***Completion of a renewal application and proposed Renewal program budget in no way guarantees that your program will be renewed and that your program/organization will receive funding from After School Matters. After assessing our funding and renewal options, we will communicate renewal decisions in March.***

Please propose a program budget plan that will accommodate individual supply kits for teens in case we decide to run our programs remotely during FY23. Should we decide to run programs in-person during fall/spring, our warehouse team would deliver employee instructor supplies to their location. However, should we decide to move forward with remote programs, we would be prepared to provide each teen with an individual supply kit. CBO providers are expected to purchase and distribute supply kits to teens.

**Summer 2022** - Propose a budget that includes the required supplies to complete 6-8 hours of project(s) per week for a total of 6 weeks. These items would form a supply kit for each teen in your program.

**Fall 2022 and/or Spring 2023** - Propose a budget that includes the required supplies to complete 4-6 hours of project(s) per week for a total of 11 weeks.

**ASM Employee Instructors Only**

- Approved Vendors: Blick, Amazon, or Staples. Ideally, only one vendor.
  - Please note: We will not place any orders from Home Depot or comparable stores.
  - Please confirm that the appropriate quantities are available.
- If your program is selected to run during FY23 based on your proposed budget and Renewal Application, please note the following:
  - ASM Staff will have to sort and prepare each kit for thousands of teens. If you do not meet the deadlines, delivery before the start of programs cannot be guaranteed.
  - Programs with the PNC Card (gardening, culinary, robotics, fashion design) may continue to use the cards.
    - You will also be expected to complete your own supply deliveries. If you cannot complete your own deliveries, your Program Specialist should be notified.
    - You may order from your preferred vendors but will have to package and deliver all the teen supply kits for your program. Please include any packing supplies you would need.

**CBO Programs**

- Please note that ASM does NOT reimburse for gas, mileage, supply/device delivery hours, or mailing/postage costs.
- Any equipment or items “loaned” to teens that were not part of the approved budget supply request will not be replaced by ASM if they become broken, lost, or stolen.

**Instructor Supply Kits**

- You may include an extra kit or kits for the program instructor(s).
- All supply quantities must match the teen enrollment (max) plus any instructor kits, if applicable.
- If you include any instructor supply kits, please make a note in the "Notes" section of the "Additional Supplies" tab.
- If an instructor supply kit is needed, you will need to pick it up from the warehouse or Lutz Center. The warehouse team will not deliver instructor kits.
All Program Provider Types

- Do not include devices for connectivity (tablets, laptops, hotspots).
- The proposed budget should be equal to or less than the FY22 budget that was approved - contact your Program Specialist if you need to confirm these details.
- Do not include any supplies that would require adult supervision or create an increased risk of bodily harm or injury.
- ASM will not purchase/reimburse any software. Below are some free alternatives:

<table>
<thead>
<tr>
<th>Photo Manipulation</th>
<th>Photo Organization</th>
<th>Drawing and Painting</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIMP - macOS 10.9 or later, Linux &amp; Windows</td>
<td>Darktable – Mac, Windows, and Linux</td>
<td>Inkscape – Windows, Linux</td>
</tr>
<tr>
<td>Paint.NET – Windows</td>
<td>RAW Theraape – Mac, Windows, and Linux</td>
<td>GIMP - macOS 10.9 or later, Linux &amp; Windows</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Layout and Design</th>
<th>Video Editing</th>
<th>Audio Editing</th>
</tr>
</thead>
<tbody>
<tr>
<td>LucidPress – Web</td>
<td>HitFilm Express – Mac, Windows</td>
<td>OceanAudio – Mac, Windows, and Linux</td>
</tr>
<tr>
<td>Canvas – Web</td>
<td>Lightworks – Mac, Windows, and Linux</td>
<td>GarageBand – Mac and iPad</td>
</tr>
<tr>
<td>Viva Designer – Mac, Windows, and Linux</td>
<td>Shotcut – Mac, Windows, and Linux</td>
<td>AudioTool – Mac and iPad</td>
</tr>
</tbody>
</table>
Program Supply Budget Guidelines

Renewal Application for FY23

STEP 1 – click on “Proposed 2022-2023 Budget” to access your Budget:

STEP 2 – Enter FY23 Supplies. *Note that if you proposed to offer a full-year program, you will need to fill-in quantities for all 3 program sessions.* The “Search” function is limited – be sure to look through all categories carefully before moving to “Addl Supplies” tab.

- Use drop down menu to identify purchaser
  - PP = The Program Provider purchases the item for reimbursement
Program Supply Budget Guidelines

Renewal Application for FY23

• **A** = After School Matters purchases the item and delivers it to the program. If the item is non-consumable, it is expected to be returned at the end of the program.
• **L** = After School Matters Loans the item from its warehouse and delivers it to the program. If the item is non-consumable, it is expected to be returned at the end of the program. PLEASE NOTE THAT ASM WILL NOT LOAN ANY ITEMS DURING REMOTE PROGRAMMING.

• Click Save

**STEP 3** - If there are any items you could not find, click on the **Addl Supplies** tab at the top to enter them.

- Enter the following information:
  - Product Description – the item you need (e.g. 8” mixing bowl)
  - Product Number – the sku or other unique number that allows it to be found at the vendor you will enter below
  - Vendor Name – the name of the company that sells the item
    - **ASM Employee Instructors Only**: Preferred Vendors: **Blick, Amazon, or Staples**. Ideally, only one vendor.
  - Vendor Address – the address where the company sells the item (this can be a Web address)
  - Unit Cost – the unit price at which the Vendor is currently selling the item
  - Review the “Sourced By Key” (see above for more details)

- Select the appropriate item from the drop-down under Consumable:
  - Supplies – for items that will be used up by the program (e.g. paper)
  - Equipment – for items that can be used over and over again (e.g. cameras)

*Note* that for items that are not consumable and can be used for one term to the next, the quantity you need should only be entered under the first term it is needed (e.g. entering 5 digital cameras in F22 and 0 in SP23 would suggest keeping the 5 fall cameras for spring).

- Include additional notes about the product if necessary.
- Please note--fields cannot be left blank. Please enter number or text.
- Click the Save button in the upper-right corner.
Program Supply Budget Guidelines

- Your proposed FY23 program budget should not exceed your 2021-2022 Budget Total.
- Consult your Program Specialist to make the case for an increase to your supply budget.

STEP 4 – Click on the Submission tab and review your totals.

- Provide justifications and specify to which program session the increase request will affect.
- Attest to the statements, then sign and submit.
- Continue completing the rest of your Renewal Application.