

ENRICHMENT GRANT PROPOSAL BUDGET

Expense Information:

Fees, registrations, tuitions	\$ _____
Travel expense (\$0.485 * per mile for personal vehicle use) *or prevailing rate at time of travel	\$ _____
Lodging	\$ _____
Meals (\$40.00 per day maximum)	\$ _____
Materials/Supplies (All teaching materials become school property)	\$ _____
Other	\$ _____
TOTAL (may not exceed \$5,000)	\$ _____

If requesting advance funding, check here () and see below.

Advance Payment:

I request an advance payment of \$ _____ (not more than 2/3rds of the total amount and not to include the cost of substitute coverage) to documented vendor(s) which will allow me to participate in the activity. I understand that if I fail to complete the project and its evaluation, I will be liable for reimbursement of this amount to the District.

Further, I understand that upon completion of the project and submission of evaluation and receipts and/or evidence of expenses paid, I will receive the balance of the grant awarded.

Signature

Date

In order to be reimbursed in full, an **“Enrichment Grant Evaluation Form,”** **signed by your building principal must be submitted** to the Superintendent’s office within 90 days of the completion of the activity **and approved by CSDS**. After approval of the evaluation by CSDS, you should submit to the Superintendent’s office **via your building SDC secretary**, supporting documents, e.g., expense vouchers and receipts. If you do not complete the activity, you will be expected to reimburse the District for any advanced funding. College and non-college credit may be awarded through the regular Staff Development policy.