

NASHVILLE CIVIC DESIGN CENTER PROPOSED BUDGET FYE 2016
5/12/15

	FYE 2016 TOTALS		CORE WORK / MISSION RELATED		SPECIFIC PROJECT RELATED								NOTES	
			General Op / Admin / Fundraising	General Design Studio	SHC Book	SHC Rollout / Implementation	NCDC Educational Curriculum	UT Fall Semester	UT Spring Semester	UT Summer Semester	Design Your Neighborhood	SHC Urban Design Challenge		
INCOME														
Received/Committed	\$ 491,750													
Government/Foundation Grants (Restricted)														
TDOT	\$ 25,000		\$ 1,000	\$ 4,000	\$ 5,000	\$ 15,000							1/3 of total grant expected to be spent in FY 15	
MPO	\$ 60,000		\$ 2,500	\$ 7,500	\$ 10,000	\$ 15,000		\$ 12,500	\$ 12,500				Includes \$10,000 in funds for additional work related to 2040 Plan	
NEA	\$ 30,000										\$ 10,000	\$ 20,000	\$5,000 closes our NEA funding for DYN, and \$20,000 for SHCN Design Challenge	
Government/Foundation Grants (Restricted) Total		\$ 115,000												
Government/Foundation Grants (Unrestricted)														
Metro Nashville	\$ 100,000		\$ 25,900	\$ 64,100	\$ 5,000	\$ 5,000							Salary support, general admin costs of running office, \$10,000 towards SHCN	
Gov't/Foundation Grants (Unrestricted) Total		\$ 100,000												
Foundations														
Brown Family Funds	\$ 15,000		\$ 5,000	\$ 10,000										
Memorial Foundation	\$ 5,000				\$ 5,000									
Scott Chambers Fund	\$ 5,000		\$ 1,000	\$ 4,000									Restricted - Speakers' expenses and associated staff time in support of AUD•ible Lecture Series	
Turner Family	\$ 50,000			\$ -			\$ 50,000						In support of Educational Initiative to create a class for public schools	
Frist Technology Grant	\$ 5,000			\$ 5,000									Tech Grant for computer upgrades	
ULI	\$ 10,000			\$ 10,000									In support of ULI Grant focused on Charlotte Pike	
Undetermined Foundation support for NEA	\$ 10,000			\$ 10,000									\$10,000 in private funding for DYN / SHCN Design Challenge for NEA match we still need to raise (Design Studio work)	
Foundations Total		\$ 100,000												
Institutions														
UTK - Salary support	\$ 47,100		\$ 47,100										per UTK contract	
Institutions Total		\$ 47,100												
Major Donors														
Board Members (18)	\$ 9,000		\$ 9,000										Represents minimum \$500 each	
Presidents' Council	\$ 15,000			\$ 15,000									Initial year kick-off of our Major Donor level giving circle - led by past presidents	
Support for Hospitality (In-Kind)	\$ 1,000		\$ 1,000										Board Members hosting events at homes / businesses or lunches for potential donors to expand fundraising opportunities. This can either be direct giving or In-Kind.	
Major Donors Total		\$ 25,000												
Memberships														
Membership Dues	\$ 15,000		\$ 10,000	\$ 5,000									Annual Memberships (individuals and business)	
Memberships Total		\$ 15,000												
Miscellaneous Income														
Urban Design Class	\$ 1,000		\$ 500	\$ 500									Class based on SHCN - Spring 16	
PON / MTF Book / Publications	\$ 2,500		\$ 2,500										Product sales	

