

COMMUNITY-BASED INITIATIVES (CBI) GRANT PROGRAM

PROGRAM GUIDELINES AND APPLICATION

FY 2019-2020



Community Development & Housing Department

Community & Neighborhood Development Division



Community Based Initiatives (CBI) Grant Program

Program Description:

This program is designed to provide CBI funds as seed money for the purchase of supplies, materials, goods and services directly related to the implementation of a project that improves the lives of people living in low and moderate-income neighborhoods. All activities must be implemented within the city limits of High Point, and must involve neighborhood residents in the identification, planning or execution of the proposed activity. The applicant must provide along with the application, documented matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested. Volunteer labor is valued at \$14.00 per hour per person.

Program Objectives:

CBI grant activities must meet one or more of the National Objectives specified for the Community Development Block Grant (CDBG) program contained in the Code of Federal Regulations, Title 24, Part 570 at Section 570.208. For this program, all grant activities must benefit low- and moderate-income persons.

The CBI Grant Program is designed to:

- Spur interest and participation in neighborhood associations.
- Provide seed money for a variety of community events, programs, and projects.
- Allow residents to participate in improvements in their own neighborhoods.
- Encourage citizen involvement and leverage resources to revitalize low and moderate-income neighborhoods.
- Encourage partnerships between City Hall, residents and other community organizations that will result in projects and activities that benefit a community.
- Instill and foster community pride.
- Promote neighborhood beautification and revitalization.
- Discourage adverse neighborhood activity such as drug use, crime, and vandalism.
- Inspire and support the healthy development of youth, elderly, and other special populations
- Improve the quality of life or enhance affordable housing opportunities in declining neighborhoods.

Eligibility Requirements:

All activities must meet all Community Development Block Grant (CDBG) guidelines and regulations established by the US Department of Housing and Urban Development (HUD), other local restrictions established by the Citizens Advisory Council (CAC) and the City of High Point. Community-Based Initiatives funding recipients may not discriminate, restrict, encourage or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. Only one grant award per agency is permissible.

Eligible Organizations

Local groups, civic organizations, churches, neighborhood associations and watch groups implementing a project designed to improve the lives of residents in low to moderate-income neighborhoods are eligible. **CBI funds cannot be awarded to individuals or non-profit agencies for neighborhood projects.** Any individual interested in the grant program, must partner with an eligible organization. While churches are eligible to apply for CBI funds, the proposed activity must not be religiously oriented. In addition, the activities may not be religious in nature, directly or indirectly, or be limited to or predominantly for members of specific churches. It is recommended that church or religious groups contact the Community and Neighborhood Development Center to discuss the restrictions before completing the application.

Applications will not be accepted from organizations that have failed to satisfactorily complete the CBI funding application or follow the required format.

Eligible Projects

All projects must benefit low to moderate income individuals and households within the City of High Point. There are two project types that will depend on the target area and project design.

Project Type A – Area Benefit

Area Benefit projects are activities that benefit an entire neighborhood that has been designated having a majority of households with low to moderate incomes. These projects are restricted to the census block identified on the map below that fall within the Core City boundaries. These neighborhoods have been identified by the Department of Housing and Urban Development as having at least 51% of households qualify as low to moderate income. Potential projects may include community events and festivals,

Project Type B – Targeted Benefit

Targeted Benefit projects are designed to target specific populations and must verify that those participating or receiving the service are qualified as low to moderate income. The activities can take place in any neighborhood within the High Point City Limits. This would include programs for youth, seniors, and other groups. Targeted Benefits projects limit participation to only specific, targeted groups and must verify annual income for each household being served.

Eligible CBI Activities

CBI grant activities must be an eligible activity as outlined in the Code of Federal Regulations, Title 24, Part 570 at Sections 201-205.

