

Instructions

General

Steps

1. Enter the jurisdiction's name and Total Grant Amount Requested where indicated at the top of the spreadsheet. Total Grant Amount Requested may not exceed \$3,500,000. Complete each section as specified below.
2. Make sure the information provided in this budget spreadsheet matches the response to the budget narrative question in the online application.
3. Ensure all information is complete and correct. If the Grand Total does not match the Total Grant Amount Requested, the cell will turn red to indicate the discrepancy. If Direct Technical Assistance Costs or Administrative Costs exceed 10 percent of the Total Grant Amount Requested, the corresponding cell at the bottom of the spreadsheet will turn red.
4. Upload the budget workbook in the Required/Supporting Documents section of the online application as an excel file **(do not upload as a PDF)**.

Sections

Section A: Loans and Grants	Indicate the jurisdiction's expenses related to loans and grants to assist local equity applicants and licensees with their startup and ongoing costs. In rows A1-A10, next to each type of cost, enter the dollar amount in the appropriate column to indicate the distribution method: grants, no-interest loans, or low-interest loans. If necessary, use rows A11-A15 to describe the other cost types not listed.
Section B: Direct Technical Assistance	Indicate the jurisdiction's expenses related to providing or funding direct technical assistance to local equity applicants and licensees. For example, consulting, training, education, and support to help equity applicants and licensees acquire the knowledge and/or skills necessary in order to gain entry to, and to successfully operate in, the regulated cannabis marketplace. No more than 10 percent of the total grant award may be used for direct technical assistance.
Section C: Administrative	Indicate the jurisdiction's expenses related to the administration of the jurisdiction's local equity program. No more than 10 percent of the total grant award may be used for administration. This includes employing staff or hiring consultants to administer the program (including administering loans and grants), and the jurisdiction's costs associated with its efforts to provide sources of capital to its local equity applicants and local equity licensees.
Personnel Classifications:	List the title of the staff member(s).
Role in Project:	Briefly describe their role in the project.
Annual Salary and Benefits:	Enter the annual salary and benefits (in dollars) for each staff member using only numeric characters.
Percentage of Time:	Enter the full-time equivalent (FTE) percent of time using only numeric characters. For example, for 25% enter 25.
Other Costs:	List the other costs (such as consultants or supplies) and briefly describe the role or purpose in the project. Include "(subcontracted)" in the description of any line item that will be subcontracted.
Amount:	Enter the cost of the expense/item.

Cannabis Equity Grants Program for Local Jurisdictions Assistance for Cannabis Equity Program Applicants & Licensees Application Budget Detail - Funding Request Type 2					
JURISDICTION NAME:		City and County of San Francisco			
Total Grant Amount Requested (may not exceed \$3,500,000):					\$ 3,324,052.50
A. Grants and Loans					
Assistance for Local Equity Applicants' and Licensees' Startup and Ongoing Costs		Grants	No-interest Loans	Low-interest Loans	Total
A1	Rent	\$ 808,810.00	\$ -	\$ -	\$ 808,810.00
A2	Lease	\$ -	\$ -	\$ -	\$ -
A3	Local and state application, licensing, and regulatory fees	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
A4	Legal assistance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A5	Regulatory compliance	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A6	Testing of cannabis	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A7	Furniture	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A8	Fixtures and equipment	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A9	Capital improvements	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
A10	Training and retention of a qualified and diverse workforce	\$ -	\$ -	\$ -	\$ -
A11	Banking and escrow fees	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A12	Packaging and materials	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A13	Marketing and Advertising	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A14	Accounting Services	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
A15	Acquiring commercial property	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
Grants and Loans Subtotal					\$ 2,808,810.00
B. Direct Technical Assistance Costs (May not exceed 10% of total amount requested)					
To Provide or Fund Direct Technical Assistance (TA) to Local Equity Applicants and Equity Licensees					Total
Personnel Classifications	Role in Project	Annual Salary and Benefits	Percentage of Time		
B1		\$ -		\$ -	
B2		\$ -		\$ -	
B3		\$ -		\$ -	
B4		\$ -		\$ -	
B5		\$ -		\$ -	
B6		\$ -		\$ -	
B7		\$ -		\$ -	
B8		\$ -		\$ -	
B9		\$ -		\$ -	
B10		\$ -		\$ -	
Other Direct Technical Assistance Costs					Amount
B11	Permit, Grant, Business Development, Security Training, and Legal Service (subcontract)				\$ 200,000.00
B12					\$ -
B13					\$ -
B14					\$ -
B15					\$ -
B16					\$ -
B17					\$ -
B18					\$ -
B19					\$ -
B20					\$ -
Direct Technical Assistance Costs Subtotal					\$ 200,000.00
C. Administrative Costs (May not exceed 10% of total amount requested)					
Personnel Classifications	Role in Project	Annual Salary and Benefits	Percentage of Time	Total	
C1	182X Class Series	Grant Administration	\$ 229,376.00	100.0%	\$ 229,376.00
C2	182X Class Series	Grant Administration	\$ 171,733.00	50.0%	\$ 85,866.50
C3		\$ -			\$ -
C4		\$ -			\$ -
C5		\$ -			\$ -
C6		\$ -			\$ -
C7		\$ -			\$ -
C8		\$ -			\$ -
C9		\$ -			\$ -
C10		\$ -			\$ -
Other Administrative Costs					Amount
C11					\$ -
C12					\$ -
C13					\$ -
C14					\$ -
C15					\$ -
C16					\$ -
C17					\$ -
C18					\$ -
C19					\$ -
C20					\$ -
Administrative Costs Subtotal					\$ 315,242.50
Direct Technical Assistance Costs as Percentage of Total Amount Requested					6.02%
Administrative Costs as Percentage of Total Amount Requested					9.48%
GRAND TOTAL					\$ 3,324,052.50