



FY2022

CITY GENERAL FUND

Non-Departmental Application: Addendum for FY2021 Authorized Recipients

Please complete this Addendum if your organization received funding as part of the City of Richmond's FY2021 Proposed General Fund Budget (prior to reductions made as a result of COVID-19) or City of Richmond's FY2021 Adopted General Fund Budget.

Addendum deadline is no later than 4:00 PM, Friday December 18th, 2020.

Applicants should submit this Addendum electronically to the City of Richmond, via email: BudgetNDRequests@richmondgov.com. Please submit the Addendum and all attachments in a single compressed file.

If you are unable to electronically submit your Addendum, there will be a drop box available on the 1st floor of City Hall at 900 E. Broad Street, Richmond, VA 23219 from December 16th to December 18th, 8:00 AM to 4:00 PM. Please approach the security office on the 1st floor and they will instruct you.

Organization Name: _____

Project Name: _____

Are you making a request for a different **project** in FY2022 (different from the project scope as provided in your FY2021 application)? Yes ☐ No ☐

What is your current FY2021 funding allocation? _____

Are you making a request for a different **funding allocation** in FY2022 (different from your FY2021 City funding allocation)? Yes ☐ No ☐

If Yes, please indicate the amount that you're requesting in FY2022 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:

☐ FY21 Application

☐ 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 *(if applicable)*



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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 summary of how your programming has changed since your FY2021 application was submitted. Please be sure to include how your programming has shifted due to COVID-19. If your programming addresses specific needs that have emerged due to the pandemic, please describe them here.**

2. **Describe your funding needs. Please be sure to explain how your funding needs have shifted due to COVID-19, if at all. Be sure to explain how partial funding would affect your ability to meet your programmatic goals.**



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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.