The following criteria must also be met:

- Must use CBI funds as seed money for the purchase of supplies, materials, goods, and services directly related to the implementation of the project.
- Must provide a city-wide or targeted community benefit.
- Must provide and document matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested.
- Activities must be implemented within the city limits of High Point.
- Must involve neighborhood residents in the identification, planning, or execution of the proposed activity.
- Must comply with all applicable local and federal health, safety, and legal regulations.
- Projects should be designed to provide assistance to the broader community rather than individuals.
- Cannot duplicate an existing private or public program that is already available to the targeted beneficiaries or community.
- Cannot support existing services or operating budgets of organizations that are already available to the targeted beneficiaries or community.

Funding Source: The City has allocated a portion of its CDBG entitlement to fund the Community Based Initiative (CBI) Grant Program for public service activities provided by local community-based groups.

Time Frame of Project Implementation: **Projects may begin upon completion of a fully-executed contract *and* must be completed by June 30, 2020.** No project expenses incurred prior to or after this time frame are eligible for reimbursement.

Application Submission Deadline: The application is due ***Friday - August 9, 2019 by 4:00 PM. No exceptions.***

Grant Information Session: Two information sessions for interested applicants will be conducted at **6:00 PM on Thursday, July 18, 2019 and Friday, July 19th at 10:00 AM** at the Community & Neighborhood Development Center, 201 Fourth Street, High Point, NC 27260.

For Application Assistance Call: Community and Neighborhood Development Center at (336) 883-3042 or (336) 883-3689.

Examples of Eligible CBI Projects

Neighborhood and Housing Improvement Projects

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and City policies. All neighborhood-based activities must be identified on a map at time of application. Please note that applicants proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Contingencies and restrictions apply to projects in this category.

If any type of tool is requested, include your plan for storing and maintaining the tool(s). Examples of eligible activities in this category include:

- Landscaping and beautification projects
- Tree planting
- Community gardens
- Neighborhood signs
- Shelters or playground improvements
- Murals
- Neighborhood clean-up events
- House painting/fix up repair projects
- Handicap ramps

Neighborhood Organizing and Organizational Development

Neighborhood organizing projects should create new or more broadly representative neighborhood associations. Organizational development projects increase the vitality and effectiveness of existing neighborhood associations. Examples of eligible activities in this category include:

- Leadership training
- Board training
- Professional services or consultants to provide a service to neighborhood associations
- Membership recruitment (outreach)
- Technical training to develop project implementation capacity

- Street festivals or block parties (the goal of the street festival must relate to achieving a specific goal such as organizing a neighborhood association*)
- Entertainment related to proposed events
- Neighborhood newsletters and fliers

Note that Fundraising is not an eligible project activity under CBI grants

Crime and Public Safety

Projects that reduce crime or increase public safety and awareness are also encouraged. Applicants wanting to post signs must receive prior approval from the City's Transportation Department and obtain the appropriate permit through Code Enforcement, if necessary. Examples of eligible crime and public safety projects include:

- Signs for neighborhood crime watch programs
 - Painting house numbers on curbs
 - Drug awareness programs
 - Fire safety programs*
 - Anti-crime and anti-violence events*
 - Projects to discourage loitering
- *Noted activities must be coordinated with the City of High Point Police and/or City of High Point Fire Department.

Neighborhood Public Services, Health, Education, Recreation, and Cultural Initiatives

These projects are aimed at enhancing the educational, recreational, and cultural opportunities to all neighborhood residents. Examples of eligible activities in this category include:

- Costs for educational materials and tutoring supplies
- Books, paper products
- Transportation (must be essential to the activity)
- Meeting space
- Advertising
- Workshops or health awareness events

If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years. Examples of eligible activities in this category include:

- Cultural, recreational, and educational activities for youth
- Outdoor activities or environmental awareness
- Tutoring, reading incentive programs, literacy, and mentoring projects
- Parenting and/or life skills training

- Health awareness
- Services to the homeless, elderly, and disadvantaged youth
- Services to special needs populations such as the physically or mentally challenged

Ineligible expenditures generally include but are not limited to:

- Salaries or wages directly or indirectly related to administrative costs
- T-shirts (unless a required part of program, i.e. uniforms)
- Office equipment
- Computers and software
- Field trips as incentives or rewards
- Gas allowance for volunteers
- Fundraisers
- Stipends or items given away to individuals
- Activities external to City of High Point

The Citizens Advisory Council (CAC) reserves the right to deem ineligible, any activity it believes is not appropriate or incongruent for funding under the CBI program.

