

## **Step 1**

Complete Attachment 1-2 (Application)

Return to ISBE

**ILLINOIS STATE BOARD OF EDUCATION**  
 Career Development and Preparation Division  
 100 North First Street, E-240  
 Springfield, IL 62777-00001

**FY 2011**  
**AGRICULTURE EDUCATION – UNIVERSITY INCENTIVE FUNDING**  
**APPLICANT INFORMATION PAGE**

<b>ISBE USE ONLY</b>
GRANT AGREEMENT AMOUNT
GRANT AGREEMENT NUMBER

AGENCY/INSTITUTION NAME	PROGRAM NAME
RESPONSIBLE AGENT NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	FAX (Include Area Code)
	E-MAIL
PROGRAM COORDINATOR NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State Zip Code)	FAX (Include Area Code)
	E-MAIL
BUDGET CONTACT NAME	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	FAX (Include Area Code)
	E-MAIL

**INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR INCENTIVE FUNDS FOR AGRICULTURAL EDUCATION**

Although funds generated from this application must be expended or obligated from date of approval through June 30, 2011, the timeframe for completing quality indicators detailed in this application is July 1, 2009 to June 30, 2010.

Fill in the appropriate information in the upper portion of the application, some of which is used in the funding formula. Please include the number of student teachers who completed their student teaching experience during the given time frame. Also, indicate the number of unduplicated members in each state organization meaning if Student A is a member of both organizations you would only count them once and should not appear in both membership counts. Click the boxes which indicate quality indicators performed by the grantee in the given time frame.

This application should be completed by the agricultural teacher education faculty and approved by the responsible university representative. No application will be processed without all of the appropriate signatures affixed to the grant agreement, certifications and assurances, and standard terms of the grant, program specific terms of the grant and the program and funding assurances. Documentation for all expenses must be kept on file and available for audit. The application and application summary must be submitted and one copy kept on file. A minimum of twenty-five percent (25%) of the universities receiving these funds will be selected for audit each year.

The document "Illinois First Through Quality Agricultural Education: Strategic Plan for Illinois Agricultural Education" outlines quality indicators for each of the 11 components of agricultural education programs. The attached application is based on those quality indicators.

Incentive funding will be granted to universities based upon completion of the attached quality indicators funding application. Under each of the 11 components of agricultural education programs are listed various quality indicators. These indicators have been weighted or prioritized through an "X-value" system. A dollar amount will be assigned to the X multiplier after all grant applications have been tabulated. A summary sheet is included for totaling "x values" by component and overall. Program and funding assurances are to be signed on the summary sheet. The award of the grant is contingent on the availability of state funds and on satisfactory completion of the previous fiscal year's final report. Allocations are preliminary, and payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.

If all of a quality indicator is not met the line should be left blank. Variable "X values" are only appropriate on those quality indicators which show a distribution. Check only one blank per quality indicator with the exception of G.3 and I.6.

The agriculture teacher education program must meet the minimum standards within each component (A-K) in order to qualify for funding of any of the quality indicators.

**ILLINOIS STATE BOARD OF EDUCATION**

ATTACHMENT 2

Career Development division, E-240  
100 North First Street, E-240  
Springfield, Illinois 62777-0001

**APPLICATION FOR INCENTIVE FUNDS FOR AGRICULTURAL TEACHER EDUCATION PROGRAMS**

*Completion of this form constitutes a formal request for incentive funds based on quality indicators currently in place. Please review the attached instruction sheet **before** completing the application. Review the verification statement **before** signatures are affixed. **No applications will be accepted without all of the required signatures. Check (X) only one blank per quality indicator (with the exception of G.3. and I.6.).***

UNIVERSITY NAME	NUMBER OF STUDENT TEACHERS WHO COMPLETED: _____	MEMBERSHIP ( <i>unduplicated</i> ) CFFA: _____ PAS: _____	FISCAL YEAR <b>2011</b>
AGRICULTURE TEACHER EDUCATOR	TITLE	TELEPHONE (Include Area Code)	

**A. STUDENT RECRUITMENT (13X)**

**Minimum Standards:**

- 0X 1. A university transfer program is provided.
- 0X 2. All students admitted to student teaching are required to have a 3.5 G.P.A. on a 5.0 scale. (2.5 on a 4.0 scale)
- 0X 3. A minimum of one faculty member is responsible for recruitment, including women and minorities, in agriculture education. A written recruitment plan was developed with advisement of the program advisory committee.
  
- 1X 4. Scholarships are provided for agricultural teacher education. (1X for each \$500 provided) (**check only one**)
- 2X
- 3X
- 4X
  
- 2X 5. An agricultural education newsletter/brochure/website was utilized to communicate with secondary, as well as, community college teachers and counselors.
- 2X 6. A representative(s) of the agriculture teacher education program spoke to a minimum of 12 classes/meetings of potential agriculture teacher education students.
- 2X 7. The agricultural education program conduct organized on campus recruitment activity(s) for high school students.  
**Specify:**
- 3X 8. Submitted an approved application in the Growing Agriculture Science Teachers (GAST) grant.

\_\_\_\_\_ TOTAL

**B. GRADUATE AGRICULTURAL EDUCATION (7X)**

**Minimum Standards:**

- 0X 1. Graduate level credits were awarded to students seeking advanced degrees in agricultural education through courses and/or workshops taught by agricultural education staff.
- 1X 2. Graduate assistantships are provided for agricultural education graduate students who are specializing in teacher education. (1X for each assistantship) (**check only one**)
- 2X 3. Ten (or more) students are enrolled in the graduate agriculture education program.
- 1X 4. The agriculture education program offers graduate courses (other than web-based courses specified in #6) complementing the secondary agriculture teachers/school schedule.
- 1X 5. An approved master's level teacher certification program is offered.
- 1X 6. Web-based courses are offered for graduate credit by the agricultural education program.

\_\_\_\_\_ TOTAL

## C. STUDENT ADVISEMENT (5X)

**Minimum Standards:**

- 0X 1. All students enrolled in agricultural education are advised by agriculture education staff members.
- 2X 2. Each member of the agriculture education staff is responsible for advising no more than 25 regular undergraduates.
- 1X 3. All student teaching candidates are interviewed by a panel of cooperating teachers and teacher educators prior to student teaching.
- 2X 4. Students are made aware of multiple endorsement options and requirements. (75% of the graduates qualify for dual certification.)

