



Illinois State Board of Education

100 North First Street
Springfield, Illinois 62777-0001

ATTACHMENT 1

Uniform Application for State Grant Assistance

Agency Completed Section		
1.	Type of Submission	<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date/Time Received by State <i>(Completed by State Agency upon Receipt of Application)</i>	
4.	Name of the Awarding State Agency	Illinois State Board of Education
5.	Catalog of State Financial Assistance (CSFA) Number	586-00-1534
6.	CSFA Title	State Programs – Early Childhood Block Grant
Catalog of Federal Domestic Assistance (CFDA) <input checked="" type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	
8.	CFDA Title	
9.	CFDA Number	
10.	CFDA Title	
Funding Opportunity Information		
11.	Funding Opportunity Number	25-3999-LE
12.	Funding Opportunity Title	State Programs - Early Childhood Block Grant
13.	Funding Opportunity Program Field	
Competition Identification <input checked="" type="checkbox"/> Not Applicable		
14.	Competition Identification Number	
15.	Competition Identification Title	

**Uniform Application for State Grant Assistance
Illinois State Board of Education**

Applicant Completed Section

APPLICANT NAME (District Name and Number, if applicable)	REGION COUNTY DISTRICT TYPE CODE
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16.	Legal Name (Name used for UEI registration and grantee prequalification)	
17.	Common Name (DBA)	
18.	Employer/Taxpayer Identification Number (EIN, TIN)	
19.	Organizational UEI Number	
20.	SAM CAGE Code	
21.	Business Address (Street, City, State, County, ZIP Code + 4)	

Applicant's Organizational Unit

22.	Department Name	
23.	Division Name	

Applicant's Name and Contact Information for Person to be Contacted for *Program* Matters involving this Application

24.	First/Last Name	
25.	Suffix	
26.	Title	
27.	Organizational Affiliation	
28.	Telephone Number <i>(Include Area Code)</i>	
29.	Fax Number <i>(Include Area Code)</i>	
30.	Email Address	

Applicant's Name and Contact Information for Person to be Contacted for *Business/Administrative Office* Matters involving this Application

31.	First/Last Name	
32.	Suffix	
33.	Title	
34.	Organizational Affiliation	
35.	Telephone Number <i>(Include Area Code)</i>	
36.	Fax Number <i>(Include Area Code)</i>	
37.	Email Address	

**Uniform Application for State Grant Assistance
Illinois State Board of Education**

Applicant Completed Section (Continued)

Areas Affected

40.	Areas Affected by the Project (cities, counties, state-wide) <i>Add Attachments (e.g., maps), if needed</i>	
41.	Legislative and Congressional Districts of Applicant	
42.	Legislative and Congressional Districts of Program / Project <i>Attach an additional list, if needed</i>	

Applicant's Project

43.	Description Title of Applicant's Project <i>Text only for the title of the applicant's project.</i>	
44.	Proposed Project Term	Start Date: _____ End Date: _____
45.	Estimated Funding <i>(Include all that apply)</i>	<input type="checkbox"/> Amount Requested from the State: \$ _____ <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): \$ _____ <input type="checkbox"/> Local Contribution: \$ _____ <input type="checkbox"/> Other Source of Contribution: \$ _____ <input type="checkbox"/> Program Income: \$ _____ <input type="checkbox"/> Total Amount: \$ _____

Applicant Certification:

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

Authorized Representative

46.	First/Last	
47.	Suffix	
48.	Title	
49.	Telephone Number <i>(Include Area Code)</i>	
50.	Fax Number <i>(Include Area Code)</i>	
51.	Email Address	
53.	Signature of Authorized Representative	
54.	Date Signed	

- Initial Budget Amendment No. _____
 Revised Initial Budget Multi-district Application

ILLINOIS STATE BOARD OF EDUCATION
 Early Childhood Department
 100 North First Street, E-225
 Springfield, Illinois 62777-0001

ISBE USE ONLY	Please check: <input type="checkbox"/> COMPLETED Notice of State Award (NOSA) <input type="checkbox"/> COMPLETED Uniform Grant Agreement (UGA)	
	PROGRAM APPROVAL DATE AND INITIALS	
	TOTAL FUNDS	
	CARRYOVER FUNDS	CURRENT FUNDS
	BEGIN DATE	END DATE

FY 2025

Grant Name: Early Childhood Block Grant Prevention
 Initiative Training and Technical Assistance

