

## Creating a Budget Resource Guide

**You must use the provided Governor's Civics Seal Budget Template to upload your budget. Below are a few notes and specific tips for completing the budget template.**

### Income

- "Grant Request from Governor's Civics Seal": Enter the amount your district is requesting. Remember, total awards may range from \$5,000 to \$10,000 for schools and \$5,000 to \$20,000 for Districts/CMOs.
- "Other grants, funding, or partnerships, if applicable": Please list any funds from other sources you are leveraging to supplement the proposal. Upload any letters of support as a supporting document. This could include donated private funds, regular district allocation, etc.

### Expenses

- It is strongly recommended that you collaborate with educators within your school or district to speculate anticipated expenses and amounts.
- Please list relevant expenses that support the strategies proposed in your application. You may provide any relevant information in the narrative column or as part of the budget narrative.
- The department reserves the right to deny funding for strategies outside the scope and intent of the grant program.
  - Funds can be used to pay independent contractors, like professional development consultants, as per your school or district policy.
- When providing costs for equipment, you do not have to provide an itemized budget at this time. You should provide the total amount you intend to spend on that particular expense. For example, if you intend to purchase a class set of civics materials, you only need to specify "Civics Materials (add specifics in the narrative column)" and the amount. Again, collaboration with educators is encouraged to help arrive at expense amounts. If awarded, the department will work with your district to complete a more detailed, itemized budget.
- Side-by-side coaching: Determine an appropriate budget figure by selecting an hourly rate (\$25-30 recommended) and multiplying by a set number of hours per teacher.
- Professional development grants: Provide a set amount per teacher that can be used toward professional development costs.
- There is a great deal of flexibility built into the types of strategies and activities you can fund through the grant. Remember, you are providing an overview of income and expenses related to the grant. Again, you are highly encouraged to solicit the help of educators to determine appropriate costs.
- You must provide a justification for your budget expenditures in the narrative column or other space provided on the Budget Template.
- **Please note: Grant funds cannot be used to fund teacher salaries or capital improvements.**
- **Please note: If your school or district/CMO grant is selected the grant funds will be allocated through ePlan and funds will be available for allocation starting July 1, 2021.**

## Sample Budget

School District Name: SAMPLE

**This document should reflect expenditures that will be paid with the Governor's Civics Seal Mini-Grant funds from September 2021 to March of 2022. Budget expenditures must align with the strategies and activities proposed in the Needs and Strategies Template, or suitable substitutions. If you are leveraging funds from other sources to supplement the proposal, please disclose the source and amounts under the income section below. Remember: School awards may range from \$5,000 to \$10,000 total and district/CMO awards will be \$5,000, \$10,000 or \$20,000.**

Income		
Item	Grant Allocation	Narrative
Grant request from the GSC	\$10,000.00	
<i>Other grants, funding, or partnerships, if applicable (please list below, adding lines as necessary)</i>		
Civics grant from a local, private funder	\$5,000	Will be used to build a team and send them to compete in Model United Nations.
<b>TOTAL INCOME:</b>	\$15,000	

Expenses		
Item	Allocation	Narrative
<i>Please list below, adding lines as necessary. Provide any relevant additional information in the comments column.</i>		
In-School PD	\$5,000	Professional Development to be offered throughout the year for all applicable educators.
PD Mini-Grants for Educators	\$3,000	\$500 - \$1,000 mini-grants for teachers to attend PD conference of their choice.
Guest Speaker(s)	\$2,000	Guest speaker(s) are invited to speak within the school or district.
Model United Nations Team	\$5,000	Create and prepare a Model UN team.
<b>TOTAL EXPENSES:</b>	\$15,000	

### Additional supporting information/justification of proposed budget:

Type here, if applicable.