Organization Name: _____

Program Name: _____

This budget worksheet can be used for the Office of Strategic Workforce Development (OSWD) Capital Grant program and the Pay for Performance Operating Grants and Capacity-Building Awards. **All applicants must fill out the budget narrative, as well the budget forms applicable to each grant requested.**

If you are applying for a **Capital Grant** (p.3), up to 50% of the **capital** project costs will be eligible for an award; minimally 50% will need to be secured from other sources. Please only complete the capital budget sheet if you are applying for a Capital Grant. Under state law, ESD has additional public review/approval requirements for projects that include capital expenditures, so applicants are urged to properly categorize items in their projected budgets.

If you are applying for a **P4P Operating Grant** (p.4), up to 75% of the **operating** project costs will be eligible for an award; minimally 25% will need to be secured from other sources. Please only complete the operating budget sheet if you are applying for an Operating Grant.

If you are applying for a **P4P Capacity-Building Award** (p.5), please use the capacity-building budget sheet to estimate funding amounts based on previous job placement metrics and to outline how your award will be spent to expand the capacity of your existing program. Please only complete the capacity building award budget sheet if you are applying for a Capacity-Building Award.

Summary of Funding Sources (List each funding source)	Amount ($)	% of Total Budget	Secured (Yes/No)
ESD OSWD Capital Grant Request			
ESD OSWD P4P Operating Grant Request			
ESD OSWD P4P Capacity Building Award Request			
Applicant Equity/Contribution			
TOTAL FROM ALL NON-ESD FUNDING SOURCES			
TOTAL PROJECT COST			

BUDGET NARRATIVE

The budget narrative should add additional context and details to the budget and explain any matching funds for the project and their status.

CAPITAL GRANT - FUNDING AWARDS AND REQUIREMENTS

ESD may provide up to fifty percent (50%) of the total project cost. Preference will be given to applicants leveraging more than the minimum fifty percent (50%) of the project cost from additional sources.

ELIGIBLE USES OF FUNDS

Funding can cover the **modernization of existing training centers, construction of new facilities, or the purchase of machinery, and/or equipment necessary to provide training.** Eligible uses include:

- **Purchase and/or installation of machinery and/or equipment** used in workforce training
- **Purchase and/or installation of furniture and fixtures** for workforce training
- **Fit out and/or renovation of an existing building** related to the specific training program
- **New construction or expansion of a building** on property already owned or controlled by the applicant, in full compliance with local development regulations and not involving property listed on the State/National Registers of Historic Places
- **Acquisition of land or buildings** to facilitate an expansion of a training program
- **Soft costs of up to 15% of total project costs** such as architectural and engineering costs necessary to complete a capital project

USE RESTRICTIONS

Funds may only be used for expenses incurred after an ESD Incentive Proposal has been countersigned by the applicant (expense documentation will be required). Standard real estate developer fees may be included in budgets presented for ESD consideration, but ESD funds may not be used to pay them. Acquisition costs included in the project budget must be at or below fair market value. The following items may not be included in budgets presented for ESD consideration:

- Operating expenses, including rent payments
- Working capital, such as administrative costs or funds needed for daily operations
- Indirect costs (including administrative costs not directly required for the delivery of the project)
- Capital projects for public sector training programs
- Recapitalization/refinancing
- Contingency funding
- Application fee, commitment fee, and costs associated with public hearing and public authority control board

Building Construction, Alteration, and/or Improvements	Year 1 Amount ($)	Year 2 (if applicable) Amount ($)	Year 3 (if applicable) Amount ($)	Year 4 (if applicable) Amount ($)	Source
Acquisition of Land or Buildings					
Construction Management/Administrative Fees					
Hard Construction Costs					
Soft Construction Costs (max 15% of project)					

Other Capital Costs

	Year 1	Year 2	Year 3	Year 4	Source
Machinery and/or Equipment					
Fixtures and Furniture					
TOTAL CAPITAL COSTS					

P4P OPERATING GRANT - FUNDING AWARDS AND REQUIREMENTS

ESD may provide up to seventy-five percent (75%) of total project cost. Preference will be given to applicants leveraging more than the minimum twenty-five percent (25%) of the project cost from additional sources.

