

North Dakota Department of Public Instruction

Directions for Budget Application Process SFN 52929

This budget application form must be submitted in the spring of each school year to request funding for the next year of your school/consortium grant. Even though your school/consortium projected multiple years of funding within your original grant application, things still change from year to year. This process allows you to slightly modify your requested program expenditures from year to year, to meet the needs of your intended program.

PLEASE NOTE:

- An approved copy of this application must be on file with the State office before any program funding is spent.
- If any significant changes occur within your program, you must submit an addendum to your plan.
- Any fluctuation from the approved budget during the program year must be requested and approved with a formal budget revision (SFN 9035).
- Any questions regarding this process should be directed to your State program administrator/coordinator in charge of your specific program.

Submission of This Process Includes:

1. Filling out the Budget Application SFN 52929. Fill out the Amount of Funds Requested column only.
2. Include an explanation sheet that lists each cost code area and gives a description of where the funding is to be spent.
For example: 110-Professional Salary - \$14,300
 - Half of the program facilitator's salary for Ms. Jane Smith = \$12,500,
 - Stipends for pre-school year training, 2 days @ \$75 per day x 12 professional teachers = \$1,800.

Additional Notes on This Process:

- This form and explanation sheet must be sent to the State office before you will receive final approval to spend funding for the program year.
- You must have a signed copy of your school/consortium grant award on file at the State office before you can spend any funding for the grant year period.
- Any questions/concerns should be addressed to:
North Dakota Department of Public Instruction
600 E. Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440
Telephone: (701) 328-2260
(Please Note: When contacting, please refer to your State program administrator/coordinator in charge of your specific program.