STATE BUDGET SUMMARY AND PAYMENT SCHEDULE

Use whole dollars only. Omit Dollar Signs, Commas, and Decimal Places, e.g., 2536

FISCAL YEAR 25	SOURCE OF FUNDS CODE 3999-LE	REGION, COUNTY, DISTRICT, TYPE CODE	SUBMISSION DATE (mm/dd/yyyy)
DISTRICT NAME AND NUMBER			
CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)	
E-MAIL ADDRESS		FAX NUMBER (Include Area Code)	

LINE	FUNCTION NUMBER (1)	EXPENDITURE ACCOUNT (2)	SALARIES (3) (Obj. 100s)	EMPLOYEE BENEFITS (4) (Obj. 200s)	PURCHASED SERVICES (5) (Obj. 300s)	SUPPLIES AND MATERIALS (6) (Obj. 400s)	CAPITAL OUTLAY (7) (Obj. 500s)	OTHER OBJECTS (8) (Obj. 600s)	NON-CAPITALIZED EQUIPMENT (9) (Obj. 700s)	TOTAL (11)	PAYMENT SCHEDULE
1	1000	Instruction									
2	2110	Attendance & Social Work Services									July-August
3	2120	Guidance Services									
4	2130	Health Services									September
5	2140	Psychological Services									
6	2150	Speech Pathology & Audiology Services									October
7	2210	Improvement of Instruction Services									
8	2220	Educational Media Services									November
9	2230	Assessment & Testing									
10	2300	General Administration									December
11	2400	School Administration									
12	2510	Direction of Business Support Services									January
13	2520	Fiscal Services									
14	2530	Facilities Acquisition and Construction									February
15	2540	Operation & Maintenance of Plant Services									
16	2550	Pupil Transportation Services									March
17	2560	Food Services									
18	2570	Internal Services									April
19	2610	Direction of Central Support Services									
20	2620	Planning, Research, Development & Evaluation Services									May
21	2630	Information Services									
22	2640	Staff Services									June
23	2660	Data Processing Services									
24	2900	Other Support Services									July-August
25	3000	Community Services									
26	3700	Nonpublic School Pupil Services									TOTAL
27	4000	Payments to Other Districts or Government Units									\$ _____
28	5000	Debt Services									
29	Total Direct Costs										
30	INDIRECT COSTS (Direct Cost X _____ %) *										
31	TOTAL BUDGET										

* Contact the GATA Department for indirect cost restrictions.

_____ Date *Original* Signature of Superintendent or Administrator _____ Date *Original* Signature of ISBE Division Administrator

**EARLY CHILDHOOD BLOCK GRANT COMPETITIVE PREVENTION INITIATIVE
TRAINING AND TECHNICAL ASSISTANCE
BUDGET SUMMARY BREAKDOWN**

APPLICANT NAME (District Name and Number, if applicable)
REGION, COUNTY, DISTRICT, TYPE CODE

Directions: Prior to preparing this Budget Summary Breakdown request, please refer to the “State and Federal Grant Administration Policy, Fiscal Requirements and Procedures” handbook that can be accessed at https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf. Obligations of funds based on this budget request cannot begin prior to July 1, or receipt of a substantially approvable budget request, whichever is later.

FUNCTION NUMBER (1)	EXPENDITURE DESCRIPTION AND ITEMIZATION (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASES SERVICES (5)	SUPPLIES AND MATERIALS (6)	CAPITAL OUTLAY (7)	OTHER OBJECTS (8)	NON-CAPITALIZED EQUIPMENT (9)	TOTAL (11)
		(Obj. 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 600s)	(Obj. 700s)	
TOTAL									

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TOTAL									



Illinois State Board of Education

Early Childhood Department
 100 North First Street, E-225
 Springfield, Illinois 62777-0001

**FY 2025
 Prevention Initiative Training
 and Technical Assistance:
 Birth to 3 Years**

PROGRAM-SPECIFIC TERMS OF THE GRANT

By checking this box, the applicant hereby certifies that he or she has read, understood and will comply with the assurances listed below, as applicable to the program for which funding is requested.