ELIGIBLE USES OF FUNDS

Funding can be used for a variety of programmatic expenses related to a new program or expansion of an existing program. Eligible training program expenses include:

- **Curricula development**
- **Instruction and instructional materials**
- **Technology specifically required for training**
- **Credentialing exam fees**
- **Marketing expenses or outreach activities** to foster participant recruitment of target populations
- **Services to foster job placement** and retention
- **Participant stipends, wraparound services, and trainee supports,** or activities that will be made available to program participants to reduce barriers to training (i.e., childcare, online programming, public transit passes or other transportation supports, career coaching, and professional skills or success skills training)
- **Impact data collection and analysis**

USE RESTRICTIONS

Funds may only be used for expenses incurred after an ESD Incentive Proposal has been countersigned by the applicant. The following expenses are ineligible for funding and cannot be used for funding match purposes:

- **General operating expenses or general staff expenses, except those directly related to the new/expanded program or project proposed in the application**
- Indirect costs (including administrative costs not directly required for the delivery of the project, such as executive salaries, rent, mortgage and utilities)
- P-12 education programs that do not directly place graduates into the workforce
- Higher education degree programs
- Recapitalization/refinancing
- Capital improvements
- Research projects
- Endowments
- Fundraising
- Political or lobbying activities

Personnel Salaries/Benefits	Year 1 Amount ($)	Year 2 (if applicable) Amount ($)	Source
Program Specific Instructors			
Wraparound/Support Services			
Transportation			
Childcare			
Other Operating Costs			
Marketing/Outreach Costs			
Course/Training Materials			
Outside Services/Consultants			
TOTAL OPERATING COSTS			

P4P CAPACITY-BUILDING AWARD – FUNDING AWARDS AND REQUIREMENTS

Awards will be provided in the amount of **$1,500 – $4,000 per trainee who successfully completed workforce training and was placed in a good job**; and will be paid out based on achieving verifiable outcomes for program graduates that demonstrate their successful placement in a good job. There is no funding match requirement for Capacity-Building Awards. Amount of award per trainee will be based on the depth and breadth of the organization's services, including extent of wraparound services provided, need of the population served, and "good job" placement in a high-growth targeted industry.

ELIGIBLE USES OF FUNDS

Awards are required to be reinvested into the operations of the training program in order to 1) expand provider capacity to serve more New Yorkers and/or 2) increase program efficacy.

USE RESTRICTIONS

Awards received cannot be used by the recipient organization to be applied to organizational profits, or for programs other than the one for which they were awarded. Funds may only be used for expenses incurred after an ESD Incentive Proposal has been countersigned by the applicant. Additionally, funding cannot be used for:

- **General operating expenses or general staff expenses, except those directly related to the new/expanded program or project proposed in the application**

- Indirect costs (including administrative costs not directly required for the delivery of the project, such as executive salaries, rent, mortgage and utilities)
- P-12 education programs that do not directly place graduates into the workforce
- Higher education degree programs
- Recapitalization/refinancing
- Incumbent worker training
- Capital improvements
- Research projects
- Endowments
- Fundraising
- Political or lobbying activities

	Number of Cohorts per Year	Number of Participants Enrolled	Number of Participants who Completed	Number of Participants Placed in Good Jobs
Previous Calendar Year				
Current Calendar Year				

FUNDING REQUEST SHOULD NOT EXCEED NUMBER OF STUDENTS PLACED IN GOOD JOBS X $4,000

	Year 1 Amount ($)	Year 2 (if applicable) Amount ($)	Source
Personnel Salaries/Benefits			
Program Specific Instructors			
Wraparound/Support Services			
Childcare			
Transportation			
Other Operating Costs			
Marketing/Outreach Costs			
Course/Training Materials			
Outside Services/Consultants			
TOTAL OPERATING COSTS			