



# Illinois State Board of Education

100 North First Street, E-222  
Springfield, Illinois 62777-0001

## 21st Century Community Learning Centers Request to Generate Program Income FY 2019

### REGULATORY SUPPORT AND WELLNESS DIVISION

#### INSTRUCTIONS

Grantees must submit completed form 30 days in advance of collecting program income or fees. No income or fees may be collected until the date of approval. Grantees with multiple grants within multiple cohorts must submit a separate request for each grant that is wanting to collect program income or fees. There are a limited number of circumstances where generating program income or collecting fees will be permissible.

1. **Program registration/participation.** 21st CCLC programs may charge a fee to participants; however, staff must ensure equal access to all students (and their families) targeted for services regardless of their ability to pay. Programs that charge fees may not prohibit any family from participating due to its financial situation. No student may be denied services due to lack of ability to pay fees.
2. **Sustainability.** Grantees may choose to impose fees as one option for securing additional funds for programming.
3. **Fundraising.** Fundraising must be related to program goals and innovative programming elements.

GRANTEE NAME	REQUESTOR'S NAME AND TITLE
GRANT COHORT AND SUB CODE	SUPERINTENDENT/CHIEF EXECUTIVE OFFICER NAME
DATE OF REQUEST	

1. Under what circumstances will this grant be generating program income/fees adhering to the statute, State Plan, Uniform Guidance or any other federal or state regulations, as-well-as the approved application? Please reference the three allowable circumstances (listed above) where generating program income is permissible.

2. How will the State's clearly delineated criteria for allowing subrecipients to generate program income/fees be followed if this request is approved?

- a. Describe how income collected from fees will be used to fund program activities during the fiscal year in which they are received and as specified in the grant application.
  
  
  
  
  
  
  
  
  
  
- b. How will 50% of the income collected from fundraising be used to fund program activities during the fiscal year in which they are received and as specified in the grant application? The remaining 50% must be used to fund program activities during the grant period in which they are received and as specified in the grant application.
  
  
  
  
  
  
  
  
  
  
- c. Will all uses of fees and income generated only be used for items and activities that are allowable expenses within the grant program?

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
SIGNATURE OF ISBE PRINCIPAL CONSULTANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SUPERINTENDENT/CHIEF EXECUTIVE OFFICER

Approved     Denied

\_\_\_\_\_  
DATE

**If your request to generate program income is approved, you will be required to update your electronic grant application in IWAS to reflect an amendment for collecting fees. This form should be uploaded in the Program Specific section of the application under Additional Requirements.**