

**CITY OF MEDFORD CPA APPLICATION BUDGET SUMMARY (FY25)**

In addition to this form, please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission.

**PROJECT NAME:** \_\_\_\_\_ **APPLICANT:** \_\_\_\_\_

SUMMARY OF PROJECT COSTS							
PROPOSED SOURCE	EXPENSES						
	STUDY	SOFT COSTS	ACQUISITION	CONSTRUCTION	CONTINGENCY	SIGN	TOTAL
1							
2							
3							
4							
5							
<b>TOTAL PROJECT COSTS</b>							

- (1) Soft costs include design, professional services, permitting fees, closing costs, legal, etc.
- (2) Construction includes new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses.
- (3) A 15% contingency is strongly recommended for all construction projects.
- (4) Budget needs to include cost of permanent CPA dedication sign if requesting construction funds. Provide estimate or use \$250 as default cost.

EXPLANATION OF FUNDING SOURCES		
Please explain the status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please attach documentation from the funding source (e.g., commitment letter, bank statement).		
	SOURCE	SECURED? (YES/NO)
1		
2		
3		
4		
5		