\_\_\_\_\_ TOTAL

## D. PROGRAM PLANNING AND TEACHING METHODOLOGY (23X)

**Minimum Standards:**

- 0X 1. A minimum of 12 weeks is spent actually student teaching under the guidance of a fully qualified, certified, experienced, professional cooperating teacher. (In accordance with "model student teacher site indicators".)
- 0X 2. Adult education principles are taught as a part of a required agricultural education class.
- 0X 3. A methods course in teaching agriculture education is required prior to the student teaching experience. Local Program Success (LPS) and the Teachers Manual (FCAE) are cited as key resources.
- 3X 4. All student teachers develop a minimum of one lesson plan per week during student teaching (to include plans, worksheets, media and quizzes for 5-10 days of teaching).
- 2X 5. All student teachers are visited and counseled at least three times (one-half day visits) by an agricultural education faculty member. All teaching experiences are observed, critiqued and reported in writing in a follow-up memo to the student as well as cooperating teacher.
- 2X 6. All students develop "E" teaching skills; including, website construction and "E" presentation skills in their preservice experience.
- 2X 7. The structure and operation of the Illinois agriculture education system (ISBE, ILCAE, ICAE, FCAE, EFE) is taught as a part of a required agriculture education course.
- 1X 8. All student teachers teach at least one adult agricultural education class during their student teaching experience.
- 2X 9. A minimum of three experiences involving cooperative educational efforts (with community college instructors, agricultural extension personnel, agricultural commodity groups, agricultural literacy project coordinators and/or farm organizations) are completed by each student teacher.
- 1X 10. All students complete a community needs assessment as part of a required agriculture education course.
- 2X 11. All students develop at least two lesson plans that can be taught cooperatively with high school science teachers.
- 2X 12. All students develop at least two lesson plans that can be taught cooperatively with K-8 teachers.
- 2X 13. All students prepare and teach three lessons in agricultural sciences during their student teaching experience.
- 4X 14. All students develop a four-year sequential course of study as part of a required agricultural education course.

\_\_\_\_\_ TOTAL

## E. TECHNICAL PREPARATION IN AGRICULTURE (9X)

**Minimum Standards:**

- 0X 1. All agricultural education graduates complete at least 40 hours of agricultural courses.
- 0X 2. Chemistry and biology courses are required for agriculture education students.
- 3X 3. All agriculture education graduates successfully complete at least one course in each of the basic areas of technical agricultural education in the following areas: agronomy, animal science, horticulture, agricultural business and agricultural mechanics technology.
- 1X 4. The university provides a credit course for technical internships in agriculture.
- 1X 5. All agriculture education graduates are prepared for certification in agricultural education; plus, one of the following areas: biology, chemistry, physics, mathematics, general science or social science. (1X for each student)  
**(check only one)**

- 2X
- 3X
- 4X
- 5X

\_\_\_\_\_ TOTAL

## F. STUDENT PLACEMENT (9X)

**Minimum Standards:**

- 0X 1. One agricultural education faculty member is responsible for coordinating agriculture teacher job placement activities. The assigned faculty member maintains an up-to-date list of agriculture teacher job openings in Illinois in cooperation with the other teacher education universities.
- 3X 2. The agricultural education program regularly conducts (at least every other year) conferences for student teacher supervisors to inform participants of their expected roles and responsibilities.
- 1X 3. All agricultural education students develop professional portfolios.
- 1X 4. Placement records of graduates are kept on file in the agriculture education office.
- 1X 5. At least 40% of the agriculture education graduates accept teaching positions at the secondary or postsecondary level. (1X for each 10% at or above 40%) **(check only one)**
- 2X
- 3X
- 4X

\_\_\_\_ TOTAL

## G. STUDENT PROFESSIONAL DEVELOPMENT (6X)

**Minimum Standards:**

- 0X 1. An agricultural education student organization(s) is integrated into the instructional program and is available to all agricultural education majors.
- 2X 2. All agriculture education students are members of the Illinois Association Vocational Agriculture Teachers Student Branch.
3. Students attend and participate in professional activities include: (check all that apply)
- 1X a. IAVAT Student Branch Conference
- 1X b. Central State Research Conference
- 1X c. ATA Student Teacher Conference
- 1X d. Intra-University Student Teacher Exchange

\_\_\_\_ TOTAL

## H. SUPERVISED AGRICULTURAL EXPERIENCE PROGRAMS (10X)

**Minimum Standards:**

- 0X 1. All student teachers receive instruction on state certification requirements for work-based learning education.
- 0X 2. All agricultural education students receive instruction in planning, developing, implementing and evaluating SAEPs; including recordkeeping, in a required agricultural education course.
- 2X 3. All student teachers make a minimum of 12 SAE visits during the student teaching experience.
- 2X 4. All student teachers instruct students in completing SAE recordbooks during their student teaching experience.
- 2X 5. All student teachers plan and develop a school based student SAE program.
- 2X 6. All students receive instruction in agricultural science based SAEs (example: computer science, science fair projects) in a required agriculture education class.
- 2X 7. All student teachers participate in FFA proficiency award judging above the chapter level.

\_\_\_\_ TOTAL

## I. FFA ADVISEMENT (13X)

**Minimum Standards:**

- 0X 1. Agriculture education students participate in at least two (section or above) FFA events prior to the completion of the student teaching experience.
- 0X 2. All students develop a chapter program of activities prior to the completion of the student teaching experience.
- 0X 3. All students assist in completing FFA degree and award applications prior to the completion of the student teaching.
- 0X 4. Teacher education staff attend the State and National FFA Convention(s).

## I. FFA ADVISEMENT (13X) (continued)

- 1X 5. Student teachers attend the State and National FFA Conventions. (1X per student attending) **(check only one)**
- 2X
- 3X
6. All students gain experience in completing award applications. **(check all that apply)**
- 1X a. National Chapter FFA Award
- 1X b. State FFA Degree
- 1X c. American FFA Degree
- 1X d. FFA Cooperative Activities program
- 1X e. FFA Heritage Program
- 3X 7. All students participate in a minimum of three FFA leadership and/or career development events.
- 2X 8. All agricultural education students are members of Collegiate FFA and/or PAS.  
Specify the total number of students for each: \_\_\_\_\_

\_\_\_\_ TOTAL

## J. AGRICULTURAL ADVISORY COMMITTEES (9X)

**Minimum Standards:**

- 0X 1. Organizing and utilizing agricultural advisory committees is taught in a required agricultural education class.
- 0X 2. All student teachers observe and participate in at least one agricultural advisory committee with the cooperating training school while student teaching.
- 5X 3. The agricultural education teacher training institution has an organized advisory committee with representatives from agricultural organizations, agricultural business/industry, local teachers and a student teacher which meets a minimum of two times per year.
- 4X 4. An annual report, including recommendations of the advisory committee, is presented to the immediate supervisor of the training faculty and at the annual IAVAT Conference.

