Innovative School Models
Budget Narrative Overview

The Tennessee Department of Education provides annual guidance to districts on expectations around the level of detail required in budget narratives. Below is a compilation of the information provided to districts. Please utilize this guide as you prepare the Innovative School Models application.

General Budget Expectations

• Items and amounts budgeted must be allowable, reasonable, and necessary for the implementation of grant activities.
• LEAs must provide a budget narrative for every line item within the budget to appropriately explain and describe expenditures.

Salaries & Positions

Budget narratives must include, if applicable:

• Full-time equivalents (FTEs) for all employees of the LEA to be funded.
• Titles of positions—not staff member names—to be funded, listed with the corresponding FTE that matches the titles used throughout the application.
  o Do not use generic titles such as “teacher“ when identifying positions to be funded. Teacher titles may include, but are not limited to, interventionist or instructional facilitator.
• FTEs and titles within the budget narratives and must match the FTEs and titles within the personnel pages of the grant application.

Sample Narratives:

• Teachers 5.5 head count/.83 FTE summer programming
• Paraprofessionals 2.0 head count/.67 FTE summer programming
• Tutors 1.0 head count/.12 FTE summer programming
• Bus drivers 20 head count/.65 FTE summer programming

Contracted Services

Budget narratives must include, if applicable:

• Description of services to be purchased if contracting staff or services.

Sample Narrative:

• Bus contracts for summer programming transportation to provide 5 days for 6 weeks 2 trips per day (5x6x2= 60 trips). 60 days of summer programming transportation

Equipment, Supplies, & Materials

Budget narratives must include, if applicable:

• Examples of equipment, materials, and supplies to be funded.

Sample Narratives:

• 100 series 6 iPads @ $500= $5,000
• 500 Lenovo ThinkPad Laptops

For more information or questions email Deborah.Knoll@tn.gov.