

## Line Item Definitions and Expense Examples:

- A. Personnel
  - Position Titles assigned to the duties and implementation of the Mentoring Program
    - i. CEO/Executive Director – assign % of time dedicated to the project for oversight and management
    - ii. Mentoring Program Director/Coordinator
    - iii. Mentoring Program Supervisor
    - iv. M&E Designee
- B. Fringe Benefits
  - Agency costs for fringe benefits
    - i. Employer's Cost for employee taxes (FICA, Worker's Comp, etc)
    - ii. Health and Dental benefits
- C. Travel
  - Travel expenses designated for the mentoring program
    - i. Travel costs to attend trainings, conferences
      - 1. Airfare, Hotel, Ground Transportation, Parking Fees, Meals, Mileage
    - ii. Mileage costs for mentoring staff to attend community meetings, mentoring visits and supervision, local trainings, etc.
    - iii. City Transit services to assist mentor/mentee transportation costs to and from mentoring activities
    - iv. Mileage costs for agency to utilize company owned vehicles to provide transportation for mentees to attend mentoring activities
- D. Equipment
  - Laptop/Desktop for mentoring program
  - Printer for mentoring program
  - Copier for mentoring program
  - Telephone (landline/cell) for mentoring program
  - Sports, music, art equipment for mentoring program
- E. Supplies
  - General office supplies for mentoring program (paper, pens, paperclips, etc)
  - Arts and crafts
  - Snacks for mentoring program
  - Mentoring Curriculum
  - Brochures, pamphlets, etc for mentoring program
  - Mentor/Mentee Appreciation gifts
- F. Contractual Costs
  - IT development (i.e. website development)
  - Marketing (develop brochures, pamphlets, etc. for mentoring program)
  - Copier Lease
- G. Other Direct Costs
  - Training for Staff – registration fees
  - Kick-Off Event
  - Mentor Appreciation events
  - Facility Costs (lease, maintenance, etc.)
  - Mentee Incentives
  - Mentor Background Checks and Fingerprints
  - Mentor Recruitment costs
  - Mentor Training costs
  - Mentor/Mentee Activities (meals, cultural development activities, sports activities, museums, etc.)
  - Website hosting and maintenance costs