\_\_\_\_ TOTAL

## K. FACULTY PROFESSIONAL DEVELOPMENT (21X)

**Minimum Standards:**

- 0X 1. Faculty are involved in appropriate scholarly activities, including, but not limited to, disseminating results of research through publications, presentations and development of materials.
- 4X 2. All agricultural education teacher educator staff model commitment toward professionalism including membership and active involvement in AAAE, NAAE, IAVAT, IACTE, ACTE and other appropriate professional organizations.
- 2X 3. Faculty stay current with secondary agriculture teacher needs by actively serving on IAVAT committees.
- 4X 4. Faculty register and actively participate in the annual IAVAT Conference.
- 3X 5. Faculty attend and share research information at the Central States Research Conference.
- 6X 6. Faculty attend all Illinois Team Ag Ed meetings.
7. Faculty teach agriculture classes at the secondary level each year. **(check only one)**
- 1X a. One day
- 2X b. Two days

\_\_\_\_ TOTAL

UNIVERSITY NAME	FISCAL YEAR <b>2011</b>
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**QUALITY INDICATORS  
APPLICATION FOR FUNDING SUMMARY**

QUALITY INDICATORS	"X VALUE" POSSIBLE	"X VALUE" ACHIEVED
A. Student Recruitment	13X	
B. Graduate Agricultural Education	7X	
C. Student Advisement	5X	
D. Program Planning & Teaching Methodology	23X	
E. Technical Preparation in Agriculture	9X	
F. Student Placement	9X	
G. Student Professional Development	6X	
H. Supervised Agricultural Experience Program	10X	
I. FFA Advisement	13X	
J. Agricultural Advisory Committee	9X	
K. Faculty Professional Development	21X	
<b>TOTALS</b>	<b>125 X Maximum</b>	

*The program information contained in this application is accurate and can be documented for audit purposes. Misrepresentation of the program will result in ineligibility for funding. This verification must be signed by both the agriculture teacher educator and the department chair.*

*Applications will **not** be processed without **both** signatures!*

_____	_____	_____	_____
<i>Date</i>	<i>Signature of Department Chair</i>	<i>Date</i>	<i>Signature of Head of Agriculture Teacher Education</i>

**Submit applications to:**  
 Harley Hepner  
 Illinois State Board of Education  
 Career Development Division  
 100 North First Street, E-240  
 Springfield, Illinois 62777-0001  
 (217) 782-4620

## **STEP 2**

**Complete and sign the following after receiving allocation amount:**

Attachment 3 (Agricultural Education - Grant Agreement),

Attachment 4 (Certifications and Assurance and Standard Terms of the Grant),

Attachment 5 (Agriculture Education - University Application Information  
Program-Specific Terms of the Grant),

Attachment 6 (Proposed Budget), and

Attachment 7 (Budget Summary and Payment Schedule)

**Return to ISBE  
when completed**

*Budget must be typed.*

A GRANT AGREEMENT  
BETWEEN THE ILLINOIS STATE BOARD OF EDUCATION  
AND

**Agency/Institution Name (GRANTEE):** \_\_\_\_\_

THIS GRANT AGREEMENT (this "Agreement") is made and entered into on \_\_\_\_\_, by and between the Illinois State Board of Education (the "State Board of Education") and \_\_\_\_\_ (the "Grantee").

WITNESSETH:

WHEREAS, the State Board of Education, pursuant to **Agricultural Education Program (105 ILCS 5/2-3.80)**, has the authority to distribute funds to eligible applicants for the purposes of implementing the **Agricultural Education Program**;

WHEREAS, the Grantee has submitted an application for funding from the State Board of Education for the **Agricultural Education Program** to implement the program activities, services and purposes described on Exhibit A attached hereto (the "Grant Activities"); and

WHEREAS, the State Superintendent of Education has approved the funding of the Grant Activities through the **Agricultural Education Program**;

NOW THEREFORE, in view of the mutual covenants herewith contained, the parties agree as follows:

1. The State Board of Education hereby awards the Grantee a grant in the amount set forth in the Grantee Budget Summary and Payment Schedule attached hereto as Attachments 6 and 7 (the "Grant Award") for the Grant Activities. The Grantee agrees that the Grant Award shall be expended in accordance with the budget attached hereto as Attachments 6 and 7, and in accordance with the other terms and provisions of this Agreement.
2. The beginning date of funding eligibility for Grant Activities shall be \_\_\_\_\_ (**ISBE Use Only**). The ending date of funding eligibility for Grant Activities shall be **June 30, 2011**. The period from the beginning and ending dates listed in the preceding sentence is hereafter referred to as the "Term". The Grantee shall complete the Grant Activities within the Term.
3. The disbursement of the Grant Award will be made by the State Board of Education in accordance with the payment schedule attached hereto as Attachment 7. If requested by the State Board of Education, the Grantee shall provide documentation to substantiate the requested amount.
4. This Agreement is subject to the Program-Specific Terms set forth on Attachment 5 and the Certifications, Assurances and Standard Terms of the Grant set forth on Attachment 4. In the event of any conflict or inconsistency among the documents constituting this Agreement, the following order of precedence shall govern:
  - i. This Agreement, excluding the Attachments;
  - ii. Attachment 4, The Certifications and Assurances, and Standard Terms of the Grant and any federal certification forms that may be required (i.e., Certification Regarding Debarment and Certification Regarding Lobbying);
  - iii. Attachment 5, Program-Specific Terms; and
  - iv. Attachments 6, 7 and 8.

5. This Agreement, including the Exhibits specified below which are incorporated into this Agreement by this reference, constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to this award that may have been made by either party. This Agreement may not be amended or modified except by a written instrument executed by both the Grantee and the State Board of Education.

Attachments 1, 2 and 3: Grant Activities (i.e., approved proposal, attachments and any approved amendments to the original proposal)

Attachments 6 and 7: Grantee Budget Summary and Payment Schedule

Attachment 5: Program-Specific Terms

Attachments 4: Certifications and Assurances, and Standard Terms of the Grant

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

ILLINOIS STATE BOARD OF EDUCATION

Grantee: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_  
*(Executive Staff or Division Administrator)*

Title: \_\_\_\_\_  
*(Executive Staff or Division Administrator)*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES AND STANDARD TERMS OF THE GRANT**

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(Insert Applicant's Name Here)

The applicant/award recipient (hereinafter the term applicant includes award recipient as the context requires), hereby certifies and assures the Illinois State Board of Education that:

1. Applicant is a(n): (Check one)

Individual       Corporation       Partnership       Unincorporated association       Government entity

Social Security Account Number, Federal Employer Identification Number or Region/County/District/School Code, as applicable:

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2. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.