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Other	\$ 500		\$ 500										Walking Tour
Product sales Total		\$ 4,000											
Productions (Design Studio)													
Shaping Healthy Communities	\$ 25,000				\$ 25,000								Additional Sponsorships for SHCN book
Shaping Healthy Communities book sales	\$ 10,000					\$ 10,000							Based on selling 300 SHCN books at \$35 each
Productions Total		\$ 35,000											
Professional Firms and Corporations													
Misc. Donations (non membership / sponsorship)	\$ 2,500			\$ 2,500									Misc. donations given each year by firms and corporations not connected to sponsorships or membership - can be project related
Professional Firms & Corporations Total		\$ 2,500											
Special Events / Fundraisers													
LTPON	\$ 127,000		\$ 77,000	\$ 50,000									
NCDC Roadtrips	\$ 2,500		\$ 2,500										
Golden Cones Awards	\$ 1,000		\$ 1,000										ticket sales and potential sponsors - parking day
Special Events / Fundraisers Total		\$ 130,500											
In-Kind													
Emma	\$ 900		\$ 900										Free e-newsletter service
Rent	\$ 50,500		\$ 50,500										Turners
Good People	\$ 500			\$ 500									Pecha Kucha Night beer sponsor
VU Graphic Services	\$ 10,000				\$ 10,000								Work related to SHCN Book
VU Publishing	\$ 15,000				\$ 15,000								Work related to SHCN Book
Yazoo	\$ 750			\$ 750									UDF and events beer sponsor
In-Kind Total		\$ 77,650											
TOTAL INCOME		\$ 651,750	\$ 237,900	\$ 188,850	\$ 75,000	\$ 45,000	\$ 50,000	\$ 12,500	\$ 12,500	\$ -	\$ 10,000	\$ 20,000	

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EXPENSES													
PERSONNEL													
Payroll Expenses (salaries + staff taxes)													
Exc. Director Salary	\$ 73,000		\$ 25,000	\$ 30,000		\$ 18,000							
Assistant Director Salary	\$ 57,000		\$ 10,000	\$ 40,000		\$ 7,000							
Development Manager	\$ 27,000		\$ 22,000	\$ 5,000									
Payroll Expenses	\$ 15,399		\$ 8,082	\$ 7,317									
Payroll Expenses Total		\$ 172,399											
Benefits													
Exc. Director Insurance Stipend	\$ 6,000		\$ 6,000										
Exc. Director Transit/Parking Stipend	\$ 1,020		\$ 1,020										
IRA contribution for Exc. Director	\$ 2,190		\$ 2,190										
Assistant Director Insurance Stipend	\$ 3,790			\$ 3,790									
Assistant Director Transit/Parking Stipend	\$ 1,020			\$ 1,020									
IRA contribution for Assistant Director	\$ 1,710			\$ 1,710									
Development Manager Insurance Stipend	\$ 2,160		\$ 2,160										
Development Manager Transit/Parking Stipend	\$ 1,020		\$ 1,020										
IRA contribution for Development Manager	\$ 810		\$ 810										
Benefits Total		\$ 19,720											
NON-PERSONNEL													
Audit & Legal fees													
2015 Audit	\$ 6,700		\$ 6,700										invoiced and paid for in 2014/2015 budget
Audit & Legal fees Total		\$ 6,700											
Bank / Financial Fees													
Paypal	\$ 360		\$ 360										\$30 per month
Checking	\$ 204		\$ 204										\$17 per month
Bank Fees Total		\$ 564											
Business Travel		\$ 5,000	\$ 1,000	\$ 2,000		\$ 2,000							Non conference related travel - local / regional
Communications (EMMA & Sitemason)													
Kindful	\$ 600		\$ 600										donor management software
SiteMason Webhosting	\$ 420		\$ 420										
EMMA E-newsletters (In-Kind)	\$ 900		\$ 900										
Communications Total		\$ 1,920											
Contract Services (Admin)													
Graphic Designer	\$ 2,000		\$ 2,000										Fees for freelance Graphic Design Assistance - marketing / branding related
Bookkeeping assistance	\$ 8,000		\$ 8,000										Bookkeeping once a week, potentially more around annual luncheon - increased this amount to accommodate increased hours
Contract Services (Admin) Total		\$ 10,000											
Contract Services (Design Studio)													
Design/Research Fellow(s)	\$ 40,000			\$ 20,000		\$ 10,000		\$ 2,500	\$ 2,500			\$ 5,000	MPO funded work (includes approx. 25,000 for Eric Hoke)

