

## **PART I. PROJECT SUMMARY (limit 10 pages)**

Name of Project:

**Banner/Flag Purchase for Installation in Old Takoma**

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A. Briefly describe your organization's history, mission and goals.

**Old Takoma Business Association (OTBA) focuses on community revitalization and commercial vitality in the Old Takoma area. OTBA's mission is to bring together businesses, residents and community organizations dedicated to developing a vibrant market center, from Takoma Junction Maryland to the Takoma Theatre DC, to enhance our unique and historic town setting.**

**OTBA runs the Main Street Takoma program, which was developed by the National Trust for Historic Preservation to assist towns in community revitalization by building on historic assets. We work on issues essential to locally-owned, independent businesses and to a thriving town:**

- Promote Old Takoma as a destination through social media, press and community outreach.
- Maintain the Mainstreetakoma.org website which is the central site for visitors looking for businesses and activities in Old Takoma.
- Identify and recruit new businesses to fill vacancies.
- Organize Old Takoma-wide events and promotions.
- Identify and write grants for façade money, public art and more.
- Organize Old Takoma wide-clean up and beautification activities.
- Maintain the Main Street Maryland designation which provides access to additional grant money and promotional opportunities.
- Maintain relationships with all relevant jurisdictions: Takoma Park, MD; Takoma, DC, Montgomery County, Maryland and the state of Maryland.

B. Describe your project. Who will be or has been involved in the development of the project? What has been accomplished? Is this a multi-phased project? How long would it take to complete? How will it be used? Who will have access to it when it is completed?

**It has been the ongoing mission of the Old Takoma Business Association to better link the three distinct nodes of the Old Takoma business district: (1) Takoma Junction (2) Old Town and (3) Takoma, DC. Visitors that come to our business district are often not aware of the extended shopping and dining opportunities available to them. The project that we are proposing will help better connect the nodes using the visual cues of flags/banners. We are proposing to hang banners throughout Old Takoma. In Takoma Park, MD, we are proposing to hang them from the small historic lamp posts throughout. We will not hang them on every post – just enough to visually connect and continue to draw visitors through. In the Old Takoma section of Washington, DC, we are proposing to hang them from the telephone poles. Alternate hanging plan: if permitting approval is not received from Takoma Park or**

Washington, DC we plan to hang the flags from the front of the shops. Business owners have expressed interest.

The idea for these flags/banners was a collaborative idea between the 4 committees of the Main Street Takoma program (made up of both residents and business owners) which is administered by the Old Takoma Business Association. The Committees collectively agreed that a branding and unification campaign was required to further the OTBA's efforts to create a vibrant town center incorporating the three distinct nodes.

**Banner Size:** Small 18x24 which will be facing street side to not impede pedestrian passage.

**Alternate Flag Size:** 24x36

**Image:** We are working with designer on new Takoma image and lettering. The image will be simple.

C. How does the project further the mission and long term goals of your organization?

**These flags/banners will help connect the three nodes in the Old Takoma business district and will support the efforts we have made previously to connect the district through our promotions, walkable public art projects, festivals, maps, etc.**

D. Briefly explain how the project will advance Takoma Park's desire to create a vibrant and sustainable community that is economically efficient, environmentally sound, and socially equitable.

**By increasing the connectivity between the three nodes in our Old Takoma business district, we are further supporting the concept of Old Takoma as a destination. When visitors see visual cues drawing them beyond their original destination, it encourages them to visit other businesses. Increased foot traffic will hopefully drive sales and communities with successful small businesses make a more vibrant and prosperous community for all. Also, a well-designed flag/banner with name and image indicates that this is a community that cares about its public spaces.**

**Additionally, 2015 is the 125 anniversary of the incorporation of Takoma Park and many celebrations are planned. These banners will beautify our business district for all of the festivities and visitors.**

E. Briefly describe past programming and services offered by the organization. How will the project enhance your existing programming?

**The Old Takoma Business Association is a steward of the Old Takoma business district – supporting the local businesses by working to promote the Takoma as a destination to visitors and the community alike. These banners/flags become another reminder of the OTBA's presence, but more importantly a symbol of pride for the community.**

F. Is this a collaborative project involving other organizations? If so, please describe the role of your partner organization(s).

**The Old Takoma Business Association will be operating independently on this project and is proposing to use products and labor from an Old Takoma-based business, Eco-rite Imaging.**

G. Will volunteers be used to complete the project? If so, how will they be recruited and engaged? How successful have the organization's efforts to recruit volunteers been in the past?

**The idea for these flags/banners was a collaborative idea between the 4 volunteer committees of the Main Street Takoma program (made up of residents and business owners) which is administered by the Old Takoma Business Association. The Committees collectively agreed that a branding and unification campaign was required to further the OTBA's efforts to create a vibrant town center incorporating the three distinct nodes.**

**Yes, volunteers will be used to finalize the logo and banner design. They will be small business owners and representatives of the community. Managing volunteers has been fundamental to the success of our organization since its inception – our volunteer committee members, volunteer board and volunteer event support are all activities that we manage in the day to day operations of the Old Takoma Business Association.**

H. Describe your organization's long term capacity to finance the maintenance, operation and programming of the project once it is completed.

