

SHEBA Budget Narrative:

C.G.S. 1-210 (b) (5)(B) & C.G.S. 32-244

Line Item Code 300 – Purchased Professional and Technical Services:

Grant research, writing, and award administration support for small businesses – Ira Revels Consulting, LLC is budgeted at \$40,909.00/yr. The service will provide grant award management for the GFT award and small businesses to include: a. Communicate with organization leadership and funder where required to clarify program and grant project goals, objectives, eligibility, requirements, and timing; b. Identify, encourage, and require timely receipt of supplementary files, such as financials, board member lists, summaries, and stakeholder or partner letters of support; c. Communicate, advise and provide guidance to organization leadership/work with staff to determine best practices, program fit, benchmarks, research, experts, and models of excellence to ensure strong and timely submission of proposals, reports, and grant packages; d. Ensure timely communication between organization and funder achieving clarity wherever and whenever necessary.

Line Item Code 300 – Purchased Professional and Technical Services:

Legal Fees are budgeted at \$7,000.00. Legal fees will support SHEBA contracts and vendors.

Accounting is budgeted at \$6,760.00. Accounting will support SHEBA financial budgeting and reporting.

Bookkeeper is budgeted at \$5,200. The bookkeeper provides data entry and up-to-date financial information for SHEBA.

Public Relations Representative is budgeted at \$5,000. The PR Representative provides press releases and corporate relations communications on behalf of the SHEBA small business programs and services.

Line-Item Code 500 – Other Purchased Services

Event Meals and Incidentals are budgeted at \$5,000.00. This expense will cover food at in person training events and advisory committee meetings.

Mileage is budgeted at \$4,032 at the federal rate of \$0.56/mile will be available to cover car travel costs for learners, Accelerator certificate candidates, and guests over a total of 40 weeks.

Line Item Code 600 – Supplies

Office supplies are budgeted at a total of \$5,000.00 for various and sundry items including binders, dividers.

Printing on SHEBA office copying machines is budgeted at a total \$1,200.00.

Telecom at SHEBA office is budgeted at \$6,000.00.

Stipends are budgeted at \$15,000 or \$150 per week at 10 weeks for SHEBA Justice-Involved and Transitional High School Youth during 10-week certification program.

Line Item 800 – Other Objects

Rent at 99 Founders Plaza, East Hartford is budgeted at a total of \$15,000.00, which is budgeted at 50% of total lease cost or \$1,250.00 x 12 months.

AT&T Company Cell Phones are budgeted for 8 SHEBA staff. The phones are budgeted each at \$116/ea x 8 people or a total cost of \$928.00 per year.

Microsoft Office Software Licenses are budgeted at \$1,005 or \$100.49/per licenses x 10 licenses. This cost is for desktop productivity software licenses for small business co-workers.

Copy machine is budgeted at a total of \$3,000.00. This cost is to small business co-workers for printing materials for their businesses.

Tablets are budgeted at a cost of \$2,000 total or \$499 x tablets for 5 co-workers and the SHEBA program associate. This cost is to provide tablets that will be used to record training attendance, capture on-site analytics, and other activities as necessary for SHEBA Program Associates, Program Coordinator, and Interns.

Desktop computers are budgeted at a total cost of \$5,000 for small business co-workers. This cost is to provide productivity computers for Resource Center small businesses at the East Hartford location.

LMS is budgeted at \$6,000.00. This cost is to support Teachable software costs and support for training program delivery.

HR Payroll Software is budgeted at \$1,800 per year. The cost will cover licenses for small business clients.

Bookkeeping software license is budgeted at a total annual cost of \$1,800 annually. The bookkeeping products will enable SHEBA to maintain company finances, tracking expenses, and maintaining information.

Virtual conferencing software licenses are budgeted at a total of \$1,744 for the year. This cost is for software that will be used to host webinars, workshops, and events for participants in SHEBA Small Business Programs.

SHEBA Sub Total = \$388,350 x

3% G&A= \$11,650.00

SHEBA Total= \$400,000.00