

## Agricultural Education Incentive Funding Grant

Submitting the budget on IWAS

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## Incentive Funding Grant

1. The allocation supports local program improvement, curriculum development, teacher inservice, field support services, program coordination, pilot projects, and other important initiatives. (update and improve, not maintain)
2. All with approvable programs in agricultural education are eligible to apply.
3. These funds are strictly supplemental and are not to supplant local, regional, state or federal resources. CTEI and Perkins funds should be available to you through EFE.

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## Incentive Funding Grant Process

1. **Application due June 30** based on school year just completed. [www.ilaged.org](http://www.ilaged.org)
2. **Budgets submitted by Sept. 15.** Purchases may begin once the first budget is approved by ISBE. (by Aug 30, if July 1 start date needed)
3. Recommend an **amendment due date of April 30** & to amend when there is a new expenditure not originally approved or when there is a change greater than \$100.
4. **Expend all funds no later than June 30.**

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# Accessing the IFG through IWAS

Logging in for the first time

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## Steps for accessing IFG thru IWAS:

Go to the IWAS login screen. [www.isbe.net](http://www.isbe.net) – click on IWAS link at top



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## Steps for accessing IFG thru IWAS:

If you have an existing IWAS account from another school or access to other grants, then follow this step. Login to your account and click on 'System Listing'.



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### Steps for accessing IFG thru IWAS:

Complete the information. Find District RCDT.




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### Steps to access GAST thru IWAS:

Request access to 'Agricultural Education Incentive' Grant. Access levels are:

- **Data Entry** (indicate/type this level in justification/comment textbox)
- Business Manager
- District Administrator

(See Grant Instructions for more information.)

Insert a brief justification indicating you require access to complete the grant.

Submit the request. (Dist. Supt. approves)

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## Accessing the IFG through IWAS

Accessing your account

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### Steps for accessing IFG thru IWAS:

If you already started on your grant or already submitted for approval, then you will no longer create a new project. Choose the correct budget/school for which you have responsibility in your district.



DO NOT DELETE YOUR APPLICATION/BUDGET OR AMENDMENTS!

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### Steps for accessing IFG thru IWAS:

You should now be in the grant looking at the "Overview" tab. Work through each applicable tab from left to right.



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## Completing the Budget Application

Steps to Complete for Initial Submission for the Agricultural Education Incentive Funding Grant

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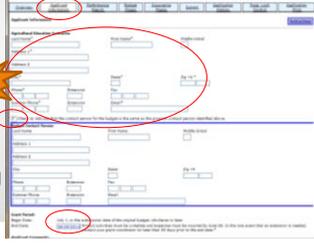
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### Completing the application:

Complete the Applicant Information tab.

- Complete all starred (required) items & save.
- Area Impacted is 'District'
- End date is always **June 30** of the following calendar year.




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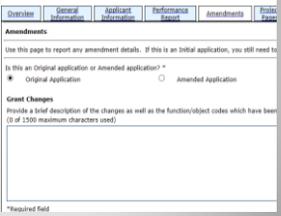
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### Completing the application:

Complete the Amendments tab. Click original application and save.

When submitting an amendment, click the radial & list the specific changes proposed in the textbox & save the page.




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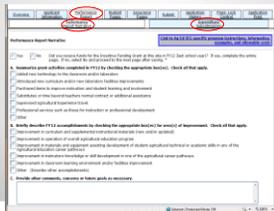
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### Completing the application:

Complete the Performance Report tab.

Narrative subtab is a summary of how last year's funds were spent. (final report)



**NOTE:** NOTICE THERE ARE TWO SUBTABS TO COMPLETE.

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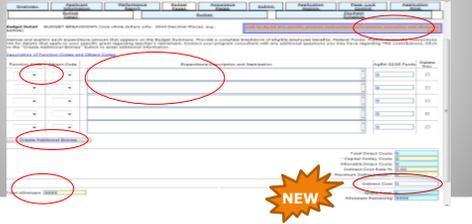
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### Completing the application:

Click on 'Budget Pages' tab and on subtab 'Budget Detail'. Using the table, complete your budget. Use instructions link for help.




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### Completing the budget:

Fill in the appropriate Function Code and Object code; options shown below:  
 (Provide detailed description of purchases including unit number and per item cost. Please see link on each page for Ag Ed specific instructions.)

Function Code	1000 classroom	2210 prof dev
100 (salary)		X
200 (benefits)		X
300 (purchased service)	X	X
400 (supplies < \$500)	X	
500 (equipment > \$500)	X	

**NOTE:** Use of 1000 700 is rare & only used if a district has adopted a policy capitalizing assets differently than the State's \$500+ threshold. If used, provide threshold (\$) and date of adoption in description.