Matching Criteria

Applicant organizations must pledge, secure and then document resources to match the funds requested. A minimum of **25% match** of the grant request is mandatory. A \$1,000 grant request requires a minimum of a \$250 value match. Matches may include cash, in-kind donations or volunteer labor.

These match elements may be blended together to make the required total match, provided each match element is truly needed to complete the project. To maintain neighborhood involvement, the match resources will ideally come from the targeted community in which the activity will take place.

In the application, the applicant must demonstrate that the match will be under its control at the **start** of the project. Control of the match can be demonstrated in a variety of ways. For example, control of a cash match can be demonstrated by bank statements or signed pledge sheets. Pledge sheets can also be used for volunteers' time commitments. Letters from donors stating their commitment to contribute and the value of the donation can be used. Letters from contributors of professional services stating their commitment to participate and the market value of their services is also acceptable.

Volunteer labor will be valued at \$14.00 per hour for calculating the value match. The value of professional services counted toward the match shall be based upon the reasonable and customary value of the service rendered.

Time devoted to planning the projects, preparing the application, and fund raising will not be considered part of the match. Technical assistance from the City will be available to help applicants prepare their applications and value their match but may not be counted as part of the matching calculation.

For all elements of the match, the applicant must be prepared to justify that the amount and types of contributions proposed are accurate projections and appropriate to the proposed project. The proposed match elements must be expended during the project's implementation. To be credited as match, all resources provided by the applicant must be expended after award of the grant by the City and by the completion date of the project.

You must include match documentation with your application and in your first or final report, whichever is applicable.

Project Selection Criteria

CBI funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Projects submitted for consideration should aim to achieve measurable results in areas such as physical improvements to housing, community beautification and safety, and other innovative programs that contribute to the enhancement of community life.

Approval Process

The Community Based Initiatives (CBI) funds are limited to \$1,000 per organization. Applications that are incomplete or are submitted after the deadline will not be considered for the advertised funding round. Upon receipt of your application, staff may be in contact with you to request additional information.

The CAC will review applications on August 22, 2019. A representative of the Applicant Organization will be required to present their proposed project at this CAC meeting. Community and Neighborhood Development staff will contact CBI applicants concerning this meeting to establish times for presentations. **Awards will be announced in September 2019.**

Administration

The Community Based Initiative grant program will be administered by the Community & Neighborhood Development staff in consultation with the Citizens Advisory Council (CAC). The Community & Neighborhood Development Center is located at 201 Fourth Street, High Point, NC 27260.

Staff will provide **technical assistance** as needed to applicants and grantees. They will also conduct project evaluations and monitoring visits during the grant period.

Subrecipient Contractual Agreements

Grant recipients, also referred to as Subrecipients, will be required to enter into a Subrecipient Agreement with the City of High Point in order to receive a CBI grant award. The Subrecipient contract will contain the federal requirements for receiving a federal grant, such as the CBI program. The Subrecipient Agreement will also contain the Subrecipient program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into Subrecipient Agreements on behalf of the parties to the contract. The signature of the President and Treasurer of the Applicant Organization will legally obligate the Subrecipient to the terms and conditions of the Subrecipient.

Funds will not be available and service delivery may not commence until all required parties have executed a binding Subrecipient Contractual Agreement. The services of the Subrecipient may commence as soon as possible as following the execution of the contract and must be completed by or earlier than June 30, 2020. ***Any expenses incurred by the Subrecipient prior to the full execution of the contract will not be eligible for reimbursement.***

A formal Subrecipient Contractual Agreement is mandatory, regardless of the amount of the CBI grant awarded. Subrecipients are responsible for knowing and understanding the terms of their Agreements and deadlines for submitting project documentation and reports. All projects must be completed by the end of the program year (June 30, 2020), unless otherwise agreed upon.