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Interns	\$ 5,000			\$ 5,000									Stipends
Christine Kreyling (Senior Fellow)	\$ 5,000				\$ 5,000								Work to Finalize book
NCDC Educational Initiative	\$ 50,000						\$ 50,000						Work related to Educational Initiative - Turner Family Funding
TK Davis (MPO contract)	\$ 5,000							\$ 2,500	\$ 2,500				Reimbursable expenses related to MPO contract
Travel and Parking stipends	\$ 1,500			\$ 1,500									For interns and Fellows
VU Graphics (In-Kind)	\$ 10,000				\$ 10,000								SHCN Book Design
VU Publishing (In-Kind)	\$ 15,000				\$ 15,000								
SHCN Book Index Consultant	\$ 2,500				\$ 2,500								
NEA Design Your Neighborhood	\$ 6,000										\$ 6,000		Contract services
NEA SHCN UC Design Fellow (NEA)	\$ 6,000											\$ 6,000	Contract services
Contract Services (Design Studio)		\$ 146,000											
Equipment Purchase		\$ 7,500	\$ 2,500	\$ 5,000	Adobe software upgrades: \$1000; Office iPad: \$1000; \$500 misc. (includes 5000 Frist Grant - est.)								
Hospitality & Meetings Expense													
In-House Hospitality	\$ 2,000		\$ 2,000										Lunches / staff appreciation, misc. expenses
Board Retreat	\$ 500		\$ 500										
Hospitality & Meetings Expense Total		\$ 2,500											
General Operating Support													
Equipment lease and maintenance	\$ 5,000		\$ 5,000										copy machine rental, and repairs to plotter
Insurance	\$ 3,500		\$ 3,500										
Janitorial	\$ 5,000		\$ 5,000										Office cleaning service - once every other week; Cleaning fees for events at off site locations
Office supplies	\$ 3,000		\$ 3,000										Pens, printer paper, envelopes, light bulbs, coffee, plotter paper, charette supplies, etc.
Postage	\$ 250		\$ 250										Stamps
Rent/Utilities	\$ 12,000		\$ 12,000										
Rent/Utilities (In-Kind)	\$ 50,500		\$ 50,500										
Taxes, Licenses & Fees	\$ 400		\$ 400										
Telecommunications	\$ 5,525		\$ 5,525										Phone service
General Operating Support Total		\$ 85,175											
Lectures, Exhibitions, & Hosted Events													
Holiday Open House	\$ 500		\$ 500										Includes money for food and drink - approximately 100 people annually
Urban Design Forum	\$ 500		\$ 500										
AUDible Lecture Series (Scott Chambers)	\$ 5,000		\$ 1,500	\$ 3,500									Restricted Funds for Annual Speaker
Young Urbanists Events / Receptions	\$ 300		\$ 300										
Pecha Kucha	\$ 200		\$ 200										
Presidents' Council	\$ 1,500		\$ 1,500										Annual Reception and Breakfast
Studio Exhibitions	\$ 250			\$ 250									
Yazoo and Good People (In-Kind)	\$ 1,220		\$ 1,220										
Lectures, Exhibitions, & Hosted Events Total		\$ 9,470											
Marketing and Business Development													
General Civic Design Center	\$ 2,000		\$ 2,000										
Printing	\$ 1,000		\$ 1,000										Brochure and business cards

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TOTAL EXPENSE		\$ 562,803	\$ 241,216	\$ 142,087	\$ 58,000	\$ 43,000	\$ 50,000	\$ 5,000	\$ 5,000	\$ -	\$ 7,000	\$ 11,500	
SURPLUS (LOSS)		\$ 88,947	\$ (3,316)	\$ 46,763	\$ 17,000	\$ 2,000	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 3,000	\$ 8,500	Board disc. bonuses for staff, and transfer surplus to reserve fund
			Note: Total Surplus/Loss is the sum of the above Mission-Related/Project-Related numbers										