**DEFINITIONS**

“Applicant” means an individual, entity or entities for which grant funds may be available and has made application to the Illinois State Board of Education for an award of such grant funds.

“Award recipient” means the person, entity, or entities that are to receive or have received grant funds through an award from the Illinois State Board of Education. The terms “grantee” and “award recipient” may be used interchangeably.

“Expenditure through dates” are from the project beginning date through September 30, December 31, March 31, and June 30 of each fiscal year and the project ending date.

“Grant” means the award of funds, which are to be expended in accordance with the Grant Agreement for a particular project. The terms “grant,” “award,” and “project” may be used interchangeably.

“Project” means the activities to be performed for which grant funds are being sought by the applicant.

The capitalized word “Term” means the period of time from the project beginning date through the project ending date.

**PROJECT**

3. The project proposed in the application, and as negotiated and finalized by the parties in the Grant Agreement, is hereinafter referred to as the “project.” In planning the project there has been, and in establishing and carrying out the project, there will be (to the extent applicable to the project), participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
4. Applicants may be asked to clarify certain aspects of their proposals/applications prior to final agreement on the terms of the project.
5. All funds provided shall be used solely for the purposes stated in the approved proposal/application.
6. The project will be administered by or under the supervision of the applicant and in accordance with the laws and regulations applicable to the grant. The applicant will be responsible for and obtain all necessary permits, licenses, or consent forms as may be required to implement the project.

**SUBCONTRACTING**

7. No subcontracting is allowed under this project, except as set forth in the Grant Agreement.

If subcontracting is allowed, then all project responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracting is to be utilized:

- Name(s) and address(es) of subcontractor(s);
- Need and purpose for subcontracting;
- Measurable and time-specific services to be provided;
- Association costs (i.e., amounts to be paid under subcontracts); and
- Projected number of participants to be served.

The applicant may not assign, convey or transfer its rights to the grant award without the prior written consent of the State Board of Education.

**FINANCIAL TERMS**

8. Payment under this grant is subject to passage of a sufficient appropriation by the Illinois General Assembly or sufficient appropriation by the U.S. Congress for federal programs. Obligations of the State Board of Education will cease immediately without further obligation should the agency fail to receive sufficient state, federal, or other funds for this program.
9. An applicant must not obligate funds prior to the start date of the project set forth in the final Grant Agreement. The project's start date cannot precede the start of the fiscal year for which the funds are appropriated.

All project activities must be completed between the project beginning date and the ending date (the "Term"). Liquidation of all obligations, including the current year's audit fee, should be completed no later than ninety (90) calendar days after the project ending date.

10. The applicant understands that payment for approved services and expenses will be made on a cash needs basis, and that payment will be made in accordance with applicable statutes, regulations, and standards after an application for payment is submitted to the State Board of Education. Vouchers for payment will be submitted to the Office of the Comptroller according to the payment schedule attached to the final Grant Agreement. The payment schedule shall be based on the projected date of expenditures. Payments will be withheld from scheduled amounts if expenditure reports show excess cash on hand.
11. An approved budget may be amended by completing the Budget Summary form to show the new amounts required and attaching an explanation for the changes. An amendment to the Grant Agreement must be entered into whenever any individual cell changes by more than \$1,000 or 20 percent, whichever is larger. An amendment to the Grant Agreement must also be entered into whenever an award recipient proposes to use funds for allowable expenditures not identified in the currently approved budget, if the scope of the project is expected to change, or if the overall grant award must be increased.
12. Obligation of funds for items or services based on amendments cannot be encumbered prior to the date of receipt at ISBE of a substantially approvable budget amendment provided the scope/intent of the approved project has not changed. If the scope/intent of a project changes based on an amendment, programmatic approval must be obtained prior to the obligation of funds based on the amendment. ISBE shall be the final determiner of whether an amendment changes the scope/intent of a project. The begin date of the project cannot precede the beginning of the fiscal year for which the funds are appropriated. Requests for budget amendments must be received by the State Board of Education no later than thirty (30) calendar days prior to the project ending date for which the amendment is being sought.
13. Funds granted for the operation of this project must be used exclusively for the purposes stated in the approved proposal/application and must be expended in accordance with the approved budget and the award recipient's policies and procedures related to such expenditures. Funds may only be expended or obligated for activities occurring during the Term.
  - (a) State funded grants: All grant funds and earned interest shall be subject to the Illinois Grant Funds Recovery Act (30 ILCS 705). Interest earned on State funded grant programs and grant funds not expended or obligated by the end of the Term, as well as interest earned after the Term has expired, must be returned to the Illinois State Board of Education within forty-five (45) calendar days following the end of the Term.
  - (b) Federally funded grants: Interest earned in excess of \$100 per year must be returned to the Illinois State Board of Education, with checks payable to the Illinois State Board of Education.

For-Profit award recipients shall not utilize grant funds in any manner for normal operating expenses or to generate a profit. The applicant certifies that notwithstanding any other provision of the application, proposal, or Grant Agreement, grant funds shall not be used and will not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

14. Financial Reports: Quarterly expenditure reports are required of all award recipients receiving funds, unless otherwise specified in the program specific terms or the request for proposals. Quarterly reports must describe the progress of the project or use and the expenditure of the grant funds. The expenditure through dates to be used in reporting expenditures and obligations are from the project beginning date through September 30, December 31, March 31, and June 30 of each fiscal year and the project ending date. Those entities with established IWAS accounts with the Illinois State Board of Education, must electronically submit expenditure reports by the required due dates specified within the Grant Agreement. Those entities not enrolled in IWAS, must request paper expenditure report forms not later than twenty (20) calendar days before the due dates specified within the Grant Agreement to the Illinois State Board of Education. Expenditure reports are due twenty (20) calendar days after the expenditure through date. Failure to file the required reports within the timelines will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold the current year's payments and payments for future years' projects under the same program until the reports are properly filed.

All grant funds must be spent or obligated, and all activities must be completed prior to the project ending date. Each award recipient must submit a completion report showing the obligations and the expenditures for the project no later than twenty (20) calendar days after the project ending date.