Project Description: The project description is derived from the Subrecipient's CBI application for funds (proposal), along with information provided by the Subrecipient during the oral presentation before the CAC. It is the Subrecipient's responsibility to ensure that the project description is accurate and complete.

Scope of Services to Be Performed: The project's intent, general work plan (with performance measures and outcomes), and scope of services as described in the contract must be the same as that contained in the approved application and/or recommendation by the CAC. Once a grant has been awarded, the scope of services or the budget cannot be changed without prior written approval by authorized Community & Neighborhood Development staff. Upon approval by Community & Neighborhood Development staff, minor revisions to the specific scope and budget may occur to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Significant project or budget revisions must receive written CAC approval prior to implementation of any changes. It is the Subrecipient's responsibility to understand the expectations of the scope of services to be performed prior to signing the Subrecipient Agreement.

Budget: The Subrecipient must implement the CBI project in accordance with the approved budget. Applicants should submit a proposed budget with as much detail as possible. The Subrecipient is responsible for expenditures above and beyond the funds approved and described in the contract. The Subrecipient may not change budget line items without obtaining written approval by authorized Community & Neighborhood Development staff.

Disbursement of Funds: Prior to execution of a Subrecipient Agreement with the City of High Point, Subrecipients must register as a Vendor with the City of High Point Purchasing Office. Funds will be distributed for expenses incurred by the Subrecipient in accordance with the Agreement's scope of services and budget. Community & Neighborhood Development staff will work with the Subrecipient to determine the best method of awarding funds to accomplish the proposed project. Reimbursement will be made upon the presentation of original receipts and invoices for eligible expenses and a detailed description of expenditures. Reimbursement cannot be approved for ineligible expenditures or eligible expenditures with lost or vague receipts. Community & Neighborhood Development staff makes the final decision whether a tendered receipt is eligible and valid.

Subrecipients will be expected to spend grant funds in a timely manner. Subrecipients who cannot spend all or part of their grant, should notify Community & Neighborhood Development staff so that unexpended funds may be reallocated. Grant funds are not transferable by the Subrecipient to another party.

Changes in Subrecipient Agreement: The Subrecipient may not change the terms or provisions in the Subrecipient Agreement or substitute approved budget line item expenditures without prior written approval by authorized Community & Neighborhood Development staff.

Records and Reports: The Subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the CBI grant, and to make monthly reports to the Community & Neighborhood Development Division describing its activities and accomplishments. The Subrecipient must agree to maintain its CBI records and copies of reports for a minimum of three (3) years from grant closeout. Subrecipients who are late with reports may be suspended from applying for future CDBG/CBI funds during the next funding round.

Audits, Inspections, and Monitoring: The Community & Neighborhood Development Division will audit and/or monitor the progress of the Subrecipient via monthly reports, telephone calls, and on-site monitoring visits. The Subrecipient must facilitate monitoring visits and have appropriate records and copies of reports available for inspection upon request by the Community & Neighborhood Development Division and/or HUD.

Suspension or Termination of Subrecipient Agreement: Suspension or termination may occur if the Subrecipient materially fails to comply with any term of the Subrecipient Agreement or other federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

Subsequent Grants: Continuous CBI grants are not guaranteed and should not be relied upon as sustaining funds. Subrecipients may not be awarded future CBI grants until the first funded project has been successfully completed and a satisfactory project completion report is filed. Subrecipients that have failed to carry out projects satisfactorily will not be eligible to apply again for at least one year from the time the Subrecipient has been deemed noncompliant.

Other Requirements: Projects under Subrecipient Agreement with the City of High Point must be in compliance with all applicable federal, state, and local laws. Projects involving public property must receive the permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). Permitting fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

Fiscal Agent: Applicants without the capacity to use the reimbursement method for expenditures may be asked to work with a fiscal agent. Examples of potential fiscal agents include churches and non-profit organizations.

City Disclaimer: The City reserves the right to revise CBI program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

Technical Assistance

Community & Neighborhood Development staff will gladly assist applicants in the preparation of their CBI application. It is best, however, to make an appointment as early in the planning process as possible. Please do not wait until just days before the deadline to request assistance, as staff may not be able to give you the time necessary to assist you fully.