**The Old Takoma Business Association will manage the ongoing upkeep of the flags/banners and will replace damaged or missing banners as necessary. We will (1) budget OTBA money (2) apply for grant money and/or (3) organize crowd-sourcing campaigns to continue to maintain them.**

## PART II. BUDGET

Organization Name: Old Takoma Business Association

### A. ORGANIZATION - OPERATING BUDGET

B.

**PLEASE SEE ATTACHED OTBA BUDGET 2013 and OTBA BUDGET 2014**

| Revenues                                                                                                                                     | Prior Year<br>Actuals | Current<br>Budget | Projected<br>Budget |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|---------------------|
| Registration Fees / Memberships                                                                                                              |                       |                   |                     |
| Fees for Services                                                                                                                            |                       |                   |                     |
| Sponsorships and Donations                                                                                                                   |                       |                   |                     |
| Government Grants                                                                                                                            |                       |                   |                     |
| Interest Earnings                                                                                                                            |                       |                   |                     |
| In-kind Donations                                                                                                                            |                       |                   |                     |
| Volunteer Labor                                                                                                                              |                       |                   |                     |
| Other: Event Revenue (Takoma Park Street Fest, Grant<br>Avenue Market, Earth Day, reCYCLE Please Sit on the Art,<br>Holidays, Sidewalk Sale) |                       |                   |                     |
| Other:                                                                                                                                       |                       |                   |                     |
| Total Revenues                                                                                                                               |                       |                   |                     |
| Expenditures                                                                                                                                 | Prior Year<br>Actuals | Current<br>Budget | Projected<br>Budget |
| Staff Salaries                                                                                                                               |                       |                   |                     |
| Benefits                                                                                                                                     |                       |                   |                     |
| Rent and Utilities                                                                                                                           |                       |                   |                     |
| Insurance                                                                                                                                    |                       |                   |                     |
| Legal and Accounting Services                                                                                                                |                       |                   |                     |
| Equipment                                                                                                                                    |                       |                   |                     |
| Supplies                                                                                                                                     |                       |                   |                     |
| Printing and Copying                                                                                                                         |                       |                   |                     |
| Marketing (non-event specific)                                                                                                               |                       |                   |                     |
| Telecommunications                                                                                                                           |                       |                   |                     |
| Contract Services:                                                                                                                           |                       |                   |                     |
| Other: Graphic Designer                                                                                                                      |                       |                   |                     |
| Other: Event Organizer                                                                                                                       |                       |                   |                     |
| Total Expenses                                                                                                                               |                       |                   |                     |
| Total Revenues Less Total Expenditures                                                                                                       |                       |                   |                     |

**B. PROJECT BUDGET**

| <b>Income</b>                         |                             |                |
|---------------------------------------|-----------------------------|----------------|
| Specific Source of Funds              | Status of Funds             | Amount         |
| Old Takoma Business Association Match | Approved by OTBA Board      | \$8,000        |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
| In-Kind Donations                     | Status of Donations         | Value          |
|                                       |                             |                |
|                                       |                             |                |
|                                       |                             |                |
| Volunteer Labor                       | 40 hours x \$25.43 per hour | 508.00         |
| <b>Total Project Income</b>           |                             | <b>\$8,508</b> |

| Expenditures                                      |           |
|---------------------------------------------------|-----------|
| Please list anticipated project expenses          | Cost      |
| Banners or Flags (Canvas Banners and Nylon Flags) | \$12,120  |
| Installation Labor                                | \$3,660   |
| Design                                            | \$480     |
|                                                   |           |
|                                                   |           |
|                                                   |           |
| Total Project Expenses                            | \$ 16,260 |



**CITY OF TAKOMA PARK, MARYLAND  
FY15 COMMUNITY GRANTS PROGRAM**

**CAPITAL PROJECT GRANT  
APPLICATION CHECKLIST**

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Please be sure to use the checklist to assure that all required documents are included with your application. The City reserves the right to reject any application deemed to be incomplete.

**REQUIRED SUBMISSIONS**

These items are required for a complete application

- ☒ Cover Sheet with authorizing signatory
- ☒ Part I. Project Summary (limit 10 pages)
- ☒ Part II. Project Budget
- ☒ Letters of commitment from funding sources
- ☒ Letters support from listed participants, partner organizations and funders
- ☒ Preliminary Project Schedule
- ☒ Architectural Drawings or Site Plan (8 ½" x 11" reduction schematic)
- PERMITS REQUIRED Legal Proof of Ownership or Lease
- ☒ Membership listing of current Board of Directors
- ☒ Certificate of Good Standing from State of Maryland
- ☒ IRS Letter documenting applicant's 501(c)3 nonprofit status (if applicable)
- ☒ W-9 Taxpayer Identification and Certification
- ☒ City of Takoma Park Living Wage Certification
- ☒ City of Takoma Park Nuclear Free Certification
- ☒ IRS Form 990 Return of Organization Exempt from Income Tax (if applicable)
- ☒ Audited Financial Statement /Account Statement (Current and Past Year)

**DEADLINE**

Deadline for submissions: 4:00 p.m. Wednesday, July 9, 2014

Completed application and all supporting documentation must be submitted electronically to [SaraD@takomaparkmd.gov](mailto:SaraD@takomaparkmd.gov) before 4:00 p.m. on Wednesday, July 9, 2014. An email confirming receipt of your application will be sent to you within 24 hours. Incomplete applications will not be considered. Hard copies of the application will not be accepted.