If a completion report was filed through the project ending date and had no outstanding obligations, the completion report will be the award recipient's final expenditure report. Failure to submit this completion/final expenditure report will result in current and subsequent years' project funding being withheld until the report is received. In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within forty-five (45) calendar days of the project ending date for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

If a completion report was filed with outstanding obligations, then a final expenditure report showing total project expenditures (with all prior obligations paid) must be submitted no later than ninety (90) calendar days after the project ending date. Failure to submit the final expenditure report will result in current and subsequent years' project funding being withheld until the report is received. In cases where final expenditures are less than total disbursements, the overpayment must be returned to the State Board of Education within

forty-five (45) calendar days from the date of first notice of the amount due for all state grants or federal grants that do not expressly allow carryover funds. Failure to return the funds will result in a breach of the Grant Agreement. Upon any such breach, the State Board of Education may, without limitation, withhold current and subsequent years' project funding until the overpayment is returned.

15. The award recipient will maintain records on project and fiscal activities related to each award for a period of three (3) years following the project ending date either for a state-funded or federally funded project. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. If there are outstanding audit exceptions, records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.
16. The State Board of Education and other governmental entities with program monitoring authority shall, during the Term and for a period of three (3) years thereafter (or until no outstanding audit exceptions remain, whichever is later), have the right at any time to conduct on-site or off-site inspections of the award recipient's records and project operations for auditing and monitoring purposes. The award recipient shall, during the Term and for a period of three (3) years thereafter (or until no outstanding audit exceptions remain, whichever is later) and upon the request of the State Board of Education, provide the State Board of Education with information and documentation (including books, records, or papers related to the project) regarding the award recipient's progress or performance with respect to the administration and operation of the project.

#### **NO BINDING OBLIGATION**

17. The applicant acknowledges and agrees that the selection of its proposal for funding, or approval to fund an application, shall not be deemed to be a binding obligation of the State Board of Education until such time as a final Grant Agreement is entered into between the applicant and the State Board of Education. Prior to the execution of a final Grant Agreement, the State Board of Education may withdraw its award of funding to the applicant at any time, for any reason.

#### **COPYRIGHT**

18. All rights, including copyright to data, information and/or other materials developed pursuant to an award, are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the award recipient through work pursuant to the award shall be made available to the State Board of Education upon request.

#### **DEFAULT AND TERMINATION**

19. The award recipient will be in default of the grant award and the corresponding Grant Agreement if it breaches any representation or warranty made in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant, or fails to observe or perform any covenant, agreement, obligation, duty or provision set forth in the Grant Agreement, the Program Specific Terms or in these Certifications and Assurances, and Standard Terms of the Grant. Upon default by the award recipient and written notification by the State Board of Education, the award recipient will have ten (10) calendar days in which to cure the default to the satisfaction of the State Board of Education. If the default is not cured to the satisfaction of the State Board of Education, the State Board of Education shall thereafter have full right and authority to terminate the Grant Agreement, and/or seek such other remedy that may be available at law or in equity. Upon termination of the Grant Agreement, the award recipient will cease all use of grant funds, shall cancel all cancelable obligations relating to the project, and shall return all unexpended grant funds to the State Board of Education within forty-five (45) calendar days of termination.

#### **INDEMNIFICATION**

20. To the fullest extent permitted by law, the award recipient shall indemnify, defend and hold harmless the State of Illinois, the State Board of Education, and their respective members, officers, agents and employees against all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages or penalties, including, without limitation, reasonable defense costs, reasonable legal fees, and the reasonable value of time spent by the Attorney General's Office, arising or resulting from, or occasioned by or in connection with (a) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the award recipient, its subcontractors, subgrantees, volunteers, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable; (b) failure by the award recipient or its subcontractors, subgrantees, or volunteers to comply with any laws applicable to the performance of the grant; (c) any breach of the Grant Agreement, including, without limitation, any representation or warranty provided by the award recipient herein; (d) any infringement of any copyright, trademark, patent, or other intellectual property right; or (e) the alleged unconstitutionality or invalidity of the Grant Agreement. Neither the award recipient nor its employees or subcontractors shall be considered agents or employees of the State Board of Education or of the State of Illinois.

If the applicant is a government unit only, it is understood and agreed that neither the applicant nor the State Board of Education shall be liable to each other for any negligent or wrongful acts, either of commission or omission, unless such liability is imposed by law.

#### **GENERAL CERTIFICATION AND ASSURANCES**

21. The applicant will obey all applicable state and federal laws, regulations, and executive orders, including without limitation: those regarding the confidentiality of student records, such as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.); those prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, such as Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.,

