

RIOC FY 20/21 Public Purpose Application

Appendix B – Appendix E Guidance

1. Appendix B – Non-Profit Operating Budget

- 1.1. Provide RIOC with a clear picture of your net position based upon the revenues and expenses for the current and previous fiscal years of your organization.
- 1.2. If your organization has a budget document that similarly details your revenues and expenses, RIOC may accept this in lieu of this form. However, all such substitutions must be approved by RIOC in writing. If you have a substitute operating budget, please contact Public.Purpose@rioc.ny.gov as soon as possible to arrange for review of such budget documentation.

2. Appendix C – N/A, not required for FY 20/21

3. Appendix D – Program/Project Budget

- 3.1. Page 1 (Summary) General Guidance: **All input fields are for numbers only. Do not input any text, “N/A” or other non-numerical values into the fields or the table will not calculate correctly.**
- 3.2. The form is designed to be used with Adobe Acrobat. **Most users will not be able to save their results, we recommend filling in a pencil copy prior to typing the form and printing.**
- 3.3. **ATTACH separate, detailed justification for any travel you are requesting to complete your program/project. While travel may be a legitimate part of the project, it is recommended that these costs not be part of the grant request.**
 - 3.3.1. Values may be input as whole numbers or with decimals up to two (2) places.
 - 3.3.2. The values in Grant Funds should match the total funds shown in the Program/Project details on pages 2-5 of Appendix D. It may be helpful to completely fill pages 2-5 prior to filling out the summary page.
 - 3.3.3. Grant Funds – This is the amount of Public Purpose Funds you are requesting to complete your program or project.
 - 3.3.4. Other Funds – Any funds for your program/project that you project to be funded by other sources, including but not limited to your operating funds.
- 3.4. Personal Services Detail General Guidance: There is no need to enter N/A if you are not seeking funds for salaries, simply skip this page. If you are seeking funds for salaries, and wish to include fringe benefits for any/all listed employees, this must be separately totaled on the appropriate line. Refer to the examples and Figure 3 below for further guidance.

If you are requesting grant funds for salaries, it is especially important that you be as detailed as possible when listing applicable activities and milestones toward completing the project on Appendix E. The more detailed the list of activities for each deliverable/outcome, the more it will help your grant reviewers understand what it takes to achieve that portion of your overall program/project.

RIOC FY 20/21 Public Purpose Application

Appendix B – Appendix E Guidance

4. Appendix E – Deliverables/Outcomes

Please be as detailed as possible. Deliverables and Outcomes Listed should be the same as those listed in Appendix C. List major activities listed should clearly communicate to the reader the sequence of actions that will progress the pertinent deliverable/outcome forward. Please refer to Figure 1 below for an example of how a timeline might be structured.

Deliverable/Outcome	Project Activities to Accomplish Deliverable/Outcome	Planned Start Date	Planned End Date
Workshop 1 - Keys for Healthy Eating		08/17/16	09/30/16
	Meet with collaborators to discuss project details.	8/17/16	8/17/16
	Create presentation for workshop using slide software.	8/17/16	8/19/16
	Prepare take-away literature for attendees.	8/19/16	8/23/16
	Schedule E-mail blasts for invitations - assume blasts until RSVP list full	8/17/16	9/23/16
	Coordinate with staff to ensure no blasts past max RSVP (ongoing)		
Workshop 2 - 5 Foods to Eat More Often			

After you have completed your list of outcomes and activities, please append to your submission a separate explanation of the performance measures you will use to assess whether your project has been a success. Please whether opportunities for evaluation exist before, during, or after the completion of the program/project. Performance measures may be quantitative or qualitative.