Application for Grant Funding

for a Teacher Apprenticeship Implementation Grant

Budget Template Form

Grant funds requested may not exceed $200,000. School divisions must be the fiscal agent.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Period of Award: March 1, 2023 – May 31, 2024** | | | | | | | | | | | |
| **Applying School Division/Partner EPP** | | |  | | | | | | | | |
| **Personal Services 1000** | |  |  |  |  |  |  |  | **Source of Funds** | | **Total Cost** |
|  | **Description** | | | | | | **Grant Funds Requested** | | **School Division In-Kind** | **EPP In-Kind** |
| **Job titles of individuals whose salary will be charged to this program** | **Program Role** | **% FTE** | | | **Salary** | **Total charged to grant for this**  **individual** |  | |  |  |  |
|  |  |  | | |  | $ |  | |  |  | $0 |
|  |  |  | | |  | $0 |  | |  |  | $0 |
|  |  |  | | |  | $0 |  | |  |  | $0 |
|  |  |  | | |  | $0 |  | |  |  | $0 |
|  |  |  | | |  | $0 |  | |  |  | $0 |
|  |  |  | | |  | $0 |  | |  |  | $0 |
|  |  |  | | |  | $0 |  | |  |  | $0 |
| **Total Personal Services 1000** | | | | | |  |  | |  |  | $0 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Benefits 2000** |  |  |  | **Source of Funds** | | | **Total Cost** |
| Job titles of individuals whose benefits will be charged to this program | **% benefits** | **Salary** | **Total** | **Grant Funds Requested** | **School Division In-Kind** | **EPP In-Kind** |
| 0 |  | $0 | $0 |  |  | $0 | |
| 0 |  | $0 | $0 |  |  |  | $0 |
| 0 |  | $0 | $0 |  |  |  | $0 |
| 0 |  | $0 | $0 |  |  |  | $0 |
| 0 |  | $0 | $0 |  |  |  | $0 |
| 0 |  | $0 | $0 |  |  |  | $0 |
| 0 |  | $0 | $0 |  |  |  | $0 |
| **Total Employee Benefits 2000** | | | |  |  |  | $0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purchased/Contractual Services 3000** | **Source of Funds** | | | **Total Cost** |
| **Description (Please provide detailed cost calculations.)** | **Grant Funds Requested** | **School Division In-Kind** | **EPP In-Kind** |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
| **Total Purchased Contractual Services 3000** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internal Services 4000** | **Source of Funds** | | | **Total Cost** |
| **Description (Please provide detailed cost calculations.)** | **Grant Funds Requested** | **School Division In-Kind** | **EPP In-Kind** |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
| **Total Internal Services 4000** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Charges 5000** | **Source of Funds** | | | **Total Cost** |
| **Description (Please provide detailed cost calculations.)** | **Grant Funds Requested** | **School Division In-Kind** | **EPP In-Kind** |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
| **Total Other Charges 5000** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials and Supplies 6000** | **Source of Funds** | | | **Total Cost** |
| **Description (Please provide detailed cost calculations.)** | **Grant Funds Requested** | **School Division In-Kind** | **EPP In-Kind** |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
| **Total Materials and Supplies 6000** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Program Budget for the Teacher Apprentice Implementation Grant** | | | | |
| **Budget Categories and Codes** | **Source of Funds** | | | **Total Cost** |
| **Grant Funds Requested** | **School Division In-Kind** | **EPP In-Kind** |
| Personal Services (1000) | $0 | $0 | $0 | $0 |
| Employee Benefits (2000) | $0 | $0 | $0 | $0 |
| Purchased/Contractual Services (3000) | $0 | $0 | $0 | $0 |
| Internal Services (4000) | $0 | $0 | $0 | $0 |
| Other Charges (5000) | $0 | $0 | $0 | $0 |
| Material and Supplies (6000) | $0 | $0 | $0 | $0 |
| **Total Program Budget** | **$0** | **$0** | **$0** | **$0** |

The total Grant Funds requested cell must match the number on the Grant Proposal Cover Page. A description of every object code is provided for reference. Any incentive awards or stipends provided are taxable to the recipient. School divisions are responsible for ensuring that all taxes are properly remitted.

**Budget Narrative:** The budget narrative should clearly describe anticipated expenditures. The narrative should outline the justification for the overall amount requested from grant funding as well as describe in-kind contributions, if any, or other matching funds that may be provided by the division or other partners. A form is not provided so prepare the narrative using the itemized titles and codes shown.

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| --- |
| **ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA) OBJECT CODE DESCRIPTIONS** |

Personal Services (1000): Include salaries and wages for employees. Entries should identify program staff positions and titles; the appropriate rate of pay per hour, day, week, or month; and the total amount or percent of their work time to be charged to the program.

Employee Benefits (2000): Include job-related benefits that are provided to employees as part of their total compensation. Fringe benefits (proportioned to the percent of their work time to be charged to the program) include the employer’s portion of FICA, retirement, insurance (life, health, disability, etc.).

Purchased/Contractual Services (3000): Include fees for special professional services to the program by individuals or firms not involved as program staff (employees) of the university. Include name and title of consultant, and the type of consultant services to be provided.

Internal Services (4000): Include charges from internal services to other functions, activities, or elements of the organization for the use of internal services, such as print shop or central purchasing/central stores.

Other Charges (5000): a) Travel expenses should be itemized in this section. Transportation, lodging, and other appropriate travel expenses of program staff and consultants should be budgeted in accordance with the institution’s policies and regulations, based on the Commonwealth of Virginia's current travel regulations. All program travel must be directly related to grant activities. b) Stipends should be included in this section. Include the number and amount of stipends. Please provide detailed information on the stipends in the narrative.

Supplies and Materials (6000): Include supplies, materials, and services directly used for this program. This category includes the following: office supplies; educational materials for participants; books and audiovisual materials; and postage, printing, publication, and photocopying services.