

Indiana Department of Education - 21st Century Community Learning Centers
Cohort 7 Year 4 Budget Workbook - 2017-2018

This workbook consists of 4 spreadsheet tabs below:
Instructions • Grant Budget Summary • Budget Form Year 4 • Details

In the past there had been a Budget Narrative form (excel document) and a Budget Summary form (word document). These documents are now included in this workbook. The Grant Budget Summary spreadsheet replaces the Budget Summary form and the Budget Form Year 4 replaces the Budget Narrative Form. The same information is still expected to complete the following spreadsheets as it had been included in the previous documents.

The Grant Budget Summary spreadsheet is locked as the numbers will populate from the Budget Form Year 4 spreadsheet.

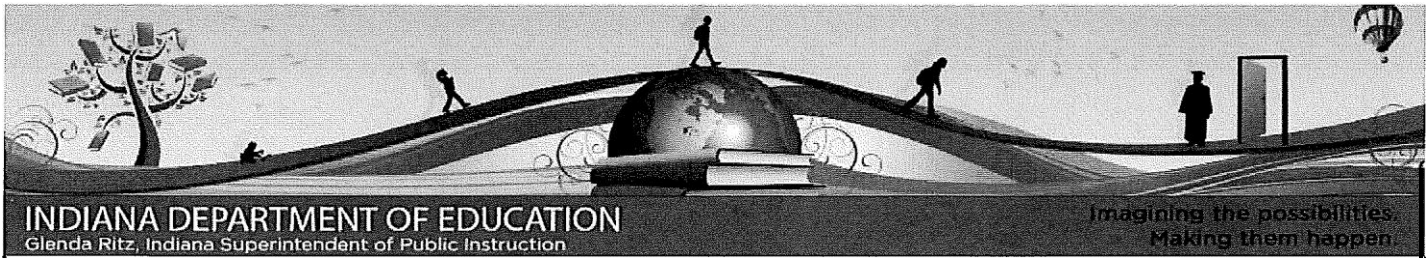
The Budget Form Year 4 spreadsheet is very similar to the previous Budget Narrative form. There are additional columns in the spreadsheet to allow for formulas to generate totals.

Cost Per Item Column:	What is the cost per item? The item could be an hour of work, a hotel room rate, the mileage reimbursement rate, admission or reimbursement fee, or a flat fee.
Quantity Column:	How much of that item? How much could consist of how many hours are to be worked, how many hotel rooms are needed, how many miles will be driven, how many tickets or admissions will be purchased, or how many times will you pay the flat fee?
Quantity Description if Needed Column:	How is the quantity measured? Are the hours to be worked based on hours/week multiplied by total weeks? Is the hotel room quantity determined by the number of rooms per night?

Contractual Expenses	An indirect cost rate can only be applied to the first \$25,000 of each contractual expense. To represent this on the budget, a formula is included to separate the first \$25,000 of each contractual item. Up to \$25,000 of each contractual item is included in the total Direct Cost total and the Indirect Cost Rate (ICR) calculation. Expenses beyond the first \$25,000 will be included in the total amount following the indirect cost rate calculation. The Budget Summary form breaks down which Contractual expenses are included in the Indirect Cost Rate (ICR) and which are not. Please enter contractual expenses as normal, the formula will automatically generate. Expenses over \$25,000 will be highlighted by the spreadsheet.
----------------------	---

The Details spreadsheet tab is for information that needs to be explained beyond what can be included in the Budget Form Year 4 spreadsheet. For example, the Details spreadsheet can be used to explain fringe, travel, supply costs, etc.

On the Details tab, indicate which line from the Detail Budget Form Y3 tab you are referencing and use the same description terms.



INDIANA DEPARTMENT OF EDUCATION
 Glenda Ritz, Indiana Superintendent of Public Instruction

Imagining the possibilities.
 Making them happen.

**Indiana Department of Education
 Budget Request Summary**

Federal Program Title/Project Name **21st Century Community Learning Centers**
 Federal Agency **U.S. Department of Education**
 CFDA Number **84.287**
 Award Name **Cohort 7** —
 Year Number **Year 4** —
 Grantee Name —
 Grantee DUNS# —

Budget Categories	Project Year 4
Personnel	\$ 160,346.88
Fringe Benefits	\$ 47,486.22
Travel	\$ 2,273.96
Transportation	\$ 13,312.50
Equipment	\$ 700.00
Supplies	\$ 4,676.00
Contractual	\$ 82,938.75
Contractual (Not included in ICR)	\$ 52,000.00
Professional Development & Training	\$ 1,899.75
Other	\$ 3,237.00
Total Direct Costs	\$ 316,871.06
Indirect Costs	\$ 17,011.14
Total	\$ 385,882.20

Reimbursement will only be made for charges specifically permitted under the scope of funding and in accordance with Indiana State Law under the approved grant agreement.

If applicable to your grant -

***Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by IDOE Office of School Finance? Yes No

(2) If yes, please provide the following information:

School Year Period Covered by the Indirect Cost Rate Agreement: From: / / To: / / (mm/dd/yyyy)

Approved rate _____%

21st Century Community Learning Centers - Cohort 7, Year 4

...<Insert.G.rantee.IJ.arne>... G.rantee.D.II.IJ.S...

