



**New York State  
Office of Children and Family Services**



Andrew M. Cuomo  
Governor

Gladys Carrión, Esq.  
Commissioner

# **REQUEST FOR PROPOSALS**

## **Interactive Budget Forms**



## A-1 Personal Narrative

Budget Narrative: Attach a description of the role/responsibility of each position included above.  
Resumes of key project staff should be included as an addendum to the Project Narrative Section.

**1. Title:**

**Enter Role/Responsibility Below**

**2. Title:**

**Enter Role/Responsibility Below**

**3. Title:**

**Enter Role/Responsibility Below**

**4. Title:**

**Enter Role/Responsibility Below**

**5. Title:**

**Enter Role/Responsibility Below**

**6. Title:**  
**Enter Role/Responsibility Below**

**7. Title:**  
**Enter Role/Responsibility Below**

**8. Title:**  
**Enter Role/Responsibility Below**

**9. Title:**  
**Enter Role/Responsibility Below**

**10. Title:**  
**Enter Role/Responsibility Below**

**11. Title:**

**Enter Role/Responsibility Below**

**12. Title:**

**Enter Role/Responsibility Below**

**13. Title:**

**Enter Role/Responsibility Below**

**14. Title:**

**Enter Role/Responsibility Below**

**15. Title:**

**Enter Role/Responsibility Below**

**16. Title:**

**Enter Role/Responsibility Below**

**17. Title:**

**Enter Role/Responsibility Below**

**18. Title:**

**Enter Role/Responsibility Below**

**19. Title:**

**Enter Role/Responsibility Below**

**20. Title:**

**Enter Role/Responsibility Below**













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**APPENDIX B  
BUDGET SUMMARY**

(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category 1	Private Match (if applicable) 2	OCFS Funds 3	Total Project Cost 4
<b>A. Personal Services</b>			
1. Project Staff Salaries			
2. Fringe Benefits			
3. Total (Lines 1 + 2)			
<b>B. Non-Personal Services</b>			
4. Contractual/Consultant			
5. Travel/Per Diem			
6. Equipment			
7. Supplies			
8. Other Expenses			
9. Total (Total Lines 4 to 8)			
<b>C. Project Total (Lines 3 + 9)</b>			

	<b>Private Match</b> (if required) Use *calculation below
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**\*Local Match Calculation** = % of matching funds (if required in the RFP or contract agreement ) X OCFS grant award.

**Total costs** entered for each budget category above must reflect totals from attached Budget Sections.

**Local Share** refers to all funds other than this grant award, including in-kind contributions to support the project as described in the narrative section of the application. The type and amount of in-kind contributions should be specifically identified under the appropriate Budget Section. The total amount of the in-kind portion of Local Share should be entered in parenthesis next to Local Share Project Total space.

**OCFS Funds** are the funds you are requesting through this application.

**Total Cost** refers to the combined Local Share and Grant Funds for this project.

**Budget Narrative:** Complete the narrative section for each part of the budget. Instructions are included on the following application budget pages.

**Note:** All items in the Budget must be consistent with the goals and objectives of the Project Narrative. Additional budget narrative pages may be attached as necessary.

\* Total Project Cost must agree with Total Anticipated Revenue form as submitted with this application.

## Private Match Breakdown

	Source	Amount
<b>A. Cash Donations</b>		
<b>B. In-Kind Donations</b>		
<b>C. Volunteers/Intern</b>		
<b>D. Fees for Service</b>		
<b>E. Unrestricted Cash or Fund Balance</b>		
<b>F. Grants:</b>		
- Other grants supporting this project		
<b>Amount of OCFS Funds</b>		
<b>Non-OCFS Funds supporting this project</b>		
<b>Total</b>		

Itemize amounts of assured revenue, potentially available funds, and estimated income from in-kind contributions to support this project.

Cash Donations should be calculated on the basis of what the applicant organization can realistically be expected to raise during the program year; attach a description of fund raising efforts.

In-Kind Donations refers to equipment, furnishings and other non-personal expenses that are donated to support the function of this project.

Volunteers (another type of in-kind contribution) refers to project personnel who donate their time to the functioning of this project. Volunteer job descriptions and timecards should be kept to substantiate this line item.

Unrestricted Cash or Fund Balance Unrestricted funds include all revenues that are not specifically restricted as to their use. Unrestricted funds include income from dues, publication sales, advertising sales, conference fees, mailing label sales, interest income from unrestricted funds, fees obtained in the execution of externally funded projects, and contributions.

Fees for Services refers primarily to income received from clients directly. In addition, any income received by the applicant organization for reimbursable activities funded by this contract such as counseling, training, speaking engagements, etc., must be listed here.

Grants refers not only to the amount being requested under this grant but also to monies received (or applied for) from another funding source for activities related to this contract, e.g., state, federal, local. Each grant must be listed separately under Section F.