Old Takoma Business Association  
Budget vs. Actuals: OTBA - FY13 P&L  
January - December 2013

|                                       | Jan 2013    |              | Feb 2013     |             | Mar 2013    |             | Apr 2013     |              | May 2013    |             | Jun 2013     |             | Jul 2013     |              | Aug 2013    |             | Sep 2013    |             | Oct 2013    |              | Nov 2013    |          | Dec 2013     |              | Total         |               |
|---------------------------------------|-------------|--------------|--------------|-------------|-------------|-------------|--------------|--------------|-------------|-------------|--------------|-------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|----------|--------------|--------------|---------------|---------------|
|                                       | Actual      | Budget       | Actual       | Budget      | Actual      | Budget      | Actual       | Budget       | Actual      | Budget      | Actual       | Budget      | Actual       | Budget       | Actual      | Budget      | Actual      | Budget      | Actual      | Budget       | Actual      | Budget   | Actual       | Budget       | Actual        | Budget        |
| Income                                |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              |               |               |
| Charitable Contributions              |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              |               |               |
| Folk Festival IncomeX                 |             |              | 400.00       |             | 1,025.00    |             | 400.00       |              | 25.00       |             | 400.00       |             |              |              |             |             |             |             |             |              |             |          |              | 1,000.00     |               | 3,000.00      |
| Grant Income                          |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             | 475.00      |              | 0.00        |          |              |              | 475.00        | 0.00          |
| City of Takoma Park                   | 7,500.00    | 7,500.00     |              |             | 0.00        |             |              |              | 0.00        |             | 7,500.00     | 7,500.00    |              |              | 0.00        |             |             |             | 7,500.00    |              | 0.00        |          |              | 0.00         | 22,500.00     | 30,000.00     |
| Recycle Art Grant                     |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              | 2,500.00     | 0.00          |               |
| Total Grant Income                    | \$ 7,500.00 | \$ 7,500.00  | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 7,500.00  | \$ 7,500.00 | \$ 0.00     | \$ 0.00      | \$ 0.00     | \$ 0.00      | \$ 10,000.00 | \$ 7,500.00 | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00     | \$ 0.00  | \$ 0.00      | \$ 0.00      | \$ 25,000.00  | \$ 30,000.00  |
| Group Advertising Inome               |             |              | 0.00         |             | 0.00        |             |              |              | 0.00        |             |              |             |              |              |             |             |             |             | 0.00        |              |             |          |              |              | 0.00          | 0.00          |
| Group Advertising                     |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             | 1,800.00    |              | 0.00        |          |              | 3,000.00     | 0.00          | 4,800.00      |
| Holiday Promo                         | 300.00      |              |              | 450.00      |             |             |              |              |             |             |              |             |              |              | 100.00      | 0.00        | 85.00       |             |             |              | 1,800.00    |          |              | 0.00         | 2,500.00      | 0.00          |
| Sidewalk Sale Income                  |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             | 165.00      |              | 385.00      |          |              | 660.00       | 0.00          | 0.00          |
| Total Group Advertising Inome         | \$ 300.00   | \$ 0.00      | \$ 450.00    | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00     | \$ 155.00    | \$ 0.00      | \$ 85.00    | \$ 0.00     | \$ 165.00   | \$ 1,800.00 | \$ 55.00    | \$ 0.00      | \$ 2,185.00 | \$ 0.00  | \$ 0.00      | \$ 3,000.00  | \$ 4,800.00   |               |
| Loan Interest Income                  |             |              | 0.00         |             | 0.00        |             |              |              | 0.00        |             |              |             |              |              | 0.00        |             |             |             | 0.00        |              |             |          |              | 0.00         | 0.00          | 0.00          |
| Main Street Program Income            |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 0.00          |               |
| Sidewalk Sale AdvertisingIncomeX      |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              | 110.00       | 0.00          |               |
| Total Main Street Program Income      | \$ 0.00     | \$ 0.00      | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00     | \$ 0.00      | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00     | \$ 0.00  | \$ 0.00      | \$ 0.00      | \$ 110.00     | \$ 0.00       |
| Membership Dues                       | 700.00      | 4,000.00     | 6,025.00     | 4,000.00    | 1,600.00    | 1,000.00    | 1,575.00     | 300.00       | 50.00       | 200.00      | 600.00       | 100.00      | 150.00       | 100.00       | 200.00      | 100.00      | 300.00      | 50.00       | 250.00      | 100.00       | 700.00      | 50.00    | 0.00         | 12,100.00    | 10,000.00     | 0.00          |
| OTSF Income                           |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 0.00          | 0.00          |
| Old Takoma Street Festival Sponsor    |             |              | 0.00         |             | 0.00        |             | 0.00         |              | 0.00        |             | 1,000.00     | 2,250.00    |              | 2,250.00     | 2,250.00    | 1,000.00    | 2,250.00    | 3,000.00    | 4,000.00    | 1,000.00     |             |          |              | 6,500.00     | 13,000.00     |               |
