Grant Guidelines

Below are examples of the level of detail required in the budget narrative.

6100 Salaries

Function Code 1000 (direct contact with students)
Board adopted hourly or daily rate

Detail needed: # of staff x # of hours x hourly rate = total

What is the pay for? (example: after school tutoring, substitutes)
Position (example: reading interventionist)
              # of staff x # of days x daily rate = total

What is the pay for? (example: additional teacher for kindergarten)
Position (example: teacher)

Function Code 2100, 2200, 2600, 2700 (staff)
Board adopted hourly rate

Detail needed: # of staff x # of hours x hourly rate = total
What is the pay for? (example:off contract committee work to research SEL curriculum)
Position (example: data coach)

6300 Purchased Professional Services

Function code 2100, 2200, 2600, 2700 (staff)
TBD based on provider services or conference fees

Educational Service Provider (external provider)
        Detail needed: Who? What? When? For whom?
        How much? # of days x daily rate =

Professional Learning Activities
        Detail needed: Who? What? When? For whom?
        How much? # of days x daily rate =

Conference registration
        Detail needed: Conference name, location? length? Who is attending?
        Registration cost x # of staff =

Function Code 2300, 2400, 2500, 2900 (administrators)
TBD based on provider services or conference fees

Leadership Development
        Detail needed: Who? What? When? For whom?
        How much? # of days x daily rate =

Professional Learning Activities

Detail needed: Who? What? When? For whom?
How much? # of days x daily rate =

Conference registration
        Detail needed: Conference name, location? length? Who is attending?
        Registration cost x # of staff =

6500 Travel Costs

Function Code 2100, 2200, 2600, 2700 (staff)
TBD based on state per diem or board adopted rates

Travel expenses related to conferences attended by staff.
Detail needed: Conference name and date
Transportation cost x # of staff =
Hotel room cost x nights x # of staff =
Per Diem x # days x # of staff =

Function Code 2300, 2400, 2500, 2900 (administrators)
TBD based on state per diem or board adopted rates

Travel expenses related to conferences attended by administrators.
Detail needed: Conference name and date
Transportation cost x # of administrators =
Hotel room cost x nights x # of administrators =
Per Diem x # days x # of administrators =

6600 Supplies

Function Code 1000 (direct contact with students)
TBD

Curricular materials, instructional kits, site licenses, etc. for student use
Item name x # of items x cost =

Function Code 2100, 2200, 2600, 2700 (staff)
TBD

Supplies for staff, professional learning books, etc.
Item name x # of items x cost =