- 2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and the Illinois School Code (105 ILCS 5/1-1 et seq.). Further, no award recipient shall deny access to the program funded under the grant to students who lack documentation of their immigration status or legal presence in the United States (*Plyler v. Doe*, 457 U.S. 202, 102 S.Ct. 2382 (1982)).
22. The applicant is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a state contract by a contractor who has been convicted of bid-rigging or bid-rotating.
  23. If the applicant is an individual, the applicant is not in default on an educational loan as provided in 5 ILCS 385/3.
  24. The applicant is not prohibited from receiving a grant award from the State of Illinois because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1).
  25. The applicant certifies it has informed the State Superintendent of Education in writing if any employee of the applicant was formerly employed by the State Board of Education and has received an early retirement incentive under 40 ILCS 5/14-108.3 or 40 ILCS 5/16-133.3 (Illinois Pension Code). The applicant acknowledges and agrees that if such early retirement incentive was received, the Grant Agreement is not valid unless the official executing the agreement has made the appropriate filing with the Auditor General prior to execution.
  26. The applicant shall notify the State Superintendent of Education if the applicant solicits or intends to solicit for employment any of the State Board of Education's employees during any part of the application process or during the Term of the Grant Agreement.
  27. If applicable, the applicant shall be required to observe and comply with provisions of the Prevailing Wage Act, 820 ILCS 30/1 et seq., which applies to the wages of laborers, mechanics, and other workers employed in any public works.
  28. The applicant certifies that it is (a) current as to the filing and payment of any applicable federal, state and/or local taxes; and (b) not delinquent in its payment of moneys owed to any federal, state, or local unit of government.
  29. The applicant represents and warrants that all of the certifications and assurances set forth herein and attached hereto are and shall remain true and correct through the Term of the grant. During the Term of the grant, the award recipient shall provide the Illinois State Board of Education with notice of any change in circumstances affecting the certifications and assurances within ten (10) calendar days of the change. Failure to maintain all certifications and assurances or provide the required notice will result in the Illinois State Board of Education withholding future project funding until the award recipient provides documentation evidencing that the award recipient has returned to compliance with this provision, as determined by the State Board of Education.
  30. Any applicant not subject to Section 10-21.9 of the School Code certifies that a fingerprint-based criminal history records check through the Illinois State Police and a check of the Statewide Sex Offender Database will be performed for all of its (a) employees, (b) volunteers, and (c) all employees of persons or firms holding contracts with the applicant, who have direct contact with children receiving services under the grant; and such applicant shall not (a) employ individuals, (b) allow individuals to volunteer, or (c) enter into a contract with a person or firm who employs individuals, who will have direct contact with children receiving services under the grant who have been convicted of any offense identified in subsection (c) of Section 10-21.9 of the School Code (105 ILCS 5/10-21.9(c)) or have been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1 et seq.).
  31. Any applicant that does not have a calculated indirect cost rate from the Illinois State Board of Education or does not utilize their restricted indirect cost rate as calculated by the Illinois State Board of Education certifies that it has developed a written Cost Allocation Plan (CAP) that: (a) will be utilized in identifying the accumulation and distribution of any allowable administrative costs in the grant program; (b) identifies the allocation methods used for distributing the costs among programs; (c) requires support through records and documentation showing personnel time and effort information, and formal accounting records according to generally accepted governmental accounting principles; (d) requires the propriety of the charges to be substantiated; and (e) shall be made available, along with any records or supporting documentation for allowable administrative costs, for review upon ISBE's request.
  32. The applicants participating in a joint application hereby certify that they are individually and jointly responsible to the Illinois State Board of Education and to the administrative and fiscal agent under the grant. An applicant that is a party to the joint application, a legal entity, or a Regional Office of Education may serve as the administrative and/or fiscal agent under the grant.
  33. The entity acting as the fiscal agent certifies that it is responsible to the applicant or, in the case of a joint application, to each applicant that is a party to the application; it is the agent designated and responsible for reports and for receiving and administering funds; and it will:
    - (a) Obtain fully executed Certifications and Assurances, and Terms of the Grant forms from each entity or individual participating in the grant and return the forms to ISBE prior to award of the grant;
    - (b) Maintain separate accounts and ledgers for the project;
    - (c) Provide a proper accounting of all revenue from ISBE for the project;
    - (d) Properly post all expenditures made on behalf of the project;
    - (e) Be responsible for the accountability, documentation and cash management of the project, the approval and payment of all expenses, obligations, and contracts and hiring of personnel on behalf of the project in accordance with the Grant Agreement;
    - (f) Disburse all funds to joint applicants based on information (payment schedules) from joint applicants showing anticipated cash needs in each month of operation (The composite payment schedule submitted to ISBE should reflect monthly cash needs for the fiscal agent and the joint applicants.);
    - (g) Require joint applicants to report expenditures to the fiscal agent based on actual expenditures/obligation data and documentation. Reports submitted to ISBE should reflect actual expenditure/obligations for the fiscal agent and the data obtained from the joint applicants on actual expenditures/obligations that occur within project beginning and ending dates;

- (h) Be accountable for interest income earned on excess cash on hand by all parties to the grant and return applicable interest earned on advances to the Illinois State Board of Education;
  - (i) Make financial records available to outside auditors and Illinois State Board of Education personnel, as requested by the Illinois State Board of Education;
  - (j) Have a recovery process in place with all joint applicants for collection of any funds to be returned to ISBE; and
  - (k) Be responsible for the payment of any funds that are to be returned to the Illinois State Board of Education.
34. The applicant hereby assures that when purchasing core instructional print materials published after July 19, 2006, the applicant will ensure that all such purchases are made from publishers who comply with the requirements of 105 ILCS 5/28-21 which instructs the publisher to send (at no additional cost) to the National Instructional Materials Center (NIMAC) electronic files containing the contents of the print instructional materials using the NIMAS standard, on or before delivery of the print instructional materials. This does not preclude the district from purchasing or obtaining accessible materials directly from the publisher. For further information, see 105 ILCS 5/28-21 at <http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=010500050HArt%2E+28&ActID=1005&ChapAct=105%26nbsp%3BILCS%26nbsp%3B5%>.

#### DRUG-FREE WORKPLACE CERTIFICATION

35. This certification is required by the Drug Free Workplace Act (30 ILCS 580/1). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant, and debarment of contracting or grant opportunities with the State of Illinois for at least one (1) year but not more than five (5) years. For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The applicant certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will
    - (A) Abide by the terms of the statement; and
    - (B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
- (b) Establishing a drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's or contractor's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and posting the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency with ten (10) calendar days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug Free Workplace Act

The undersigned affirms, under penalties of perjury, that he or she is authorized to execute this Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the undersigned certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

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*Signature of Authorized Official*

---

*Title*

---

*Date*

---

*Name of Authorized Official (Type or Print)*

**ILLINOIS STATE BOARD OF EDUCATION**  
Career Development and Preparation Division  
100 North First Street, E-240  
Springfield, Illinois 62777-0001

**FY 2011**  
**AGRICULTURE EDUCATION – UNIVERSITY INCENTIVE FUNDING**  
**PROGRAM-SPECIFIC TERMS OF THE GRANT**

1. No subcontracting is allowed without prior written approval of the State Superintendent of Education. See item 7 of the document titled "Certifications and Assurances, and Standard Terms of the Grant" for the type of information that must be submitted with the proposal about any proposed subcontracts to be funded with the grant.
  
2. Program and Funding Assurances. The program information contained in the application is accurate and can be documented for audit purposes. Misrepresentation of the program will result in ineligibility for funding.
  - a. The funds will be used for the agricultural education program and will not be used to supplant existing funding levels.
  - b. Upon notification to the university of available funds, a proposed budget will be submitted prior to the receipt of funds.
  - c. Funds will be utilized in compliance with the ISBE guidelines to improve agricultural education programs.
  - d. No indirect costs are allowable.
  
3. Reporting: The grantee must submit a final narrative report by July 31, 2011. The State Board of Education will provide the overall format of this report.

\_\_\_\_\_  
Name of Applicant

By: \_\_\_\_\_  
Date Signature of Applicant Title

## INSTRUCTIONS FOR COMPLETING BUDGET

Anticipated costs included within this budget must relate exclusively to the Agricultural Education Incentive Funding initiative. Based on local assessment, identify the area(s) of greatest need for improving the agricultural program(s). Determine the appropriate object code (OC) and identify the service(s) and/or item(s) along with the cost of each on the lines provided. This grant does not support payment of indirect costs.

Receipts, vouchers and records of expenditures must be maintained by the university documenting the payment of additional salaries and/or purchase of additional services, materials and supplies. These records will be reviewed at the time of audit.

A Budget form (pg. 10-11) must be completed for each university identified in the allocation memo. **All budgets must be typed.** If additional space is required, attachments with the university's name listing items by object code may be included. All totals must be transferred to the original form. **All budgets must be approved prior to expenditure of funds.** If changes are required following submission of the proposed budget an amendment must be submitted and approved prior to expenditure.