| OTSF Booth Sales                      |             |              | 2,675.00     | 2,000.00    | 4,875.00    | 5,000.00    | 1,750.00     | 4,444.00     | 5,000.00    | 13,250.00   | 4,000.00     | 1,304.00    | 8,000.00     | 3,924.00     | 4,900.00    | 5,085.00    | 2,800.00    | 3,644.00    | 0.00        | 2,761.16     | 0.00        |          |              | 43,894.16    | 32,000.00     |               |
| Total OTSF Income                     | \$ 0.00     | \$ 0.00      | \$ 2,675.00  | \$ 2,000.00 | \$ 4,875.00 | \$ 5,000.00 | \$ 1,750.00  | \$ 5,000.00  | \$ 4,444.00 | \$ 5,000.00 | \$ 14,250.00 | \$ 6,250.00 | \$ 1,304.00  | \$ 8,000.00  | \$ 4,250.00 | \$ 6,985.00 | \$ 4,250.00 | \$ 7,144.00 | \$ 4,000.00 | \$ 2,761.16  | \$ 0.00     | \$ 0.00  | \$ 0.00      | \$ 96,198.16 | \$ 45,000.00  |               |
| Program Services Income               |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 0.00          | 0.00          |
| Art Hop                               | 500.00      | 0.00         | 2,995.00     | 500.00      | 705.00      | 2,000.00    | 769.80       | 1,400.00     | 105.00      | 0.00        | 0.00         | 50.00       | 0.00         | 50.00        | 0.00        | 0.00        | 0.00        | 0.00        | 100.00      | 0.00         |             |          |              | 5,274.80     | 3,900.00      |               |
| Recycle Art                           | 300.00      | 1,500.00     | 0.00         | 70.00       | 1,000.00    | 60.00       | 0.00         | 640.00       | 0.00        | 445.00      | 1,500.00     | 250.00      | 0.00         | 0.00         | 0.00        | 0.00        | 3,000.00    | 2,675.00    | 0.00        | 0.00         | 0.00        |          |              | 4,440.00     | 7,500.00      |               |
| Santa Event Income                    |             |              | 0.00         |             | 0.00        |             | 0.00         |              | 0.00        |             | 0.00         |             |              |              | 0.00        |             | 0.00        |             | 0.00        |              |             |          |              | 500.00       | 0.00          | 500.00        |
| Total Program Services Income         | \$ 800.00   | \$ 1,500.00  | \$ 2,995.00  | \$ 500.00   | \$ 775.00   | \$ 3,000.00 | \$ 829.80    | \$ 1,400.00  | \$ 745.00   | \$ 0.00     | \$ 445.00    | \$ 1,500.00 | \$ 300.00    | \$ 0.00      | \$ 50.00    | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 100.00    | \$ 0.00     | \$ 0.00  | \$ 0.00      | \$ 500.00    | \$ 5,774.80   | \$ 11,400.00  |
| Takoma Park Farmers Market Income     |             |              |              |             |             |             | 250.00       |              |             |             |              |             |              |              |             |             | 158.33      |             |             |              |             |          |              |              | 408.33        | 0.00          |
| Total Income                          | \$ 9,300.00 | \$ 13,400.00 | \$ 13,170.00 | \$ 6,900.00 | \$ 7,275.00 | \$ 9,400.00 | \$ 11,904.80 | \$ 14,600.00 | \$ 5,239.00 | \$ 5,600.00 | \$ 15,281.00 | \$ 7,850.00 | \$ 11,909.00 | \$ 14,850.00 | \$ 4,259.00 | \$ 6,350.00 | \$ 6,708.33 | \$ 6,100.00 | \$ 7,924.00 | \$ 14,600.00 | \$ 9,531.16 | \$ 90.00 | \$ 10,105.00 | \$ 4,500.00  | \$ 112,606.29 | \$ 104,200.00 |
| Gross Profit                          | \$ 9,300.00 | \$ 13,400.00 | \$ 13,170.00 | \$ 6,900.00 | \$ 7,275.00 | \$ 9,400.00 | \$ 11,904.80 | \$ 14,600.00 | \$ 5,239.00 | \$ 5,600.00 | \$ 15,281.00 | \$ 7,850.00 | \$ 11,909.00 | \$ 14,850.00 | \$ 4,259.00 | \$ 6,350.00 | \$ 6,708.33 | \$ 6,100.00 | \$ 7,924.00 | \$ 14,600.00 | \$ 9,531.16 | \$ 90.00 | \$ 10,105.00 | \$ 4,500.00  | \$ 112,606.29 | \$ 104,200.00 |
| Expenses                              |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              |               |               |
| Accounting                            | 389.50      | 325.00       |              | 325.00      |             | 325.00      |              | 325.00       | 836.00      | 325.00      | 541.50       | 325.00      | 1,607.00     | 350.00       |             | 325.00      | 608.00      | 350.00      |             | 350.00       | 350.00      | 325.00   |              | 350.00       | 4,332.00      | 4,000.00      |
| Advertising/Promotional               |             | 0.00         |              | 0.00        |             | 280.00      | 600.00       | 60.00        | 1,200.00    | 117.14      | 600.00       | 310.52      | 600.00       | 600.00       |             | 1,800.00    |             | 1,800.00    | 176.94      | 1,200.00     | 24.50       | 1,200.00 |              | 3,000.00     | 969.10        | 12,600.00     |
| Bank Charges                          |             |              |              |             |             | 12.00       |              |              |             | 12.00       |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 12.00         | 0.00          |
| Conferences, Conventions and Meetings |             | 0.00         | 88.00        | 0.00        | 116.00      | 100.00      | 52.00        | 100.00       | 105.00      | 105.00      | 430.00       | 100.00      | 92.00        | 100.00       | -12.00      | 100.00      |             | 100.00      | 98.04       | 100.00       | 112.00      | 100.00   |              | 100.00       | 1,093.04      | 1,000.00      |
| Depreciation ExpenseX                 |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 0.00          | 0.00          |
| Holiday Promo ExpensesX               | 1,880.00    |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              | 22.05       |          |              | 426.00       | 1,902.05      | 0.00          |
| Insurance                             | 1,474.00    | 120.00       |              | 120.00      |             | 120.00      |              | 120.00       |             | 120.00      |              | 120.00      |              | 120.00       |             | 120.00      |             | 120.00      |             | 120.00       |             | 120.00   |              | 120.00       | 1,474.00      | 1,440.00      |
| Legal & Professional Fees             |             | 440.00       |              | 320.00      |             | 320.00      |              | 320.00       |             | 320.00      |              |             |              | 600.00       |             | 600.00      |             | 600.00      |             | 600.00       |             | 600.00   |              | 600.00       | 0.00          | 5,640.00      |
| License                               |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 412.50        | 0.00          |