1. **Subcontracting:** No subcontracts or subgrants are allowed without prior written approval of the State Superintendent of Education. If subcontracts or subgrants are allowed, then all project responsibilities are to be retained by the grantee to ensure compliance with the terms and conditions of the grant. All subcontracts and subgrants must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts and subgrants shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracts/subgrants are to be utilized:
 - a. Name(s) and address(es) of subcontractor(s)/subgrantee(s);
 - b. Need and purpose for each subcontract/subgrant;
 - c. Measurable and time specific services to be provided;
 - d. Associated costs (i.e., amounts to be paid under each subcontract/subgrant); and
 - e. Projected number of participants to be served.

The grantee may not assign, convey, or transfer its rights to the grant award without the prior written consent of the Illinois State Board of Education.

2. **Reporting**

- 2.1 **Financial Reporting:** Grant recipients with an approved state and/or federal grant program are required to submit quarterly expenditure reports. The quarterly reports are due 20 days following the end of the reporting quarter (e.g., September 30 expenditure report is due at ISBE on or before October 20). Failure to submit the report by the due date will result in scheduled payments being withheld until the required report is received. Expenditure reports must be filed electronically to the Department of Funding and Disbursements four times a year.

REPORT	CUMULATIVE THROUGH	DUE IN ISBE OFFICE
1	September 30, 2024	October 20, 2024
2	December 31, 2024	January 20, 2025
3	March 31, 2025	April 20, 2025
Final	June 30, 2025	July 20, 2025

- 2.2. **Performance Reporting:** In alignment with GATA (Grant Accountability and Transparency Act) requirements and comprehensive year-end performance and data reports regarding progress toward implementation of the program and achievement of the program objectives, reports shall be submitted, at least annually, via the Grant Periodic Reporting System in IWAS. Some programs are required to submit reports more often based on the risk assessment provided to ISBE. Additional programmatic reporting requirements are listed below.

- 2.3 **Programmatic Quarterly Reports and an Annual Report** are due to the ISBE Early Childhood Department on the following schedule:

Quarterly Reports and an Annual Report are due to ISBE Early Childhood Department	CUMULATIVE THROUGH	DUE IN ISBE OFFICE
1	September 30, 2024	30 days after the end of the quarter
2	December 31, 2024	30 days after the end of the quarter
3	March 31, 2025	30 days after the end of the quarter
4	June 30, 2025	30 days after the end of the quarter
Final (annual)	July 1 through June 30	30 days after the end of the 4 th quarter

Programmatic Quarterly Reports and an Annual Report must be submitted to the ISBE Early Childhood Department (earlychi@isbe.net) 30 days after the end of each quarter and include the following information:

- 2.3.1. Complete attendance and evaluation records for all professional development events offered, as specified on the ISBE Professional Development Providers webpage.
 - 2.3.2. Information, including forms for new trainings offered, that is required by ISBE Professional Educator Licensure for ISBE professional development providers.
 - 2.3.3. Names, titles, education, roles, and responsibilities of all staff and contractors paid for by grant, updated as needed. In addition, include full-time equivalent (FTE), associated PI program type (if applicable), associated PI program model (if applicable), highest level of education, credentials (if applicable), and list of professional learning opportunities the successful applicant staff participated in that are relevant to the work provided under this PI T&TA grant.
 - 2.3.4. Number, topic, and description of professional development/learning events offered, including, but not limited to, in-person trainings, webinars, self-paced online trainings, professional learning communities of practice, and mental health consultation groups. Include, at least, the Gateways to Opportunity Level of Learning, the program model (if applicable), and number of ISBE PI unduplicated participants.
 - 2.3.5. Number of PI program staff who participated in professional development events (duplicated and unduplicated).
 - 2.3.6. Submit information regarding a PI conference, as applicable.
 - 2.3.7. Indicate the total number of PI program staff who were provided services implementing a PI program (home visiting or DCFS-licensed center-based) and program model (Baby TALK, Early Head Start, Healthy Families America, Nurse Family Partnership, Parents as Teachers, Other/describe), as applicable. (Duplicated and Unduplicated)
 - 2.3.8. Number/duration of PI in-person or virtual coaching contacts/visits with program administrators/supervisors. Indicate the grantee and RCDT codes (provided by ISBE).
 - 2.3.9. Number/duration of PI in-person or virtual coaching contacts/visits with direct service providers (e.g., home visitors, teachers). Indicate the grantee and RCDT codes (provided by ISBE).
 - 2.3.10. Number/duration of PI in-person or virtual TA specialist contacts/visits with PI grantees. Indicate the grantee and RCDT codes (provided by ISBE).
 - 2.3.11. Data on website to include, but not be limited to, usage, resources added/updated, and use of data for improvements.
 - 2.3.12. Number, description, and participants in collaborations with Illinois or national professional organizations that are relevant to this PI T&TA grant. List any program model and national representation meetings associated with funds from this PI T&TA grant and the nature of involvement, identify collaboration and coordination with the ISBE Early Childhood Department (if applicable), and provide updates (as applicable).
 - 2.3.13. Self-evaluation data and description of efforts to imbed social justice, equity, and racial and cultural responsiveness into professional development/learning system to include, but not be limited to, hiring, training, webinars, websites, resource library, and handouts.
 - 2.3.14. Self-evaluation data and description to include information to be collected, measures/methods for evaluation, target goals, and progress toward goals,
 - 2.3.15. CQIP based upon self-evaluation data, participant evaluations, and ISBE feedback.
 - 2.3.16. Describe the outreach strategies to PI grantees and staff to assess their needs and to communicate and disseminate information about professional learning opportunities. (e.g., trainings, professional learning communities, technical assistance, coaching, mental health consultation, etc.).
 - 2.3.17. Provide the policies and procedures guide(s) as indicated in Goals 1 through 5. Highlight additions/changes.
3. Evaluation: Conduct ongoing evaluation efforts to ensure that the professional development and learning meets the needs of PI staff throughout the state. The data and CQIP will be provided to the ISBE Early Childhood Department. Analyze and utilize data collected (Goals 1 through 5) to adjust professional development and learning offerings and resource allocation in consultation with the ISBE Early Childhood Department.
 4. Fulfill all the requirements of an Approved [ISBE Professional Development Provider](#).
 5. Align professional development activities to the State-approved national standards for professional learning promulgated by [Learning Forward](#), 504 South Locust Street, Oxford OH 45056 and posted at State-approved national standards;
 6. Professional learning training opportunities are aligned to the [Gateways to Opportunity Levels of Learning](#).

7. Professional learning opportunities are aligned to the [ISBE Birth to Five Program Standards](#).
8. Professional learning opportunities are aligned to the [Illinois Early Learning Guidelines for Children Birth to Age Three Years](#).
9. Maintain a Professional Learning System policies and procedures manual that is updated, at least, annually.
10. Web-based training is offered to ISBE PI staff regarding the [Illinois Early Learning Guidelines](#).
11. Develop and maintain a pathway to career growth that supports ISBE PI staff in a way that scaffolds learning and supports the learner throughout the trajectory of their career.
12. The indirect cost rate is limited to the rate populated on the budget detail page and is applied to the total direct costs. Indirect costs are expenses a grant recipient incurs for common or joint objectives that cannot be readily and specifically identified with a particular grant project or other institutional activity.
13. Funds received under this program must be used to supplement, and not supplant, funds that would otherwise be used for authorized activities.
14. All rights, including copyright to data, information and/or other materials developed pursuant to an award, are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the award recipient through work pursuant to the award shall be made available to the State Board of Education upon request.
15. No fees will be charged of training or technical assistance participants that are grantees of Prevention Initiative funding.
16. Fiscal Monitoring: All activities are subject to an audit at the local, state, and federal levels. Staff from ISBE may conduct a financial review of your program to audit records and offer technical assistance. This review will ascertain on a sample basis whether or not such records are adequately and properly maintained on a current basis. The purpose of this review is to determine if the project meets legal requirements and to verify the eligibility of expenditures by examining sample documentation for the following:
 - 16.1. Funds disbursed to the grant recipient were received and properly recorded in separate accounts/general ledger.
 - 16.2. Payments reported by the grant recipient were actually made to vendors, contractors, and employees, and they conform to applicable laws and regulations, including procurement requirements and support the program intent.
 - 16.3. Refunds, discounts, etc. were properly credited to specific expense classifications as reductions of the gross expenditure.
 - 16.4. Payments are supported by adequate evidence of the delivery of goods or performance of services.
 - 16.5. Obligations included in the report of expenditures were actually incurred during the budget period for which the expenditures were claimed and upon liquidation were properly adjusted.
 - 16.6. The same item is not reported as an expenditure for two or more years (e.g., encumbrance is one year and payment in another). Items are properly recorded in the program year.
 - 16.7. All books and materials obtained with the grant funds are plainly marked with appropriate identification.
 - 16.8. All inventory items have been allocated an inventory number, and the number has been plainly affixed on each piece of equipment and plainly labeled.
 - 16.9. An inventory register has been maintained of those items required to be inventoried. It shows: Description; Serial number or other identification number; Funding source for purchased property; Who holds title; Acquisition date and cost; Location use and condition of property; and Disposal date.

