School Improvement Grant (SIG) Budget Guidance

April 2017

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

Budget Requirements

- The budget request for each school must be of sufficient size and scope to support full and effective implementation of the selected intervention over a period of up to-four years.

- The application must comply with applicable federal, state, and local requirements.

Budget Components

- Four Year Budget Summary

- School Detailed Budget Summary Narrative

- Federal Budget Summary

- Summary gives the amount requested for each year.
  - Note: Year 4 – The maximum amount that can be requested is 50% of what was requested in Year 1

Four Year Budget Summary

FY 2017 SCHOOL IMPROVEMENT GRANT (SIG) 1003(g)
FOUR YEAR BUDGET SUMMARY

DISTRICT NAME	DISTRICT NUMBER	SCHOOL CODE
NCES LEA ID	NCES SCHOOL ID	SUPERINTENDENT'S NAME
SIG 1003(G) PROGRAM CONTACT	ADDRESS	
EMAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER
MODEL SELECTION		

Directions:
LEA Budget Amounts Years 1, 2, and 3 = provide the total of Attachment (Implementation Budget), based on projected costs
LEA Budget Amounts Year 4 (Sustainability Activities) = provide the total amount of Attachment (Sustainability Budget), cannot exceed 50% of the amount of Year 1

School Name		Year 1 Budget Implementation	Year 2 Budget Implementation	Year 3 Budget Implementation	Year 4 Budget Sustainability Activities	Four-Year Total
						$ 0

_____ _____ _____ _____
Date   MDE – Director of Fiscal Grants Management   Date   MDE – Director of School Improvement

- Provides details on what districts/schools are spending these funds.

- There is no limit on number of pages.

- Complete one page per "Function Number".

  - Use the link, http://www.mdek12.org/OSFS/AMD to ensure that you are using the appropriate function.

  - Work with your business manager.

- Column 2 – Provide as much detail as possible.

- Column 13 – enter the page number of the plan that aligns with this expenditure.
  - *Failure to provide page numbers will result in point deduction.*

Attachment

Page _____ of _____

☐ LEA Sustainability Budget
☐ LEA Full Implementation Budget

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FY 2017 SCHOOL IMPROVEMENT GRANT (SIG) 1003(g)
LEA DETAILED BUDGET SUMMARY NARRATIVE

DISTRICT NAME		SCHOOL NAME					DISTRICT CODE		

Directions: Prior to preparing this Budget Summary Narrative request, please refer to the "Accounting Manual for MPS Districts" handbook that can be accessed at http://www.mdek12.org/OSFS/AMD . Obligations of funds based on this budget request cannot begin prior to a receipt of a substantially approvable budget request.

FUNCTION NUMBER (1)	EXPENDITURE ACCOUNT (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASED PROFESSIONAL & TECHNICAL SERVICES (5)	PURCHASED PROPERTY SERVICES (6)	OTHER PURCHASED SERVICES (7)	SUPPLIES (8)	PROPERTY (9)	OTHER OBJECTS (11)	TOTALS (12)	NARRATIVE (13)
		(Obj 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 600s)	(Obj. 700s)	(Obj. 800s)		
										$ 0	

- Page should be a summary of all of "School Detailed Budget Summary Narrative Pages".

- Indirect Cost – placed only in Total column.

Directions: Prior to preparing this Budget Summary request, please refer to the "Accounting Manual for MPS Districts" handbook that can be accessed at http://www.mdek12.org/OSFS/AMD .
Obligations of funds based on this budget request cannot begin prior to receipt of a substantially approvable budget request.

Line	FUNCTION NUMBER (1)	EXPENDITURE ACCOUNT (2)	SALARIES (3)	EMPLOYEE BENEFITS (4)	PURCHASED PROFESSIONAL & TECHNICAL SERVICES (5)	PURCHASED PROPERTY SERVICES (6)	OTHER PURCHASED SERVICES (7)	SUPPLIES (8)	PROPERTY (9)	OTHER OBJECTS (11)	TOTAL (12)
			(Obj 100s)	(Obj. 200s)	(Obj. 300s)	(Obj. 400s)	(Obj. 500s)	(Obj. 600s)	(Obj. 700s)	(Obj. 800s)	
1	1105	Pre-Kindergarten Programs									$ 0
2	1110	Kindergarten Programs									$ 0
3	1120	Elementary Programs									$ 0
4	1130	Middle-Junior High Programs									$ 0
5	1140	High School Programs									$ 0
6	1260	After School Programs									$ 0
7	1270	Remediation Extended School Year									$ 0

- Four Year Budget Summary – 1 page
- School Detailed Budget Narrative

  - Year 1
    - Separate page for **each function**
  - Year 2
    - Separate page for **each function**
  - Year 3
    - Separate page for **each function**
  - Year 4
    - Separate page for **each function**

- Federal Budget Summary (**Total of 4 pages**)
  - Year 1 – 1 page
  - Year 2 – 1 page
  - Year 3 – 1 page
  - Year 4 – 1 page

Rubric for Budget

Meets	Does Not Meet	Weight	Total Points
Budget meets all of the following: **Cover sheet is completed and attached.** **Cover sheet aligns with the 5-year budget summary sheet.**	Budget meets any of the following: Cover sheet is not completed or attached. Cover sheet does not align with the 5-year budget	3	Does not meet standard = 0 Meets standard = 6
Budget meets all of the following: **Budget narratives for all items are clear.**	Budget meets any of the following: Budget narrative for any item is not clear.	3	Does not meet standard = 0 Meets standard = 6
Budget meets all of the following: **Budget items/narratives are supported by the pages referenced in the plan.**	Budget meets any of the following: Budget item/narrative is not supported by the pages referenced in the plan.	3	Does not meet standard = 0 Meets standard = 6
Budget meets all of the following: **All plan elements that require funding are reflected in the budget or narrative.**	Budget meets any of the following: Plan elements that require funding are not reflected in the budget or narrative.	3	Does not meet standard = 0 Meets standard = 6
Budget meets all of the following: **All budget items follow EDGAR cost principles (are reasonable, necessary, and program-related).**	Budget meets any of the following: All budget items do not follow EDGAR cost principles (are reasonable, necessary, and program-related).	3	Does not meet standard = 0 Meets standard = 6
Budget meets all of the following: **The annual allocation request per school for any year is no not less than $50,000.**	Budget meets any of the following: The annual allocation request per school for any year is less than $50,000 or exceeds the maximum amount.	3	Does not meet standard = 0 Meets standard = 6
BUDGET TOTAL			36

Submit questions to:

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