| Main Street Program ExpensesX         |             |              |              |             |             |             |              |              |             |             |              |             | 412.50       |              |             |             |             |             |             |              |             |          |              |              | 0.00          | 0.00          |
| Sidewalk Sale Expenses                |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 0.00          | 0.00          |
| Total Main Street Program ExpensesX   | \$ 0.00     | \$ 0.00      | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 0.00      | \$ 0.00     | \$ 142.78    | \$ 0.00      | \$ 0.00     | \$ 0.00     | \$ 815.00   | \$ 0.00     | \$ 804.75   | \$ 0.00      | \$ 0.00     | \$ 0.00  | \$ 0.00      | \$ 0.00      | \$ 1,762.53   | \$ 0.00       |
| Marketing                             | 36.53       |              | 10.00        |             | 20.90       |             | 20.90        |              | 20.90       |             | 20.90        |             | 0.00         |              | 20.90       |             | 41.80       |             | 20.90       |              | 20.90       |          | 20.90        |              | 255.53        | 0.00          |
| Moving Expense                        |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             | 11.54       |              |             |          |              | 599.04       | 0.00          | 0.00          |
| Office Expense                        | 37.95       | 10.00        |              | 10.00       | 180.00      | 10.00       | 10.00        | 10.00        | 10.00       | 10.00       | 109.07       | 10.00       |              | 10.00        | 10.00       | 10.00       |             | 10.00       | 10.00       | 10.00        | 10.00       | 10.00    | 10.00        | 10.00        | 327.02        | 120.00        |
| Payroll Fees                          |             | 0.00         | 94.44        | 50.00       | 119.45      | 125.00      |              | 162.00       | 176.42      | 162.00      | 274.94       | 136.00      | -11.00       | 163.00       | 95.30       | 100.00      |             | 50.00       | 76.77       | 0.00         | 81.89       | 0.00     |              | 0.00         | 908.21        | 950.00        |
| Payroll Expense                       |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 168.00        | 0.00          |
| Payroll Taxes                         | 254.98      | 363.00       | 254.98       | 363.00      | 254.98      | 363.00      | 254.98       | 363.00       | 254.98      | 479.00      | 254.98       | 479.00      | 254.98       | 479.00       | 255.00      | 478.00      | 478.00      | 254.99      | 478.00      | 255.01       | 478.00      | 127.50   | 478.00       | 5,279.00     | 5,279.00      | 0.00          |
| Postage and Shipping                  |             | 5.00         |              | 5.00        |             | 5.00        |              | 5.00         |             | 5.00        |              | 5.00        |              | 5.00         |             | 5.00        |             | 5.00        |             | 5.00         |             | 5.00     |              | 5.00         | 60.00         | 0.00          |
| Printing and Publications             |             | 60.00        |              | 60.00       |             | 60.00       |              | 60.00        |             | 60.00       |              | 60.00       |              | 60.00        |             | 60.00       |             | 60.00       |             | 60.00        |             | 60.00    |              | 60.00        | 540.00        | 0.00          |
| Program Services Expenses             |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 0.00          | 0.00          |
| Art Hop Expense                       | 439.95      | 0.00         |              | 500.00      | 1,344.82    | 2,000.00    | 2,327.66     | 1,400.00     | 1,014.39    | 0.00        | 20.62        | 0.00        |              | 0.00         |             | 0.00        |             | 0.00        |             | 0.00         |             | 0.00     |              | 5,147.44     | 3,900.00      | 0.00          |
| Clean Up Day Expenses                 |             |              |              | 0.00        |             | 50.00       | 0.00         | 0.00         |             |             |              |             |              |              |             |             |             |             | 200.00      |              | 0.00        |          |              | 0.00         | 107.42        | 400.00        |
| Jazzfest                              |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 200.00        | 0.00          |
| Monte Gra Event Expense               |             | 150.00       |              | 200.00      |             | 0.00        |              | 0.00         |             | 200.00      |              | 0.00        |              | 0.00         |             | 0.00        |             | 0.00        |             | 0.00         |             | 0.00     |              | 150.00       | 200.00        | 0.00          |
| Old Takoma Street Festival            |             | 0.00         |              | 0.00        |             | 200.00      | 0.00         | 0.00         |             | 245.00      | 0.00         | 0.00        |              | 428.33       | 0.00        | 4,000.00    | 150.83      | 5,000.00    | 11,192.98   | 4,000.00     | -85.00      | 0.00     | 0.00         | 12,132.14    | 13,000.00     |               |
| Recycle Art Expense                   |             | 0.00         |              | 820.00      |             | 0.00        |              | 3,500.00     | 2,606.12    | 2,000.00    | 3,835.04     | 1,500.00    | 200.00       | 0.00         | 0.00        | 0.00        |             | 0.00        |             | 0.00         |             | 0.00     |              | 7,461.16     | 7,000.00      |               |
| Summer Concert Series Expenses        |             |              |              |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              | 240.00        | 0.00          |
| Total Program Services Expenses       | \$ 439.95   | \$ 0.00      | \$ 150.0     |             |             |             |              |              |             |             |              |             |              |              |             |             |             |             |             |              |             |          |              |              |               |               |

