

CTE Consolidated App

BUDGET EXAMPLES AND NON-EXAMPLES

EXAMPLE #1:

ORIGINAL-NEEDS WORK:

1000/300 Funds to cover regional education program conferences (career exploration activities) and team-based challenges for both district specific and regional education program (Early Childhood Education 13.1210, Education General 13.0101). Events are held at/or in partnership with XYZ University, XYZ Community College and XYZ University. (12000)

ORIGINAL-REVISED:

1000/300 Funds ~~Conference expenses such as event space, conference AV contract costs, hotel contract, outreach contract, etc. (12000) to cover~~ regional education program conferences (career exploration activities) and team-based challenges for both district specific and regional ~~educational pathway~~ programs (Early Childhood Education 13.1210, Education General 13.0101). Events are held at/or in partnership with XYZ University, XYZ Community College and XYZ University. ~~(12000)~~

TIPS:

There shouldn't be staff names mentioned in the description. Job titles are all that is needed.

There needs to be a specific description of how you are using the funds—not just state funds conference expenses as that could include meals and that is NOT something that can be reimbursed for students, along with there being no specific mention of how the XYZ universities are being reimbursed or what expenses they are part of. DETAILS MATTER~

EXAMPLE #2: AMENDMENT EXAMPLE

ORIGINAL-NEEDS WORK:

Amendment 2 10/1/24 Moved (2000) to the additional line due to character limit.

2210/300: Travel related expenditures for EFE Director, work based learning specialist and member districts administrators, teachers and staff to attend the, ACTE Career Vision (San Antonio, TX) on Dec. 4-7, 2024 and the IACTE Conferences (Springfield, IL) as to improve programs and teaching across the region (1500). At this time attendees of the ACTE Career Vision Conference in San Antonio, TX will be Monica (EFE), Joey (EFE WBL Specialist), Chandler, Rachel (XYZ District) and Ross (XYZ District), Phoebe (XYZ District) and Elle (XYZ District) (16500). A grant amendment will be done no less than 30 days prior to any out of state travel with specific attendees and estimated costs. (18000)

ORIGINAL-REVISED:

AMENDMENT 2: (10/1/24) ~~Moved (2000) to the additional line due to character limit.~~ **What is needed in an amendment is the rationale provided on the AMENDMENT page. Move 2000 to another line is not a rationale for why funds need amendment by 2000.**

AMENDMENT 2: (10/1/24) -2210/300: Travel related expenditures (**such as airfare, mileage, per diem, registration, hotel, and misc. travel costs**) for **EFE Director, work based learning WBL specialist and member districts admin**, teachers and staff ~~to attend the~~, ACTE Career Vision (San Antonio, TX) on Dec. 4-7, 2024 and ~~the~~ IACTE Conferences (Springfield, IL) ~~as to improve programs and teaching across the region~~ (1500). **Attendees may include:** for the ACTE Career Vision Conference in San Antonio, TX, ~~will be~~ **EFE Director, EFE WBL Specialist, CTE Adm XYZ District and CTE Adm XYZ District, CTE Adm XYZ District and CTE Adm XYZ District** (16500) + (18000) = **34,500**. ~~A grant amendment will be done no less than 30 days prior to any out of state travel with specific attendees and estimated costs.~~ ~~(18000)~~ **No need to add this as you write it. You could also state 20 attendees @ \$2000 per person= \$40,000 as we don't want specific names in these positions, just titles of those participating and simply revise in your final amendment. Plan for the maximum amount attending and adjust with an amendment after the conference occurs.**

EXAMPLE #3:

ORIGINAL-NEEDS WORK:

2300/300: In state travel expenditures for the EFE Director to travel to CTE related meetings and events. (1000)

ORIGINAL-REVISED:

2300/300: In state travel expenditures **such as (mileage, hotel, per diem, misc. travel expenses)** for the EFE Director to travel to CTE related meetings ~~and events~~. (1000)

NOTE: CTE Meetings = 2300 ADM FUNCTION or Specific professional learning CTE Meetings like WBL conference planning etc. could be 2210/300.

2210/300: In state travel expenditures **such as (mileage, hotel, per diem, misc. travel expenses)** for the EFE Director to travel to **CTE related professional learning** events. (1000)

NOTE: 2210-Professional Learning Function