Directions: Please enter each item to be funded into the appropriate funding category. Insert lines as needed. All components (Description, Cost Each, Quantity and Quantity Description) must be completed for the budget to be approved. The Subtotals and Total Budget will calculate automatically. Input all numbers rounded to the nearest dollar amount. Please provide budget detail on the tabs provided for the budget categories.

Object	Category	Activity Description	Cost Per Item	Quantity	Quantity Description if needed	Total
		Program Director		22	936.00	
		Program Coordinator		17	2080.00	52wk, 40hr/wk \$ 35,048
		Program Coordinator		13	2080.00	52wk, 40hr/wk \$ 26,000
		Program Coordinator		12	1404.00	52wk, 27hr/wk \$ 16,146
		Youth Workers	\$	8	7140.00	34wk, 14hr/wk for 15 workers 57,120
		Program Coordinator (Part-time)	\$	16	160.00	8wk, 20hr/wk 2,584
		Community Relations Manager (Part-time)	\$	20	160.00	8wk, 20hr/wk 3,203
						\$ -
						\$ -
						\$ -
					Subtotal	\$ 160,347
		FICA (full-time)	\$	154,560	0.08	see details \$ 11,824
		FICA (part-time)		5,787	0.08	see details 443
		Health insurance, etc (Full Time)		154,560	0.18	27,552
		Health insurance, etc (Part Time)		5,787	0.13	741
	Fringe Benefits	Two Site Coordinators		13,163	0.18	Retirement::: 10.5% + FICA = 7.65% 2,389
		Program Director		25,000	0.11	Retirement% 2,625
		Program Director		25,000	0.08	FICA% 1,913
						\$ -
						\$ -
					Subtotal	\$ 47,486
		Mileage Reimbursement to 21st CCLC Multistate Conference	\$		409.00	miles \$ 180
		IYI Conference Hotel	\$	104	6.00	3 rooms, 2 n-ights \$ 624
		IYI Conference Meals	\$	13	9.00	3 meals, 3 persons \$ 117
		IYI Conference Parking	\$	13	4.00	2 cars, 2 days \$ 50
		IYI Conference Mileage	\$	0	640.00	miles \$ 256
		IAN Conference	\$	1,047	1.00	see details \$ 1,047
						\$ -
						\$ -
					Subtotal	\$ 2,274
		Transportation service to Cincinnati, Marengo Cave, and Camp Yale		35	22.00	11hrs x 2 buses 770
		Service to Lego bague and Robotics presentations			250.00	125 students, roundtrip 550
		Student Transportation	\$	26	468.00	4 bus/day x 117 days \$ 11,993
					Subtotal	\$ 13,313

Equipment	Equipment for supply storage	200	1.00		\$	200
	iPad	400	1.00		\$	400
	iPad case	100	1.00		\$	100
					\$	-
Subtotal						\$ 700
Supplies	STEM materials, program supplies, ed curricula, postage, printing,	\$2,115.00	1.00			2,115
	office supplies					2,000
	Program Supplies	\$5.00	400.00	100 students/4 sites		561
	Office Supplies	\$140.25	4.00	per site		-
					\$	-
Subtotal						\$ 4,676
Contractual	IU-CELL Evaluation Services	\$15,100.00	1.00	flat fee	\$	15,100
	EZ/Report Data Collection		3.00	per site		3,000
	Arts for learning		1.00			900
	Fees for arts programs		1.00			1,650
	Marian University Ecolab		90.00	\$8/student		720
	swimming	\$1,500.00	1.00	8-12 wk prog.		1,500
	marial arts	\$1,068.75	1.00	8-12 wk prog.		1,069
	IU-CELL Evaluation Services	\$180,000.00	0.05	% of award		9,000
	Example of an expense over \$25,000	\$75,000.00	1.00			75,000
	Subtotal					
Professional Development and Training	Staff Trainings	\$	12	75.00	3 trainings for 25 staff members	910
	IYI Conference	\$	125	4.00		500
	IAN Summit	\$	60	4.00		240
	MultiState Conference	\$	125	2.00		250
					\$	-
					\$	-
Subtotal						\$ 1,900
Other	Activity fees and staff background checks	\$	635	1.00		\$ 635
	Camp Yale admission	\$	11	70.00	students & chaperones	\$ 735
	Children's Museum outreach program	\$	500	1.00		\$ 500
	Cincinnati Zoo admission	\$	6	75.00	student rate	\$ 450
	Cincinnati Zoo admission		10	10.00	chaperone rate	100
	Marengo Cave		19	43.00		817
					\$	-
Subtotal						\$ 3,237
Total Direct					\$	-
	Subtotal					
	Indirect Expenses	\$264,971.00	0.03	approved rate	\$	8,506
	Indirect Expenses	\$264,971.00	3%	approved rate	\$	8,506

Included in ICR	Not Included in ICR
\$ 15,100.00	\$
\$ 3,000.00	\$
\$ 900.00	\$ -
\$ 1,650.00	\$ -
\$ 720.00	\$ -
\$ 1,500.00	\$
\$ 1,068.75	\$ -
\$ 9,000.00	\$
\$ 25,000.00	\$ 50,000.00
\$ 25,000.00	\$ 2,000.00
\$ 82,938.75	\$ 52,000.00

*See Instructions tab for explanation

Indirect Costs

--

CO
M