|                  |    |          |    |           |      |           |    |          |    |           |    |          |      |           |    |           |      |            |      |            |      |           |      |           |    |           |    |           |      |          |      |            |    |          |      |            |      |             |    |           |    |          |      |            |    |           |      |            |    |            |      |             |
|------------------|----|----------|----|-----------|------|-----------|----|----------|----|-----------|----|----------|------|-----------|----|-----------|------|------------|------|------------|------|-----------|------|-----------|----|-----------|----|-----------|------|----------|------|------------|----|----------|------|------------|------|-------------|----|-----------|----|----------|------|------------|----|-----------|------|------------|----|------------|------|-------------|
| Net Other Income | \$ | 250.00   | \$ | 0.00      | - \$ | 1,335.00  | \$ | 0.00     | \$ | 1,656.64  | \$ | 0.00     | - \$ | 1,602.61  | \$ | 1,500.00  | - \$ | 1,311.05   | \$   | 1,500.00   | - \$ | 1,656.55  | \$   | 1,500.00  | \$ | 10,156.74 | \$ | 1,500.00  | \$   | 49.58    | \$   | 0.00       | \$ | 0.00     | \$   | 0.00       | \$   | 0.48        | \$ | 0.00      | \$ | 70.00    | \$   | 0.00       | \$ | 0.00      | \$   | 0.00       | \$ | 6,348.33   | \$   | 6,000.00    |
| Net Income       | \$ | 562.10   | \$ | 7,524.00  | \$   | 7,088.00  | \$ | 294.00   | \$ | 1,000.62  | \$ | 79.00    | \$   | 2,990.53  | \$ | 3,242.00  | - \$ | 5,677.34   | - \$ | 3,627.00   | \$   | 2,567.30  | - \$ | 653.00    | \$ | 13,962.53 | \$ | 6,817.00  | - \$ | 262.34   | - \$ | 8,294.00   | \$ | 549.10   | - \$ | 9,469.00   | - \$ | 10,400.36   | \$ | 491.00    | \$ | 2,624.91 | - \$ | 9,894.00   | \$ | 7,113.93  | - \$ | 7,209.00   | \$ | 22,118.98  | - \$ | 20,689.00   |
| TOTAL INCOME     | \$ | 9,550.00 | \$ | 13,400.00 | \$   | 13,520.00 | \$ | 6,900.00 | \$ | 10,986.13 | \$ | 9,400.00 | \$   | 13,178.80 | \$ | 20,600.00 | \$   | 8,159.00   | \$   | 10,500.00  | \$   | 15,991.00 | \$   | 12,750.00 | \$ | 22,657.75 | \$ | 16,350.00 | \$   | 4,309.00 | \$   | 6,350.00   | \$ | 6,708.33 | \$   | 6,100.00   | \$   | 7,924.00    | \$ | 14,600.00 | \$ | 9,601.16 | \$   | 50.00      | \$ | 10,105.00 | \$   | 4,500.00   | \$ | 132,690.17 | \$   | 121,500.00  |
| TOTAL EXPENSES   | \$ | 8,987.90 | \$ | 5,876.00  | \$   | 6,432.00  | \$ | 6,606.00 | \$ | 9,985.51  | \$ | 9,321.00 | \$   | 10,188.27 | \$ | 17,358.00 | \$   | 13,836.34  | \$   | 14,127.00  | \$   | 13,423.70 | \$   | 13,403.00 | \$ | 8,695.22  | \$ | 9,533.00  | \$   | 4,571.34 | \$   | 14,644.00  | \$ | 6,159.23 | \$   | 15,559.00  | \$   | 18,324.36   | \$ | 14,109.00 | \$ | 6,976.25 | \$   | 9,944.00   | \$ | 2,991.07  | \$   | 11,709.00  | \$ | 110,571.19 | \$   | 142,189.00  |
| NET INCOME       | \$ | 562.10   | \$ | 7,524.00  | \$   | 7,088.00  | \$ | 294.00   | \$ | 1,000.62  | \$ | 79.00    | \$   | 2,990.53  | \$ | 3,242.00  | \$   | (5,677.34) | \$   | (3,627.00) | \$   | 2,567.30  | \$   | (653.00)  | \$ | 13,962.53 | \$ | 6,817.00  | \$   | (262.34) | \$   | (8,294.00) | \$ | 549.10   | \$   | (9,459.00) | \$   | (10,400.36) | \$ | 491.00    | \$ | 2,624.91 | \$   | (9,894.00) | \$ | 7,113.93  | \$   | (7,209.00) | \$ | 22,118.98  | \$   | (20,689.00) |