While staff will be available to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and all necessary reports related to CBI funding. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear.

**City of High Point
Community Development & Housing Department
PO Box 230
201 Fourth Street
High Point, NC 27260**

**Primary Contact:
Alisha Doulen, Community Resource Specialist
(336) 883-3042**

**Secondary Contacts:
Meredith Green, Community Resource Specialist
(336) 883-3689**

**Michelle McNair, Community Resource Manager
(336) 883-3685**

FAX NUMBER: (336) 883-3046



CBI APPLICATION INSTRUCTIONS

- Please follow the suggested format for providing project information. Address each question in your written application.
- Proposals not following this format or lacking requested information will be disqualified. A checklist is provided at the end of the application. Please use this to ensure that your application is complete.
- Number your pages and staple.
- Submit one original and one copy. Keep a copy for your records. Do not put your proposal in a binder.
- Please submit additional supporting documentation such as brochures, newsletters, or other information as an attachment.

The deadline for the submission of applications is **August 9, 2019 by 4:00 PM**. This means that your application must be *received* by the Community Development & Housing Department, Community & Neighborhood Development Center, by that date and time.

Submit CBI funding applications to:

Community & Neighborhood Development Center,
P.O. Box 230, High Point, North Carolina 27261

or

In person to:

201 Fourth Street, High Point, North Carolina 27260

The City is not responsible for misdirected, late, or lost applications. For further information, please call (336) 883-3042 or 883-3041.



**Community Based Initiatives Grant Program (CBI)
Project Proposal
Funding Application FY 2019-2020**

Please type and submit your application by 4:00 PM on Friday, August 9, 2019. *Only typed applications will be accepted.*

AGENCY OR ORGANIZATION INFORMATION

Date of Application:

1. Applicant/Organization Name:

2. Contact Person(s) and Title(s):

3. Mailing Address (address for receiving correspondence and grant reimbursement checks):

4. Telephone Number(s):

Cell Phone:

5. Email Address:

6. FAX Number:

7. Briefly describe your organization's mission:

8. Project Name: (Keep it Short)

9. Amount of Funds Requested (round to the nearest \$50):

10. Needs Assessment – Why is this project necessary? What specific community needs will be addressed by this project? Include the source of data substantiating the needs identified.

11. Project Description (your narrative should include who, what, when, where, why, and how):

12. Project Goal(s) and Objective(s)

13. What community impact is anticipated at the conclusion of this project?

14. Performance Outcomes - what measurable results – specifically, outputs, inputs and outcomes will the project produce?

15. Performance Measures – what tools will be used to measure the outcomes of the project?

16. Time Frame for beginning and completing this project:

17. How will the community be involved in the implementation of the project?

18. Location of Activities – List the address, Census Tract and/or Census Block Group, where your project will be conducted. Attach a map to your application, identifying the address and Census Tract of this location:

19. What other agencies or foundations have agreed to fund (or will fund) this project? List the agencies, amount of funds requested, and the status of your application.

Agency/Foundation	Amount of Funds Requested	Status
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20. List the budget for this project in detail. Show a breakdown of individual items. Show matching funds and source where appropriate (specify which items are to be funded through the CBI grant and identify other funding sources).

Expense Description	CBI Funding Request	Matching Funds and Source	Total
Staffing and Personnel Costs (costs directly or indirectly related to Administrative costs are ineligible)			
Contracts and Services			
Program Supplies			
Marketing and Promotions			
Travel/Client Transportation			
Telephone/Fax/Internet Costs			
Space Rental			
Other (specify)			
GRAND TOTAL			

21. Describe how your organization will supply required match funding, (cash, in-kind contributions, and/or volunteer labor) for this project.

22. Also, describe how match funding will be under your control at the *start* of the project. Project match must be documented through letters of commitment or written volunteer commitments provided as an attachment to this application.

