total Other Requested from ARCHS: \$1,800

30. Other: *

31. Total Other Cost: *

32. Total Other Requested from ARCHS: *

Indirect

Costs that are not directly attributable to the project, such as, rent and utilities.

****ARCHS does not allow for reimbursement of indirect costs without prior approval***

33. Indirect: *

34. Total Indirect Cost: *

35. Total Indirect Requested from ARCHS: *

Project Revenue

Contributions, gifts, grants and earned revenue. This should match the total project expenses.

36. Revenue Sources *

ARCHS

Local Government

State Government

Federal Government

Individuals

Foundations

Federations

Corporations

Membership
Income

Program Service
Fees

Products

Fundraising Events (net)

Investment
Income

In-Kind Support

Other

Total : 0

Thank You!

Thank you for your submission. Your response is very important to us.