Curriculum and Instruction Division Guidelines:
1. LEA’s and ISBE principal consultants should conduct necessary communications with grantees prior to submission of documents to ascertain accuracy and completeness of grant documents.
2. Signed documents may not be altered by ISBE personnel and then approved. Grant documents containing errors and/or omissions will not be processed for approval until a signed and corrected document is received by ISBE.
3. A new Grant Agreement must be generated for each fiscal year of any given grant to accompany initial or continuing applications. Amendments to the GA are to be used for monitory changes that occur within a given fiscal year.

Checklist:

__________ 1. Check type of budget being submitted:
   _____ Initial
   _____ Revised Initial
   _____ Amendment
   _____ upward (needs new grant agreement)
   _____ downward (needs new grant agreement)
   _____ level (no Grant agreement needed)

__________ 2. Check top left hand data box for accuracy:
   _____ RCDT correct
   _____ LEA Submission date complete and numeric (mm/dd/yy)
   _____ District contact information complete

__________ 3. Check administration line (2300) for percentage of total budget not exceeding administrative limit.
Did it exceed limit?
   _____ yes (start over and refigure 3.5%)
   _____ no (continue budget checklist process)

__________ 4. Check math totals both horizontally (across) and vertically (down)

__________ 5. Make sure total direct costs line has amount and total budget line has amount. These two totals should be equal.
   _____ Is payment schedule within project period and requested as needed? _____ yes
   _____ no
*Payment schedule hint-salaries and fringe benefits (not worker’s comp or unemployment-purchase services) are normally expended in equal intervals; they should be reflected in payment schedule equally (per month. $30,000/10=$3,000 per month)

__________ 6. Check for original signature of District Superintendent or authorized official. Name should match Superintendent name under district contact box?

__________ 7. Reading First only* Check accuracy of “Budget Narrative, Breakdown of Personnel Costs” attachment.
   _____ Type of budget marked
   _____ School/district home complete/fund code
Function number correct 1000, 2210, 2300, etc.
Name of employee and position correct
FTE complete (coach should always be at least 1.0)
Annual Salary complete (obj. 100)
Employee benefits (obj. 200) complete
Other box includes federal TRS percentage 13.11%
Purchased services (obj.300) are complete, if applicable
Total column complete with salary benefits and purchase services
Check math totals of obj. 100 column, obj. 200 column and obj. 300 column, etc.
(No cents, decimals or zeros used in budget)

Check accuracy of budget narrative:

Do function number’s match type of expense? Are they eligible for program specifics? (Direct instruction to students 1000) (Improvement of instruction for teachers 2210), etc. (If additional reference is needed, please refer to the Illinois Program Accounting Manual found at www.isbe.net)

Do function numbers’ and object amounts on budget breakdown correspond to the budget summary.

Does the budget expenditure and description provide sufficient detail for request? (Coach Benefits: life insurance $5000, TRS $3,500, THIS $600, etc., not benefits $9100.)

Are purchases over $500 per item in capital outlay column?

Does each object 100, 200, 300, 400, 500 have its own line with detailed expenditures? (Do not write salaries, benefits, purchase services all on one line.)

Check math both horizontally and vertically per sheet

Amendment Budget Summary breakdown form has correct:

School name
District name and number
Type of amendment

Are new budget summary items complete?

function number
object number
expense description
currently approved amount
requested change (+) or (-)
revised amount correct
rationale for requested change
Net change (+) or (-) accurate

Assurances Attached:

GEPA (include state/federal requirements for each)
ISBE Certs
Lobbying
Program Specifics
CIPA

Once application is approved, the Principal Consultant will email the Grant Agreement to be signed and original returned to ISBE.