| Old Takoma Business Association       |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
|---------------------------------------|--------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------|-------------|---------|--|
| Budget 2014                           |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| January - December                    |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
|                                       | Jan          | Feb         | Mar          | Apr          | May          | June         | July         | Aug          | Sept         | Oct          | Nov       | Dec         | Total   |  |
| Income                                |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| City of Takoma Park                   |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Grant                                 | 8,750.00     |             |              | 8,750.00     |              |              | 8,750.00     |              |              | 8,750.00     |           |             | 35,000  |  |
| Match Grant                           |              |             |              |              |              |              |              | 5,000.00     |              |              |           |             | 5,000   |  |
| Washington DC                         |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Grant                                 |              |             |              |              |              |              |              |              | 15,000.00    |              |           |             | 15,000  |  |
| In-kind Income                        |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Membership Dues                       | 3,000.00     | 4,500.00    | 2,900.00     | 500.00       | 500.00       | 300.00       | 300.00       | 500.00       | 1,000.00     | 500.00       | 500.00    |             | 14,500  |  |
| Donations                             |              |             |              |              |              |              |              |              |              |              |           | 1,000.00    | 1,000   |  |
| Program Services Income               |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Art Hop                               | 1,000.00     | 2,000.00    | 2,000.00     | 1,400.00     | 1,000.00     | 600.00       |              |              |              |              |           |             | 8,000   |  |
| Clean Up                              |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Mardi Gras                            |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Sidewalk Sale                         |              |             |              |              |              |              |              |              | 1,500.00     |              |           |             | 1,500   |  |
| Holiday Promo                         |              |             |              |              |              |              |              |              |              |              |           | 2,800.00    | 2,800   |  |
| reCYCLE                               |              |             |              |              |              | 1,000.00     |              |              |              | 3,000.00     |           |             | 4,000   |  |
| Street Festival Sponsor and Companies |              |             |              | 2,000.00     | 2,000.00     | 2,000.00     | 2,000.00     | 2,000.00     | 2,000.00     | 1,000.00     |           |             | 13,000  |  |
| Street Festival Vendor Booth Sales    | 2,000.00     |             | 3,000.00     | 5,000.00     | 5,000.00     | 5,000.00     | 5,000.00     | 5,000.00     | 3,000.00     | 1,000.00     |           |             | 34,000  |  |
| Street Fest Moonbounce                |              |             |              |              |              |              |              |              |              | 3,000.00     |           |             | 3,000   |  |
| Summer Concert Series                 |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Santa Event                           |              |             |              |              |              |              |              |              |              |              |           | 500.00      | 500     |  |
| Other Income                          |              |             |              |              |              |              |              |              |              |              |           |             |         |  |
| Takoma Junction Programming Funds     |              | 2,000.00    | 2,000.00     | 4,000.00     | 2,000.00     |              |              |              | 2,000.00     | 2,000.00     |           |             | 14,000  |  |
| Earth Day                             | 500.00       | 1,000.00    | 500.00       | 500.00       |              |              |              |              |              |              |           |             | 2,500   |  |
| Grant Avenue Market                   |              |             |              |              | 1,285.00     | 1,285.00     |              |              | 1,285.00     | 1,285.00     |           |             | 5,140   |  |
| Total Income                          | \$ 15,250.00 | \$ 9,500.00 | \$ 10,400.00 | \$ 22,150.00 | \$ 11,785.00 | \$ 10,185.00 | \$ 16,050.00 | \$ 12,500.00 | \$ 25,785.00 | \$ 20,535.00 | \$ 500.00 | \$ 4,300.00 | 158,940 |  |

