



TEXAS RESKILLING AND UPSKILLING FOR EDUCATION (TRUE) INSTITUTIONAL CAPACITY GRANTS

Budget Request Form Instructions

Allowable and Disallowable Uses

Project budgets may only include necessary and reasonable costs for the support and maintenance of educational, training and general project activities that promote workforce learning as described in the project proposal. These costs include:

- Curriculum development and instructional design;
- instructional software; instructional equipment;
- other infrastructure supporting instruction;
- student financial aid;
- student supports;
- faculty hiring and training capacity;
- cost of off the shelf credential and training materials;
- project outreach costs up to \$50,000; and
- costs associated with data administration and reporting by the grantee.

The project budget may include up to 2% of the total budget for administrative costs such as grant and financial management.

Non-allowable uses of funds include any and all non-allowable costs specified in the SLFRF final rules, 31 C.F.R. §§ 35.1-12, Federal Uniform Grant Guidance (UGG), any costs not falling into an allowable cost category listed above, as well as any costs that are not necessary and reasonable for the grant program. This includes but is not limited to the following cost categories: debt service, satisfaction of settlements and judgements, replenishing financial reserves, institutional marketing and/or communications expenses beyond the scope of the project, non-governmental expenses, technology that is not for instructional use (e.g., laptops for staff) and indirect cost charges.

Budget Categories

Proposed project budgets should incorporate one or more of the budget categories on the Budget Request Form. Proposed project budgets need not include all categories. Proposed project budgets may include a category of expenditure that is not specified by the existing

budget categories on the “other” budget line, but that category must adhere to the allowable and disallowable uses described above.

Compliance with Federal Requirements

In composing, operating, and reporting on the project budget, grantees must conform to federal Uniform Grant Guidance (UGG) 2 CFR part 200. UGG covers numerous issues and areas of grant expenditures. Please be sure to consult current UGG to ensure compliance. This includes Time and Effort tracking requirements for personnel time supported by the grant.

Interest Income

All interest earned from the grant award may be retained by the Grantee and be used for the grant program and to cover administrative costs.

Proposed Budget by Category

Please provide the total amount associated with each budget category.

Purpose and Explanation

Please provide a brief description of the cost and the purpose of each item in each budget category. Explanations of budget items such as software and equipment should indicate the number of items and cost per item. Cost estimates are acceptable.

Student Financial Aid

If student financial aid or supports are budgeted, these efforts must be focused only on students who are candidates enrolling in the specific program(s) during the grant period that are the focus of the grant project.

Student financial aid may be provided to cover cost of attendance, tuition, and fees. Awards are capped at \$2,500 per eligible student per semester or term.

- Calculation of student aid should be a “middle dollar” calculation that subtracts state and institutional aid first to determine need, leaving federal aid such as Pell Grants out of the calculation.

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 amount indicated on the Application form. Proposed budgets must fall within the following award ranges.

Award Ranges
\$50,000 maximum for planning grants
\$50,000-\$500,000 for single institution
\$50,000-\$1 million for consortia