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