### **SALARIES**

120 TEMPORARY SALARIES: Full-time, part-time and prorated portions of the costs for work performed by employees of the University who are hired on a temporary or substitute basis to perform work in temporary positions.

130 OVERTIME SALARY: The total amount of money paid or stipulated to be paid the agriculture teacher educator for a given period of time beyond that specified in the teacher's contract. (No more than 50% of the university allocation may be used for extending teacher contracts or teacher stipends.)

### **PURCHASED SERVICES**

314 PROFESSIONAL SERVICES - INSTRUCTIONAL: Contractual services to enhance the teaching or instructional process (i.e., curriculum development, computer application assistance). Services rendered by persons not employed by the university.

316 COMPUTER SERVICES: Computer network services which enhance the instructional program in agricultural education (i.e., DTN-Farm Dayta, Ag Ed Network, Ag Cost).

332 TRAVEL: Reimbursement of expenses (mileage) associated with visitations of students' education experience programs by the agriculture teacher(s) educator or travel to agricultural education professional meetings. Travel outside of student visits not to exceed 30% of the budget.

390 REGISTRATION FEES: Payment of registration fees to allow participation by the agriculture teacher educator in agriculture/education and related professional meetings.

### **INSTRUCTIONAL MATERIALS**

414 CURRICULUM/SUPPLEMENTAL INSTRUCTIONAL MATERIALS : Expenditure of funds less than \$500 per unit to compliment/supplement agricultural curriculum (i.e., reference materials, curriculum, videos, etc.).

470 SOFTWARE : Expenditure for the purchase of computer software (i.e., application programs, disks).

### **CAPITAL OUTLAY**

520 LABORATORY FACILITIES IMPROVEMENT: Expenditures for acquiring, establishing and/or upgrading laboratory facilities directly related to new program initiatives (i.e., horticulture, aquaculture, hydroponics, biological/physical science application in agriculture) including greenhouses. Facilities may be those either to be purchased, constructed or refurbished. Included are expenditures for installment or lease payments (except interest) which have a terminal date and result in the acquisition of facilities. Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems, and other service systems in existing buildings are also included.

541 INSTRUCTIONAL EQUIPMENT: Expenditures for initial, additional or replacement instruments, apparatus, machines or tools which retain original shape and appearance with use, and are nonexpendable with a unit value of \$500 or more (i.e., computers and/or ancillary hardware, environmental growth chambers, microscopes).

- Proposed
- Attachments
- Amendment (No. \_\_\_\_ )  
Date \_\_\_\_\_

**ILLINOIS STATE BOARD OF EDUCATION**  
 Career Development Division, E-426  
 100 North First Street  
 Springfield, Illinois 62777-0001

FISCAL YEAR	<b>2011</b>
PROJECT NUMBER	

**INCENTIVE FUNDING FOR AGRICULTURAL TEACHER EDUCATION**  
**Budget**

**Approval must be received prior to expenditure of funds. Budget must be typed.**

UNIVERSITY NAME		GRANT ALLOCATION	
		\$	
CONTACT PERSON	TITLE	TELEPHONE (Include Area Code)	
FUNCTION AND OBJECT CODES		BUDGET LINE ITEMS	BUDGET SUBTOTALS AND TOTALS
		(Round amounts to the nearest whole dollar)	
2210 IMPROVEMENT OF INSTRUCTION SERVICES			
SALARIES			
120 Temporary Salaries (substitutes) _____ Days @ _____ Rate .....		\$	
<i>Specify:</i>			
130 Overtime Salary (Agriculture Teacher Contract Extension) ( <i>identify name/position/timeframe/rate</i> )		\$	
<i>Specify:</i>			
<b>Subtotal</b>			\$
PURCHASED SERVICES			
314 Professional Services - Instructional ( <i>identify name or type</i> ) .....		\$	
<i>Specify:</i>			
316 Computer Services ( <i>identify subscription service</i> ) .....		\$	
<i>Specify:</i>			
332 Travel ( <i>identify activity and specify student visit mileage</i> ) .....		\$	
<i>Specify:</i>			
390 Registration Fees ( <i>identify conference and registration fee</i> ) .....		\$	
<i>Specify:</i>			
<b>Subtotal</b>			\$

UNIVERSITY NAME

GRANT ALLOCATION

\$

FUNCTION AND OBJECT CODES	BUDGET LINE ITEMS	BUDGET SUBTOTALS AND TOTALS
<p>INSTRUCTIONAL MATERIALS</p> <p>414 Curriculum/Supplemental Instructional Materials (under \$500 per unit) <b>(identify items and cost for each)</b> Specify:</p> <p>470 Software <b>(identify items and cost for each)</b> .....</p> <p>Specify:</p> <p style="text-align: right;"><b>Subtotal</b></p>	<p>\$</p> <p>\$</p> <p>\$</p>	<p>\$</p> <p>\$</p> <p>\$</p>
<p>CAPITOL OUTLAY</p> <p>520 Laboratory Facilities, Improvement <b>(identify items and cost for each)</b> .....</p> <p>Specify:</p> <p>541 Instructional Equipment (at least \$500 or more per unit).....</p> <p>Specify:</p> <p style="text-align: right;"><b>Subtotal</b></p>	<p>\$</p> <p>\$</p>	<p>\$</p> <p>\$</p>
<b>*Total Grant Budget</b>		\$

\* Universities are encouraged to contribute additional resources to this improvement project. However, report only the grant allocation amount on the budget total line.

Date

Signature of Responsible University Official/Title

Date

Signature of Head of Agricultural Teacher Education

## Instructions for Completing BUDGET SUMMARY

1. Complete the Budget form before attempting to complete the Budget Summary.
2. Complete the budget and project information in the boxes in the upper left corner.
3. The Budget Summary form should reflect the total Budget by categories: Salaries, Purchased Services, Supplies and Materials, and Capital Outlay. On the Budget Summary, complete lines 7, 28 and 30 (open cells), only.

**Improvement of Instruction Services (Line 7):** In each of the columns (3) - (7) list the amount, if any, to be expended for that object. The amount should equal the subtotal listed for that object from the Proposed Budget (Attachment 6).

In Column (11) list the total expenditures for all object codes. This amount should equal the sum of Columns (3) - (7).