23. Please provide the name and contact information for the individual who will be responsible for implementation of the project:

24. Please provide the name and contact information for the individual who will be responsible for keeping appropriate records and preparing monthly reports for the project:

25. What other groups, organizations, or persons will your organization work with to achieve the goals of the project (including volunteers)?

26. Describe your organization’s Marketing and Promotion Plan to generate community-wide recognition of this project and advising that this project has been sponsored by the City of High Point’s - Community Development Block Grant/Community Based Initiative funding:

27. Will your organization implement the project via other sources if CBI grant funds are not awarded? If so, identify these sources.

Applications must contain the signature of the President and the Treasurer of the organization. If signatures are not legible, then also print the names of the individuals who have signed this application.

My signature indicates that I have read the program guidelines and that I am willing and capable of compliance.

President

Date

Treasurer

Date



MATCH WORKSHEET

Amount of Grant request: \$ _____

\$ _____ x 25% = \$ _____
(Grant Request) (Required Match Value)

Matching Funds: \$ _____
(put a zero if not applicable)

Source of funds: _____

Describe: _____

Matching Volunteers: Number: _____

Each volunteer will work _____ hours per week
Total number of volunteers: _____ x Projected Hours _____ per week x
_____ x \$14.00 per hour = \$ _____
(projected weeks) (per hour) (volunteer match value)

Attach a list of volunteer names and identify what work/function they will perform in relation to this project.

In-Kind Contributions:

Source of funds: _____

Describe: _____

Sample Budget

Project: After School Tutoring

<u>Expense/Description</u>	<u>CBI Funds</u>	<u>Matching Funds</u>	<u>Volunteer Labor</u>
Reading Flash Cards 4 sets @ \$7.00	28.00	-0-	
Instructor Educational Booklets 10 @ \$12.50 each	120.00	-0-	
Paper, pens, pencils, files, notebooks, etc.	300.00	50.00 (church donation)	
Office/Project Space In-kind donation from the church, Valued at \$50.00 wk X 15 Weeks or \$750.00	-0-	-0-	
5 Volunteers will work 2 hours for 2 days per week for 15 weeks. Calculated at a value of \$14.00 per hour or \$4,200	-0-	-0-	\$4,200
	\$448.00	\$50.00	\$4,200
Round to:	\$450.00		

Grant request: \$450.00
Required Match: \$450.00 x 25% = \$112.50
Matching Funds: \$50.00
Matching volunteer labor: \$4,200
Matching In-Kind office space: \$750

Describe the source of matching funds:

APPLICATION CHECKLIST



Submit and use this checklist to ensure that you have included key information in your application.

- Your application is dated.**
- You are submitting one original and one copy. Also keep a copy for yourself.**
- The person listed as the contact person is knowledgeable about the project and application and is aware that they are listed as the contact person.**
- Day and cell phone numbers as well as email addresses are listed.**
- You have rounded the funding request to the nearest \$50.00.**
- Your project description includes essential information:**
 - Who will implement the project**
 - What your project will do**
 - When it will begin and end**
 - Where the activities will take place (address[es] provided)**
 - Why the project is needed**
 - How the project will address a community need**
Project addresses a neighborhood need or problem that has been recognized in a city study, report, neighborhood needs assessment or neighborhood-developed survey, plan, or analysis, or in other publicly-defined ways.
- A map identifying project sites is included, identifying the address and Census Tract where project activities will occur.**
- The value of the match meets or exceeds the minimum 25% match required.**
- The Match worksheet is completed and included in application.**
- The proposed match is documented and ready to expend. Attached is a letter from the Organization or Donor committing the match.**
(examples of documentation include pledge sheets committing volunteer time or a bank statement and a resolution from an organization that it has reserved the designated amount for the proposed project).
- The project involves and describes broad neighborhood participation.**

- The project is jointly supported by or involves several organizations working in partnership.**
- The project provides benefits to persons of low to moderate income.**
- The proposed detailed project budget is an accurate projection of the project's expenses and revenue. The budget details how you will spend CBI funds including other sources of funding in connection with this project. Sources of matching funds are identified.**
- The application is signed by the President and Treasurer of the organization.**