2019 Read to be Ready Summer Grant Budget Process and Template Instructions

Budget Process Overview

As a part of the 2019 Read to be Ready Summer Grant process, applicants are required to complete three steps. Applicants will complete a detailed budget template that must be submitted to their district. When submitting the template, applicants should request that the district sign and return the 2019 Read to be Ready Summer Grant Budget Acknowledgement Form. Applicants will be required to upload this signed form when submitting their proposals to the state. Before requesting this form, applicants should have a strong understanding of estimates for major costs, such as salaries, benefits, and transportation, so they can accurately complete the proposal. Applicants must also write a budget narrative and provide an overview of the budget plan in the grant proposal.

By acknowledging a budget, districts are confirming that they have received and will review the budget; they are **not** providing budget approval. In-depth discussions about budget decisions cannot take place until December, when grant recipients have been selected and schools and districts are notified of the final award amount. At that time, districts and schools should collaborate on final budget allocations. When the district and recipient determine the final budget request, the district will submit the budget request to the state for official review and approval through ePlan. *Please note that grant recipients may be asked by districts to provide narrative language about the budget so they can provide all of the information required by the state.*

We *strongly* advise that educators and districts discuss basic budget estimates, such as transportation and benefits, during the early stages of budgeting. If applicants know about district expectations and requirements at the beginning, the budgeting process will be more streamlined and transparent.

Again, the budget template will not be submitted to RTBR, just to the district in exchange for the Acknowledgment sheet. Additionally, budgets may change based on the final allocations received. The RTBR team will review and score the completed budget section of the application and check for proper completion of the Acknowledgement sheet.

Template Instructions

To complete the template, it will be necessary for applicants to collaborating with the district to determine costs such as transportation and fringe benefits. Therefore, when the budget template is sent to a district, there should be unbudgeted funds. (i.e. There should be a positive value in cell C2 in the template.) If you would like to reference a completed budget template, please go here and click on "Budget Template Example".

Below are instructions on how to complete the budget template:

1. **Do not write in or change any cell that is grey!**
    a. Grant applicants will provide information in white cells only
    b. Districts will fill in green cells with district-specific rates and numbers

2. Using the drop-down menu, indicate the number of students you plan to serve in **cell A2.** This will calculate the maximum level of funding you may request. This number should match the number requested in your grant application.

3. Mandatory Minimum Materials and Supplies
    a. This section reflects mandatory ***minimum*** spending on books, materials, and enrichment supplies. The amount listed under your materials and supplies cell must meet this minimum; a larger amount is allowed.

4. Postage
    a. One dollar total should be placed in this line item as a placeholder. This will allow you to use this code and move funds into it as needed. Please include this line regardless of if at this time you plan on sending books home. Funds in this line can be used to send books home to students during the summer months.

5. Staff compensation
    a. Under the quantity column, enter the number of educators you plan to have in each role. Please note that you must maintain a 1:6 ratio of instructors to students, and only those directly instructing students can be counted in that ratio. As a reminder, program directors that do not directly instruct students each day cannot be included in the ratio. Additionally, for every non-certified teacher you hire to instruct students, you must have two certified teachers

on staff for the non-certified person to count toward the ratio. Please reference the FAQ for more information.

b. Enter the requested hourly rate you wish to pay instructors. This amount is a request and may need to be adjusted to meet district requirements and/or to stay within budget.
   i. Enter the number of hours an individual instructor will work over the course of camp, including planning hours.
   ii. Column I ("Approximate pay per employee before income tax and employee benefit contribution withholdings") of the template reflects the amount teachers can expect to be paid before income taxes and any required employee benefit contributions are removed; this column is for reference only!
   iii. *** Do not guarantee any pay rate to teachers prior to grant awards**
   iv. DO NOT change grey columns; they will auto-calculate
   v. Because "other" personnel have varying fringe benefit rates, amounts will not auto-calculate for these lines. The amounts for these line items will need to be taken out of the total pay for "other" personnel when entering the budget into ePlan. District financial offices will calculate and remove these amounts as applicable.
   vi. If the district does not pay benefits separately for substitutes (i.e. Benefits are already included in the daily rate) then leave the benefit lines blank *or* place a zero in the cell.

6. Staff Training
   a. Follow column and row instructions to complete this section
   b. When calculating mileage for training, use Google Maps or a similar service and list the mileage of the most direct route.
   c. Follow district guidelines for reimbursement practices.
   d. Conferences will be two days long. Breakfast and lunch will be served each day.
      i. We highly recommend carpooling to the conference as much as possible to conserve funds.
   e. One person from each site will need to have CPR/First-Aid certification. If there is no one on staff that has this certification, then grant funds can be used to pay for this expense.

7. Background Checks
    a. Per CCDF requirements, all staff directly interacting with students will need to have a background check that was completed in the last five (5) years, regardless of how long they have taught in the district (cannot be "grandfathered" in). Grant funds can be used to cover this expense.

8. Transportation
    a. Insert transportation description by type of cost
        i. Include one line for daily transportation
        ii. Include an additional line for each field trip transportation cost
    b. District should insert cost of transportation based on applicant description and need
    c. The codes that you will use depend on your district's transportation practices. See code crosswalk for more information.

9. Field Trips and Field Trip Meals
    a. Under the "Location" column, enter the location or title of each field trip
    b. Enter cost per child and number of children attending; include siblings as applicable
    c. Enter cost per adult and number of adult tickets being purchased; include family members as applicable
        i. If you receive free admission for any number of adults, only include the number of tickets that need to be purchased; include explanation in the notes section
    d. Complete field trip meals section following the same method as field trip admission as outlined above, accounting for all children and adults needing meals
    e. Field trip locations are allowed to change

10. Food
    a. Insert description outlining the purpose of the food/meal
    b. Insert number of people receiving the food/meal
    c. If you are providing food on multiple occasions, include the number of days/times you are doing so in the "Number of Days" column.

11. Other

a. Enter any expenses that are not covered above
b. This section may also be used to account for remaining/leftover funds
    i. It is strongly recommended that leftover funds be allocated to expenses directly tied to students' experiences (i.e. books, materials, field trips).

*****PLEASE NOTE THAT NOT ALL LINE ITEM CODES ARE LISTED AS SOME CODES DEPEND ON DISTRICT PRACTICES-- SUCH AS TRANSPORTATION. PLEASE REFER TO THE CODE CROSSWALK AND YOUR DISTRICT FINANCIAL OFFICE FOR ADDITIONAL CODING INFORMATION THAT WILL BE USED WHEN BUDGETS ARE ENTERED INTO ePLAN.**