

TEXAS HIGHER EDUCATION COORDINATING BOARD
**WORK-BASED LEARNING OPPORTUNITY GRANT –
INTERNSHIPS**
Budget Request Form and Instructions

Allowable and Disallowable Uses

Project budgets must be designed around allowable grant uses. Categories of allowable use include (1) converting non-paid internship programs to paid work-based learning opportunities for students, (2) increasing the number of students participating in paid work-based learning opportunities, (3) increasing wages for students participating in paid work-based learning opportunities, and/or (4) providing financial support to student interns with demonstrated need. Each of these uses is reflected as a budget category on the Budget Request Form.

Non-allowable uses of funds include any and all non-allowable costs specified in federal Uniform Grant Guidance (UGG) as well as the following: travel expenses, institutional marketing and/or communications expenses other than those pertaining to the grant project; and technology that is not for instructional use (e.g., laptops for staff).

Budget Categories

Proposed project budgets should incorporate one or more of the four budget categories on the Budget Request Form. Proposed project budgets need not include all categories.

Purpose and Explanation

Provide a brief description of the cost and the purpose of each item in each budget category. Cost estimates are acceptable.

Proposed Budget

Provide the total amount associated with the budget category.

Compliance with Federal Requirements

In composing the project budget, please remember that all UGG stipulations must be adhered to. Documentation of Time and Effort is one prominent example of guidelines related to federal funding. Please be sure to consult current UGG to ensure compliance.

- **Time and Effort.** Personnel time supported by the grant must meet time/effort tracking requirements.

Total Requested Amount

Please be sure that the total amount on the Budget Request form is the sum of all the budget categories and matches the grant amount request on the Application form. Proposed budgets must not exceed \$250,000.

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 Budget Request Form Instructions

APPLICANT NAME: _____

Adjust row heights to fit contents.

Budget Item	Budget Category	Purpose and Explanation	Proposed Budget
I.	Converting non-paid internship programs to paid work-based learning opportunities for students		
II.	Increasing the number of students participating in paid work-based learning opportunities		
III.	Increasing wages for students participating in paid work-based learning opportunities		
IV.	Providing financial support to student interns with demonstrated need		
Total ALL Program Costs (Total of all Budget Categories above)			\$ -