

E. Supplies – List items by type (office supplies, postages, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (**Note:** Organization’s own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

YEAR 1

Supply Items	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial		
Supplies for TYP Program	(\$90/mo. x 12 mo.)	\$1,080
Training Materials	(\$2/set x 250 sets)	\$500

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the case managers. Art/Educational/Tutorial Supplies will be used during the afterschool activities. Training materials will be purchased and distributed to staff and parents.

Year 1 Total \$2,420

YEAR 2

Supply Items	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial		
Supplies for TYP Program	(\$120/mo. x 12 mo.)	\$1,440

The Art/Education/Tutorial Supplies have increased because the program hopes to increase the amount of youth participants in the afterschool program by 20% in the second year.

Year 2 Total \$2,280

YEAR 3

Supply Items	Computation	Cost
Office Supplies	(\$50/mo. x 12 mo.)	\$600
Postage	(\$20/mo. x 12 mo.)	\$240
Art/Education/Tutorial		
Supplies for TYP Program	(\$150/mo. x 12 mo.)	\$1,800

The Art/Education/Tutorial Supplies have increase because the program hopes to increase the amount of youth participants in the afterschool program by an additional 20% in the third year.