**Total Direct Costs (Line 28):** Enter the same amount as listed on Line (7) Column (11), in Column (11) only.

**Total Budget (Line 30):** TOTAL BUDGET (Column 11 is the same as Line 30, Column 11.)

4. Complete the payment schedule for the months in which anticipated expenditures would occur. Complete only those months and the Total. Months during the grant when no payments will be scheduled should be marked as "0".
5. Secure signatures of authorized representative.

**NOTE:** We encourage the university to contribute additional resources to this improvement project. However, only report on these forms the allocation amount.

Initial Budget     Revised Initial Budget     Amendment # \_\_\_\_\_

PROJECT NUMBER			LEA SUBMISSION DATE
FISCAL YEAR <b>11</b>	SOURCE OF FUNDS CODE <b>3235-00</b>	REGION, COUNTY, DISTRICT, TYPE CODE	/ /
DISTRICT NAME AND NUMBER OF AGENCY/ENTITY NAME			
BUDGET CONTACT PERSON		TELEPHONE NUMBER	
E-MAIL		FAX NUMBER	
PROGRAM CONTACT PERSON		TELEPHONE NUMBER	
E-MAIL		FAX NUMBER	

**ILLINOIS STATE BOARD OF EDUCATION**  
 Career Development & Preparation Division  
 100 North First Street, E-240  
 Springfield, IL 62777-0001

ATTACHMENT 7

**FY 2011**  
**AGRICULTURAL EDUCATION**  
**UNIVERSITY INCENTIVE FUNDING**  
**APPLICATION INFORMATION**  
**Budget Summary and Payment Schedule**

*Use whole dollars only. OMIT DOLLAR SIGNS, COMMAS, AND DECIMAL PLACES, e.g., 2536*  
*Payment Schedule must be completed based on monthly need.*

ISBE USE ONLY	ISBE PROGRAM APPROVAL DATE AND INITIALS
	TOTAL FUNDS
	CURRENT FUNDS
	BEGIN DATE
	END DATE

LINE	FUNCTION NUMBER 1	EXPENDITURE ACCOUNT 2	SALARIES 3	PURCHASED SERVICES 5	SUPPLIES AND MATERIALS 6	CAPITAL OUTLAY** 7	NON-CAPITALIZED EQUIPMENT 9	TOTAL 11	PAYMENT SCHEDULE
			(Obj. 100s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 700s)		
7	2210	Improvement of Instruction Services							July-August
28	<b>TOTAL DIRECT COSTS</b>								September
30	<b>TOTAL BUDGET</b>								October
									November
									December
									January
									February
									March
									April
									May
									June
									July-August
									Total \$ _____

\*\* In no instances can capital outlay or facilities acquisition and construction services be included in the indirect cost calculation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Original** Signature of Superintendent OR  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Original** Signature of ISBE Division Administrator  
Career Development and Preparation Division

**STEP 3**

Complete Attachment 8 (Final Report)  
After Expenditure of Allocation.

Copies of Receipts, Etc., Should  
Be Maintained in One File  
For Audit Purposes.

Return Final Report to ISBE  
When Completed.

*Final Report must be typed.*

ILLINOIS STATE BOARD OF EDUCATION  
 Career Development Division, E-426  
 100 North First Street  
 Springfield, Illinois 62777-0001

FISCAL YEAR	<b>2011</b>
PROJECT NUMBER	

**INCENTIVE FUNDING FOR AGRICULTURAL TEACHER EDUCATION  
 Final Report**

**Budget must be typed.**

UNIVERSITY NAME	GRANT ALLOCATION	
	\$	
CONTACT PERSON	TITLE	TELEPHONE (Include Area Code)
FUNCTION AND OBJECT CODES		BUDGET LINE ITEMS
		BUDGET SUBTOTALS AND TOTALS
		(Round amounts to the nearest whole dollar)
2210 IMPROVEMENT OF INSTRUCTION SERVICES		
SALARIES		
120 Temporary Salaries (substitutes) _____ <b>Days @</b> _____ <b>Rate</b> .....		\$
Specify:		
130 Overtime Salary (Agriculture Teacher Contract Extension) ( <b>identify name/position/ timeframe/rate</b> )		\$
Specify:		
<b>Subtotal</b>		\$
PURCHASED SERVICES		
314 Professional Services - Instructional ( <b>identify name or type</b> ) .....		\$
Specify:		
316 Computer Services ( <b>identify subscription service</b> ) .....		\$
Specify:		
332 Travel ( <b>identify activity and specify student visit mileage</b> ) .....		\$
Specify:		
390 Registration Fees ( <b>identify conference and registration fee</b> ) .....		\$
Specify:		
<b>Subtotal</b>		\$

UNIVERSITY NAME	GRANT ALLOCATION	
	\$	
FUNCTION AND OBJECT CODES	BUDGET LINE ITEMS	BUDGET SUBTOTALS AND TOTALS
<b>INSTRUCTIONAL MATERIALS</b> 414 Curriculum/Supplemental Instructional Materials (under \$500 per unit) <b>(identify items and cost for each)</b> <i>Specify:</i>	\$	
470 Software <b>(identify items and cost for each)</b> ..... <i>Specify:</i>	\$	
<b>Subtotal</b>		\$
<b>CAPITOL OUTLAY</b> 520 Laboratory Facilities, Improvement <b>(identify items and cost for each)</b> ..... <i>Specify:</i>	\$	
541 Instructional Equipment (at least \$500 or more per unit)..... <i>Specify:</i>	\$	
<b>Subtotal</b>		\$
<b>*Total Grant Budget</b>		\$

\* Universities are encouraged to contribute additional resources to this improvement project. However, report only the grant allocation amount on the budget total line.

\_\_\_\_\_  
 Date                      Signature of Responsible University Official/Title                      Date                      Signature of Head of Agricultural Teacher Education

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*Describe (in narrative form) ways in which incentive funds were used to improve your agricultural program for the benefit of students. Please note additional quality indicators which were implemented using the supplemental funds. Use additional sheets if necessary.*

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UNIVERSITY NAME

GRANT ALLOCATION

\$

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**FY 2011**

# **FUNDING PROCESS PLANNING GUIDE**

## INCENTIVE FUNDING PROCESS PLANNING GUIDE

1. Disseminate Agricultural Grant Packets.....	August 1, 2010
2. Mail Application (Step 1) to ISBE.....	August 15, 2010
3. Notify Universities of Allocation Amounts.....	September 1, 2010
4. Mail Proposed Budget (Step 2) to ISBE Before .....	September 30, 2010
5. Receive Allocation (Funding) .....	October 2010
6. Final Amendment submitted .....	May 15, 2011
7. All grant dollars spent .....	June 30, 2011
8. Mail Final Report (Step 3) to ISBE before.....	July 31, 2011