

## Fiscal

**If all my summer staff are 1099 employees, where should I list them in the budget section? Under salaries or professional fees?**

All staff who will have contact with children and youth, no matter their status, should be included under "Salaries (Staff Compensation)". Benefits, tax, etc. should be separated out on individual line items. The narrative accompanying each item should explain, IN DETAIL, how the amount requested was derived. However, true consultants that may assist with legal, accounting, reporting, etc. and will have no contact with children or youth, could be included in the professional services line item.

**I do not see a budget template this year but it is listed under resources. Are we supposed to upload that in the system?**

No, an uploaded budget request worksheet is not required. However, it is best practice to build your budget using a similar template so that you can complete your application with ease. Please note that every applicant must build their budget request in the system. It autocalculates your total and this number should match the requested amount in the application earlier. If you encounter technical difficulties, please contact [hmcphail@cscleon.org](mailto:hmcphail@cscleon.org).

**How is the cost per child is calculated?**

UPDATED: The cost per child is automatically calculated by taking the total amount requested (item 1 under program proposal) and dividing it by the number of unduplicated children to be served with the funds (item 3 under program proposal). To compare this to the recommended value of cost per child per week, then divide this number by the number of weeks the camp is provided to children and youth.

**NEW: We want to have two weeks for camp setup/staff training and two weeks to close everything out. Additionally, our actual camp with youth will be eight weeks. Based on this, would our camp be considered 12 weeks or 8 weeks long? Which of these numbers would we use to calculate our cost per participant?**

Based on the scenario provided, you are offering an 8-week camp to children and youth and this is the number you should consider when figuring out your cost per child per week expense.

## General

**Am I still eligible to apply even I did not attend the live informational session?**

Yes. Viewing the informational session is not mandatory but it is highly encouraged. Additionally, we strongly encourage you to take advantage of the training available through the partnership with the Institute for Nonprofit Innovation and Excellence (INIE). You do not have to be a member to participate.

**There is no mention that I can see of a K-8 grade requirement for participants, but this was included in the written description AND mentioned on the informational session. Please confirm the target service population once more before we proceed with our application?**

That is correct. CSC Leon is prioritizing K-8 programs with this funding. Programming that includes older kids is permitted but will not score as high in the evaluation process. We recommend any program that serves a wide range of youth to strongly consider narrowing its focus.

**Is there any flexibility with the six-week requirement? It's literally impossible to keep the same children for six weeks with our overnight format & their various disabilities. Parents might do two weeks, but not 6 due to medical fragility.**

The intent of this funding opportunity is to provide consistent enrichment services to children and youth at risk of summer learning loss. While the programming does not have to be six consecutive weeks, there must be at least six weeks of the program offered to families. For example, a program may operate all of June and July but may be closed the week of July 4th. Programs that operate for 8 weeks will receive extra points. Programs that are exclusive or nearly exclusive to children and youth with special needs are not exempt from this requirement at this time.

**If an organization has operated a program for several years, in different locations across the State and wants to replicate these services for Leon county youth, can they apply. It is an existing program, but new to this area.**

Yes. The "existing programs" clause is to discourage start-up organizations with no track record of service provision. Entities running summer programs in other communities are eligible to apply. However, we strongly encourage organizations operating outside of Leon county to have a strong understanding of the local community so they do not inadvertently duplicate services.

**NEW: Can I access my application from Summer 2023 and just update it for this coming summer?**

No. The application from the previous funding cycle is no longer accessible. CSC Leon can provide you with a PDF copy of your application upon request if you did not retain it.