

Building Tomorrow's Leaders Use of Funds

Some common expenses include:

Real Colors Assessment Project

- Booklets, one per student [Object Code 600]
- Trainer – usually provided free of charge by your local extension agent.
- Mileage for trainer, if needed [Object Code 500]

Module Activity Supplies

- Items that are necessary to implement or enhance the modules. Examples include string, disposable cups, toothpaste, poster board, markers, balloons, food related to the lesson such as snack mix items for the Parliamentary Procedure activity or modest snack items and disposable paper products and utensils when practicing eating etiquette. [Object Code 600]

Group Book Study

- Some classes select a leadership, self-improvement, or career skill-building book to read together. [Object Code 600]

\$40.00 per student is recommended for supplies to support the modules and service project [Object Code 600 for Supplies & Materials]

Field Trips

Field trips should be for the purpose of exploring local and state citizenship or to enhance understanding of one of the modules such as career preparation.

Expenses might be:

- Transportation cost for a bus [Object Code 500]
- Bus Driver [Object Code 120 for Non-certified Personnel and Object Code 200 for Benefits]
- Economical meal for students and staff [Object Code 500 Travel meals]
- Substitute teacher for the program facilitator if necessary, during BTL activities. [Object Code 110 Certified Personnel and Object Code 200 for Employee Benefits]

Guest Presenters

- Stipend for speakers with expertise in a topic which addresses module content or leadership in general. [Object Code 300 Stipends for professional services]
- Mileage for guest presenters [Object Code 500]

Service Projects

- Supplies to accomplish large group, small group, or individual projects [Object Code 600]

Examples:

School and Community Beautification Projects may require cleaning, painting, or building supplies.

Appreciation Events may require refreshment, decoration, baking, or creative supplies.

School and Community Activities such as elementary sports, STEM, book club, or theme day camps, tutoring or after school events, awareness campaigns, booths at community festivals, parades etc. may all require supplies and printed materials.

Fundraisers for the benefit of local citizens may require supplies such as race bibs, chalk, craft supplies, etc. Supplies can be purchased with grant funds, however, any donated amounts must be raised through the activity. Grant funds may not be directly donated.

Unallowable use of Funds

- Clothing items such as t-shirts and sweatshirts
- Food orders for parties
- Donating awarded funds
- Entertainment field trips such as movies or amusement parks
- Any expenses not related to the Building Tomorrow's Leaders Program.
- Gifts, gift cards and individual prizes*

*In some circumstances, small "prizes," trinkets, or incentives may be part of the supplies for an event or activity. These items should be discussed with the NDSU Extension or NDDPI BTL representative during budgeting or prior to purchases.

Fund reimbursement requires completion of at least 6 modules during a group implementation period.

Building Tomorrow's Leaders Use of Funds



SAMPLE BUDGET APPLICATION
 DEPARTMENT OF PUBLIC INSTRUCTION
 EDUCATIONAL EQUITY & SUPPORT
 SFN 52929 (09/2017)



Agency Name (Grantee) Your School High		Grantee Contact Person Mrs. Lee D. Ehr.		Telephone Number XXX-XXX-XXXX	Cell Phone Number []
Mailing Address 2018 Building Leaders Lane		City Anytown	State ND	ZIP Code 58XXX	Budget/Project Period (MM/DD/YYYY) From 09/01/2022 To 05/30/2023

Select A Program:

<input type="checkbox"/> 21 st Century	<input type="checkbox"/> Title I	<input type="checkbox"/> Refugee	<input type="checkbox"/> Title II A
<input type="checkbox"/> Adult Education	<input type="checkbox"/> Title I Program Improvement	<input type="checkbox"/> STEEP	<input type="checkbox"/> Title II B
<input type="checkbox"/> Neglected & Delinquent	<input type="checkbox"/> State Funding	<input type="checkbox"/> Title III – LEP	<input type="checkbox"/> Title VI
<input type="checkbox"/> Homeless		<input type="checkbox"/> Title III – IMM	<input checked="" type="checkbox"/> Other: BTL
<input type="checkbox"/> Migrant		<input type="checkbox"/> Title IV	

Object Code	Amounts of Funds Requested	Amounts Approved	Comments
110 Professional Salary	\$200	[]	Substitute for program facilitator while off site with BTL activities.
120 Non-professional Salary	\$200	[]	Bus Driver
200 Employee Benefits	\$80	[]	FICA
300 Purchased Professional & Technical Services	\$200	[]	Speaker Stipends
430 Maintenance	[]	[]	[]
580 Travel	\$1,000	[]	Mileage for extension agent and busing to the Capitol during legislative session
600 Supplies & Materials	\$4,000	[]	100 students x \$40 – Real Colors books and other training and project supplies
730 Equipment	[]	[]	[]
800 Dues, Memberships, & Registrations Fees	[]	[]	[]
900 Indirect Costs	[]	[]	[]
Unobligated	[]	[]	[]
Subtotal	[]	[]	[]
Administration (Not available with all grants)	[]	[]	[]
Grand Total	\$5,680	[]	[]

Object/ID Code	Example	Object/ID Code	Example
110	Professional Salary – Salaries for certified personnel including teachers, substitute teachers, stipends to staff for attending workshops held after regular school hours.	430	Maintenance – Repair of Equipment
120	Non-professional Salary – Salaries for non-certified personnel including aides, paraprofessionals, bus drivers, secretaries.	580	Travel – Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging
200	Employee Benefits – Payments that are not part of gross salary made on behalf of employees; i.e., insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave. School districts paying stipends to staff must pay benefits for those stipends.	600	Materials/Supplies – Expendable items that are consumed, worn out, or deteriorated in use; freight, books, school supplies, periodicals/subscriptions, software, software applications
300	Purchased Professional & Technical Services – Purchased services for which the district has a contract on file including: speaker fees, professional development on site, auditors, consultants, etc.	730	Equipment – Includes items such as document cameras, iPods, iPads, computers, printers even if the cost is less than \$750. These items must be tagged as being purchased with Title I funds.
		800	Dues, Memberships, Registration Fees (includes license fees)

Name of Local Authorized Representative Mrs. Lee D. Ehr.	Title Principal/Superintendent	Signature Mrs. Lee D. Ehr.	Date Today
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FOR DEPARTMENT USE ONLY			
Date Received []	Amount Approved []	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Approved []
Signature-Coordinator			Date []
Signature-Director			Date []