

TEXAS HIGHER EDUCATION COORDINATING BOARD
TEXAS RESKILLING AND UPSKILLING FOR EDUCATION (TRUE)
INSTITUTIONAL CAPACITY GRANTS
Budget Request Form Instructions

Allowable and Disallowable Uses

Project budgets must be designed around allowable grant uses. Categories of allowable use include curriculum development and instructional design, software, equipment and infrastructure that support instruction, student financial aid, student supports, faculty hiring and training capacity, off the shelf credential and training materials; marketing and outreach costs, and costs associated with data administration and reporting. 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; technology (e.g., laptops for staff).

Budget Categories

Proposed project budgets should incorporate one or more of the eleven 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.

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.

Proposed Budget

Please provide the total amount associated with the budget category.

Student Financial Aid

If student financial aid or supports are budgeted, these efforts must be only for students who are candidates, enrolling or enrolled in the specific credential program(s) that make up the grant project. Further, student financial aid recipients must be:

- Texas residents eligible for in-state tuition as determined by the institution;
- Have filed a Free Application for Federal Student Aid (FAFSA or Texas Application for Student Financial Aid (TASFA);

- Have financial need and are eligible for federal Title IV aid with the exception noted below. Students who are enrolled in short-term non-eligible Title IV credential programs but who are otherwise Title IV eligible may be included;
- Have affirmed they were affected by COVID-19. Institutions may establish their own processes for determining COVID-19 impact;
- Be enrolled in a project specified short-term credential program on either a full time or part time basis.

Student financial aid may be provided to cover cost of attendance, tuition and fees. Awards are capped at up to \$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.
- Students may be awarded up to \$500 if they demonstrate Title IV eligibility irrespective of financial need.
- Support for cost of attendance may be provided at up to \$500 per student per semester or term.

Compliance with Federal Requirements

In composing the project budget, please remember that all UGG stipulations must be adhered to. The following are two prominent examples of guidelines related to federal funding. Please be sure to consult current UGG to ensure compliance.

- **Supplementing v. Supplanting.** The use of federal funds must supplement and not supplant other federal/state/institutional funding for a given purpose.
- **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 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-\$2 million for consortia