



**FY2024**

**CITY GENERAL FUND**

**Non-Departmental Application: Addendum for FY2023 Authorized Recipients**

**Please complete this Addendum if your organization received funding as part of the City of Richmond's FY2023 Adopted General Fund Budget.**

**Addendum deadline is no later than 4:00 PM, Friday December 16th, 2022.**

**Applicants should submit their Application electronically to the City of Richmond, via email.**

**Email submissions can be sent to: [BudgetNDRequests@rva.gov](mailto:BudgetNDRequests@rva.gov).**

**If you are unable to electronically submit your Addendum, there will be a drop box available on the 1<sup>st</sup> floor of City Hall at 900 E. Broad Street, Richmond, VA 23219 from December 12<sup>th</sup> to December 16<sup>th</sup>, 8:00 AM to 4:00 PM. Please approach the security office on the 1<sup>st</sup> floor and they will instruct you.**

**Organization Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

Are you making a request for a different project in FY2024 (different from the project scope as provided in your FY2023 application/addendum)? Yes  No

What is your current FY2023 funding allocation? \_\_\_\_\_

Are you making a request for a different funding allocation in FY2024 (different from your FY2023 City funding allocation)? Yes  No

If Yes, please indicate the amount that you're requesting in FY2024 from the City: \_\_\_\_\_

If Yes, please justify thoroughly what specifically the additional requested funds will be used for: \_\_\_\_\_

Please indicate the impact of not receiving the additional requested City funding allocation: \_\_\_\_\_

**ATTACHMENT CHECKLIST:**

FY23 Application or Addendum

Annual Operating Budget

*(Attach a copy of your current year's operating budget, including income/revenue from all sources.)*

Project Budget *(see Attachment A located on pg. 3 within this Addendum)*

Most Recent Form 990

Federal Tax Exempt Certification



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Previous Fiscal Year Audit or Financial Statements

List of Board of Directors, Members, and Executive Officers

**ORGANIZATION INFORMATION**

**Organization Name:** \_\_\_\_\_ **Federal Tax ID:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_ **Board Chairperson Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Total Annual Operating Budget:** \_\_\_\_\_

1. Provide a detailed description of the proposed project and the clients and neighborhoods to be served, how additional services will be provided as a result of this funding and the impact of not receiving funding on service delivery (or if existing services will be discontinued without funding).

\_\_\_\_\_

2. If your organization partners with Richmond Public Schools in any capacity, please provide a letter of support from Superintendent Kamras or his designee.

\_\_\_\_\_

**Proposed Objectives and Outcomes:**

<b>Fiscal Year 2024 Proposed Objectives</b>	<b>Fiscal Year 2024 Proposed Outcomes</b>	<b># of Proposed Clients</b>	<b>Other</b>	<b>Other</b>



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## **Attachment A**

### **Budget Category Definitions**

In completing the Overall Project Budget it is necessary to look at the total costs of the overall project (as opposed to the specific activities within the project).

**Personnel Costs** – List the total costs of each staff person who will work on the project (salary and fringe), the percentage of time that they will be working on the overall project, and the sources and amount of funding to pay for the project.

**Supplies and Materials** – Supplies and materials for the project include the following categories

- **Office Supplies** - General office supplies such as paper, pens, pads, files etc.
- **Operating Supplies** - Training, subscription services, photo supplies, etc.
- **Tools and Minor Equipment** - Any tool or piece of equipment that costs less than \$500.

**Overhead Costs** – These are costs involved in running the operation

- **Telecommunication** - Costs for telephone, internet, facsimile, and other communications services.
- **Postage**- The cost of all mailings pertaining to a project.
- **Transportation and Travel** - The costs of maintaining an agency vehicle for the project or reimbursing staff for mileage.
- **Training** – The cost of all trainings, memberships, and conferences for all staff
- **Insurance** - The costs of general insurance coverage for the agency related to the project.
- **Rent and Utilities** - Rent and utilities for the office of the agency or for a space where the project is held.
- **Car and Equipment Rentals** - The costs of renting an automobile or equipment for completion of the project.
- **Equipment Maintenance and Repair** - The cost of maintenance and repair of equipment.
- **Equipment Purchase**-- Any tool or piece of equipment that costs more than \$500.
- **Contractual Services** - All services carried out by independent contractors such as service contracts for audits and training. This category does not apply to services that directly relate to Land, Buildings and Equipment.