ILLINOIS STATE BOARD OF EDUCATION

After School Programs Allowable and Non-Allowable Uses of Funds

Allowable Uses of Funds:

Grant funds may be used only for the following:

- To improve academic outcomes for students;
- To provide opportunities for enrichment activities in a safe and healthy environment; and
- To provide opportunities to strengthen public, private, and philanthropic partnerships so that quality support services are more durable for students facing the greatest challenges.

Program Implementation Costs: Supplies and materials necessary to implement the program may be proposed.

Administration Costs: General administration costs (i.e., Function 2300), which are direct costs associated with the overall administration of the After School Programs – Non-School Districts grant, may be proposed. These costs, however, must be limited to not more than 5 percent of the total funding request. Applicants are advised to refer to the State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook for budget information.

Instructional Staff Costs: Funds may be requested to cover expenses for instructional staff who work directly with students.

Food Costs: Funds should not be used for snacks and meals for students, except in the case of culinary-type activities for program participants. The U.S. Department of Agriculture sponsors the Afterschool Snack Service as part of the National School Lunch Program. The program offers cash reimbursement to help schools serve snacks to children in after-school activities aimed at promoting the health and well-being of children and youth in our communities. More information can be found under the Afterschool Snacks and Meals dropdown on the ISBE After School Programs webpage.

Technology Costs: Funds to purchase technology, such as computers, laptops, printers, scanners, televisions, digital cameras, tablets, or similar items, are restricted to the purchase of equipment for student or family use in After School Programs – Non-School Districts grant activities only, and must be (1) reasonable, (2) allocable, (3) allowable, and (4) directly related to academics and student achievement. Prior approval from ISBE is required for the purchase of all technology.

Subcontracting Costs: Funds may be used to enter into subcontracting agreements for the provision of After School Programs – Non-School Districts grant activities that are beyond the capacity of the grantee. Funds for services provided by subcontractors typically include direct instruction to students (Function 1000, Object 300); staff professional development (Function 2210, Object 300); and services by a governmental entity (Function 4000, Object 300). Subcontracted services may include evaluation services. The State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures handbook provides further information about budget coding. No subcontracting is allowed without prior written approval of the state superintendent or their designee.

Transportation Costs: Applicants may use program funds to cover reasonable transportation costs for program participants. Requests for transportation costs must be clearly and appropriately related to After School Programs – Non-School Districts grant activities.

Program Evaluation Costs: Applicants may use funds to conduct their local evaluation. Funds proposed for evaluation purposes must be reasonable when compared to other proposed costs. Grant funds should be used primarily to provide services to students, so the cost of the evaluation should not exceed 10 percent of the overall budget. Grantees may subcontract for local program evaluation services (Function 2620, Object 300).

Other requests as deemed allowable, allocable, reasonable, and necessary to meet objectives of the grant.

Non-Allowable Uses of Funds:

- Food, including daily snacks and/or meals for students.
- Purchase of equipment, such as computers, laptops, DVD players, printers, scanners, fax machines, telephones, cell phones, televisions, digital cameras, or similar items, regardless of cost unless prior approval has been given by ISBE.
- Furniture, including indoor and outdoor.
- Field trips that are purely recreational in nature (field trips without academic support will be considered entertainment and cannot be funded).
- Capital improvements, such as facility construction, remodeling, or renovation.
- Administrative cost that exceeds 5 percent of the total award.
- Any request not deemed allowable, allocable, reasonable, and necessary to meet objectives of the grant.