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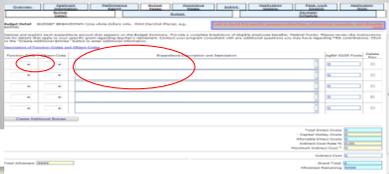
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### Completing the budget:

**2210 100** Extended contract must list person's name, title, total salary, % of total salary amount from grant. If no benefits are taken out of the grant, indicate this in the description. (i.e. District pays benefits.) Limited to 50% of allocation.  
**2210 200** If benefits are taken out of the grant, indicate specific benefit and cost. (i.e. TRS \$100)




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### Completing the budget:

Fill in the dollar amount for each line. Total dollars must match total allocation. Be sure to save. Refer to instructions link for codes, examples, and allowable expenses.

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### Completing the budget:



Indirect Cost Rate (cost unrelated to program)

- If no indirect is taken, then click 'No', save page and move on to the next page.
- If indirect cost is taken, then enter the amount on the budget detail pg; it will transfer to indirect pg; Click 'Yes'; enter how the funds are spent; difference at bottom must = 0; save.

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### Completing the budget:

Click on 'Payment Schedule' subtab. Funds should be scheduled for the month expenditures will occur & should match total allocation.

- If you plan to purchase supplies and equipment to be used immediately during the school year, then you can lump sum into one month.
- If you have salary included it must be budgeted in the month(s) the salary is paid.
- Professional development or conference expense should be budgeted in months they are paid.

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### Completing the budget:

#### Payment Schedule subtab

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### Completing the application:

#### Programmatic Risk Assessment

**NEW**

1. Follow the instructions on each page.
2. Complete any information (Gen Info) and answer all questions (all other pgs) based on the district's situation and/or practices.
3. Save each page.

*(Note: additional conditions may apply depending upon level of risk.)*

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### Completing the application:

#### GATA Pages (Notice Of State Award - NOSA):

**NEW**

#### GATA Pages (Uniform Grant Agreement- UGA):

1. The district must assure each page was reviewed by checking box towards bottom.
2. Additionally in Part One - 1.1 District click type of entity (i.e. governmental)
3. Save each page.

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### Completing the application:

#### Assurance Pages



(Note: Work with your administration to review terms the district agrees to.)

1. The district must certify it has read, understood, and assures it will comply with the assurances/terms by checking the box.
2. Save each page.

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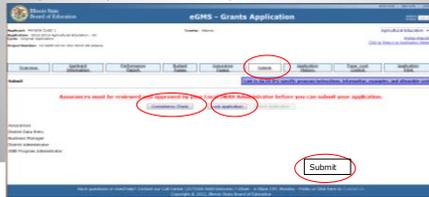
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### Completing the application:

Once budget is complete, click on "Submit" tab. You must run a consistency check before submitting. You may have to wait a few minutes. Address any errors. If no errors appear, then the 'Submit' (to Administrator) button will appear - click it. When you submit, this will go to the next level (Supt) who will approve & submit to ISBE as they have agreements to sign-off on for the district.




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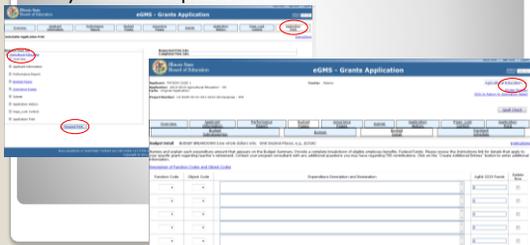
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### Other important tabs:

Once final approved, print a copy of the budget for your records. See "application print" tab or printer friendly link at the top of the page(s) you wish to print.




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### District Supt/Business Office

- Superintendent approves access to budget in IWAS for the Agriculture Instructor.
- Funds are for the Agriculture Department & the instructor must complete the budget.
- Business office will need to complete quarterly expenditure reports in IWAS similar to other state grants. (Sept 30, Dec 31, March 31, June 30)
- Beginning date will be the date the budget is first approved by ISBE; end date June 30.
- Documentation of purchases must be on file.

For more information on grant reporting, visit the following links:  
<http://isbe.net/funding/default.htm>,  
[http://www.isbe.net/funding/pdf/ah\\_iwas.pdf](http://www.isbe.net/funding/pdf/ah_iwas.pdf) or  
[http://isbe.net/funding/pdf/expand\\_report\\_help.pdf](http://isbe.net/funding/pdf/expand_report_help.pdf)

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### Tips

- Save each page prior to moving to the next.
- Establish/maintain good communication between instructor & business/Supt office(s)
- Do not have 2 browsers with different FY open at the same time.
- Do not use the back button as it could cause loss of data.
- Remember to allow or turn off pop-up blocker for this site.
- **Revised Instructions.** Use the instructions link at the top right of each page which will answer most Ag Ed grant specific questions.

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### Questions

- If your question is technology or access related (website is not working properly or error messages appear), then contact the Helpdesk at 217-558-3600. (M-F, 7-4)
- If your question is programmatic in nature such as questions on allowable expenditures or amendments or guidelines, then contact Harley Hepner at 217-524-4832. [hhepner@isbe.net](mailto:hhepner@isbe.net)

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