|                                                                 |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
|-----------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------|------------------------------------------|
| <b>Expenses</b>                                                 |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
| <b>Accounting and Bookkeeping</b>                               | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 9,000   |                                          |
| <b>Advertising and Promotions</b>                               | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 1,200   |                                          |
| <b>Conferences and Meetings</b>                                 | 300.00       |              | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 100.00       | 1,300   |                                          |
| <b>Insurance</b>                                                | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 150.00       | 1,800   |                                          |
| <b>Internet and telephone</b>                                   | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 120.00       | 1,440   |                                          |
| <b>Interest (to be deducted from revolving loan fund)</b>       |              |              |              |              |              |              | 4,000.00     |              |              |              |              |              | 4,000   |                                          |
| <b>License and Registration Fees</b>                            |              |              |              |              |              |              |              |              |              |              | 50.00        | 500.00       | 550     |                                          |
| <b>Office Supplies</b>                                          | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 50.00        | 600     |                                          |
| <b>PayPal Expenses</b>                                          | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 200.00       | 2,400   |                                          |
| <b>Payroll Taxes</b>                                            | 430.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 425.00       | 5,105   |                                          |
| <b>Penalties</b>                                                |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
| <b>Postage &amp; Shipping</b>                                   | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         | 60      |                                          |
| <b>Printing</b>                                                 | 600.00       | 60.00        | 60.00        | 60.00        | 60.00        | 60.00        | 60.00        | 60.00        |              | 600.00       | 60.00        |              | 1,680   |                                          |
| <b>Professional Services (graphic designer and consultants)</b> | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 600.00       | 7,200   |                                          |
| <b>Program Service Expenses</b>                                 |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
| <b>Art Hop</b>                                                  | 1,000.00     | 1,500.00     | 1,500.00     | 1,500.00     | 1,500.00     |              |              |              |              |              |              |              | 7,000   | * Does not include labor or website fees |
| <b>Clean Up</b>                                                 |              |              |              | 200.00       |              |              |              |              | 200.00       |              |              |              | 400     |                                          |
| <b>Mardi Gras</b>                                               |              | 300.00       |              |              |              |              |              |              |              |              |              |              | 300     |                                          |
| <b>Sidewalk Sale</b>                                            |              |              |              |              |              |              |              |              | 1,500.00     |              |              |              | 1,500   |                                          |
| <b>Holiday Promo</b>                                            |              |              |              |              |              |              |              |              |              |              |              | 2,800.00     | 2,800   |                                          |
| <b>reCYCLE</b>                                                  |              |              |              | 3,000.00     | 3,000.00     | 1,000.00     |              |              |              |              |              |              | 7,000   |                                          |
| <b>Summer Concert Series</b>                                    |              |              |              |              |              |              | 500.00       | 500.00       | 500.00       |              |              |              | 1,500   |                                          |
| <b>Santa Event</b>                                              |              |              |              |              |              |              |              |              |              |              | 100.00       |              | 100     |                                          |
| <b>Steeet Festival</b>                                          |              |              |              |              |              |              |              | 4,000.00     | 4,000.00     | 4,000.00     |              |              | 12,000  | * Does not include labor or website fees |
| <b>Other Expenses</b>                                           |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
| <b>Takoma Junction Programming Funds</b>                        |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
| <b>Earth Day</b>                                                |              | 2,000.00     | 2,000.00     | 2,000.00     |              |              |              |              |              |              |              |              | 6,000   |                                          |
| <b>Grant Avenue Market</b>                                      |              |              |              | 2,000.00     | 2,000.00     |              |              |              | 2,000.00     | 2,000.00     |              |              | 8,000   |                                          |
| <b>Rent</b>                                                     | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 750.00       | 9,000   |                                          |
| <b>Salaries</b>                                                 |              |              |              |              |              |              |              |              |              |              |              |              |         |                                          |
| <b>Barclay</b>                                                  | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 2,917.00     | 40,000  |                                          |
| <b>Employee 2</b>                                               | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 1,250.00     | 15,000  |                                          |
| <b>Salary- Administrative and Event Support</b>                 | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 640.00       | 7,680   |                                          |
| <b>Software (Quickbooks and icontact)</b>                       | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 63.00        | 756     |                                          |
| <b>Taxes</b>                                                    | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 20.00        | 240     |                                          |
| <b>Telephone and Internet</b>                                   | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 125.00       | 1,500   |                                          |
| <b>Website and Commuter Support</b>                             | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 1,000.00     | 12,000  |                                          |
| <b>Total Expenses</b>                                           | \$ 11,070.00 | \$ 13,025.00 | \$ 12,825.00 | \$ 18,025.00 | \$ 15,825.00 | \$ 10,325.00 | \$ 13,825.00 | \$ 13,825.00 | \$ 17,465.00 | \$ 15,865.00 | \$ 9,375.00  | \$ 12,665.00 | 169,111 |                                          |
| <b>Net Operating Income</b>                                     | \$ 4,180.00  | -\$ 3,525.00 | -\$ 2,425.00 | \$ 4,125.00  | -\$ 4,040.00 | -\$ 140.00   | \$ 2,225.00  | -\$ 1,325.00 | \$ 8,320.00  | \$ 4,670.00  | -\$ 8,875.00 | -\$ 8,365.00 | -10,171 |                                          |