- 16.10. Inventory items moved from one location to another have been duly authorized in writing and the transfer has been recorded in the inventory register. Each item of equipment purchased was listed in the approved budget breakdown and is being used solely for authorized purposes.
- 16.11. Prorated expenditures, such as salaries (supported by time and effort documentation), travel, etc., are divided correctly between two or more accounts. The basis of such division can be substantiated as reasonable and equitable. (The auditor will compare actual expenditures with the approved budget and note variations.)
- 16.12. Unexpended state funds advanced or overpaid were promptly returned to the Illinois State Board of Education.
- 16.13. Payments to an administrator who is employed by the Board of Education under the terms of the contract covering a 12-month period of service were not included in administrative expenses.
- 16.14. Obligations were liquidated within 90 days after the end of the budget period and adjusted to the amount finally paid.
- 16.15. Expenditures were incurred for activities in addition to those that have been provided previously for public and nonprofit private school students and teachers.
- 16.16. Transfer: The Illinois State Board of Education reserves the right to transfer equipment if the grant activities cease to exist for the grant recipient for which the equipment was originally acquired.
17. Applicants should be aware that grant awards may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization; assist, promote, or deter union organizing; finance, directly or indirectly, any activity designed to influence the outcome of an election for any public office; or impair existing contracts for services or collective bargaining agreements.
18. No funds may be used to help support or sustain any institution controlled by any church or sectarian denomination (Article 10, Section 3 of the Illinois Constitution; Ill., Const. 1970, Art. X, Sec. 3).
19. Grant recipients are not allowed to begin an activity, obligate, or expend funds that will be charged to a state or federal grant until a substantially approvable initial application has been received at ISBE. Grant recipients that submit a state or federal initial application prior to the program begin date (usually July 1) will be granted an appropriate project begin date for the following fiscal year unless state appropriation authority has not been approved. Grant recipients that submit a state or federal initial application after July 1 will be assigned a project begin date no earlier than when the initial application was received at ISBE or the program begin date (whichever is later). Grant recipients of a state competitive program should not begin any activity, obligate, or expend funds until ISBE provides formal approval of the application and grant amount. Grant recipients that submit a state or federal budget amendment between the project begin and end date are not allowed to begin an activity, obligate, or expend funds prior to the date of receipt at ISBE provided the scope or intent of the approved project has not changed. If the scope or intent of a project significantly changes through an amendment, ISBE programmatic approval should be obtained prior to the obligation of funds for the new activities provided in the amendment.
20. Grant recipients of a state competitive program should not begin any activity, obligate, or expend funds until ISBE provides formal approval of the application and grant amount. Grant recipients that submit a state or federal budget amendment between the project begin and end date are not allowed to begin an activity, obligate or expend funds prior to the date of receipt at ISBE provided the scope or intent of the approved project has not changed. If the scope or intent of a project significantly changes through an amendment, ISBE programmatic approval should be obtained prior to the obligation of funds for the new activities provided in the amendment.
21. Payrolls must be supported by time and attendance or equivalent records for individual employees. Salaries and wages of employees chargeable to more than one grant program or other cost objective will be supported by appropriate time distribution records/cost allocation plans.
22. A Cost Allocation Plan (CAP) is a document that states how a grant recipient will identify, accumulate, and distribute certain allowable administrative costs in grants and identifies the allocation methods used for distributing the costs. A written plan for allocating joint costs is required to support the distribution of those costs to the grant program. When a grant recipient completes a grant application/amendment, it must

determine to either utilize its restricted indirect cost rate as calculated by ISBE or utilize a CAP, which must then be documented via personnel time and effort information as well as formal accounting records according to generally accepted governmental accounting principles to substantiate the propriety of the eventual charges. All applicable documentation must be available for review upon request by a local auditor or an ISBE auditor.

23. Travel expenses, including transportation costs and, when overnight stay is required, lodging and per diem, are subject to the state rates published by the Governor's Travel Control Board for State employees and posted at <https://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>

Name of Applicant

Original Signature of Applicant

Date