

Summer Programming: Learning Camp Funding

Budget Narrative Overview

As districts prepare to submit applications for summer programming funding, this guidance document provides districts with guidance on the department's expectations for the level of detail required in budget narratives.

General Budget Information and Narrative Expectations

- Items and amounts budgeted must be **allowable, reasonable, and necessary** for the implementation of the summer programming grant and activities.
- Districts must provide a budget narrative for every line item within the budget to appropriately explain and describe expenditures. Budgets will be returned to districts for edits if sufficient detail is not provided.

Salaries & Positions

Budget narratives **must** include, if applicable:

- Full-time equivalents (FTEs) for all employees of the district to be funded through summer programming funding. If support is needed in calculating FTEs, reach out to your assigned finance consultant.
- Specific titles of positions—not staff member names—to be funded need to be listed with the corresponding FTE that matches the titles used throughout the application.
 - 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 specific titles within the budget narratives and must match the FTEs and titles within the personnel pages of the grant application.

Sample Narratives:

- Instructional Facilitator 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 are to be purchased if contracting staff or services. Include vendor names, if known.

Sample Narratives:

- Bus contracts for summer programming transportation are to be provided for 20 days of summer programming transportation with two trips each day.

Equipment, Supplies, & Materials

Budget narratives **must** include, if applicable:

- Examples of equipment, materials, and supplies are to be funded, and quantities of each are to be included, if known.

Sample Narratives:

- Instructional supplies and materials including, but not limited to, paper, pencil, crayons, calculators, maps, science materials, math manipulatives.
- Equipment purchases for summer programming including 300 student laptops, 25 iPads to be used by teachers, and two Smart Boards for additional classrooms.

For more information or questions email Summer.Programs@tn.gov.