

Project Budget Instructions

California Community Schools Partnership Program - Planning Grant

California Department of Education

February 2022

PURPOSE

The California Community Schools Partnership Program (CCSPP) Project Budget is the proposed budget for the CCSPP Planning Grant application.

DOCUMENT INSTRUCTIONS

The Project Budget requires completion of the following worksheet tabs:

1) Contact Information; 2) Budget Summary; 3) Year 1; and 4) Year 2

1. Contact Information: Enter the following information: 1) Applicant Local Educational Agency (LEA) Name; 2) Applicant LEA County-District-School (CDS) Code; 3) Total Grant Award Amount, enter the amount of grants funds being requested; 4) Program Contact Name; 5) Program Contact Title; 6) Program Contact Phone number; 7) Program Contact Email address; 8) Secondary Program Contact Name; 9) Secondary Program Contact Title; 10) Secondary Program Contact Phone number; 11) Secondary Program Contact Email address;. When all information is complete, obtain the Superintendent, or authorized designee's, approval and signature by completing the following: 12) Enter the name and title (if designee); 13) Enter the signature of the individual listed in the previous step; and 14) Provide the date of approval/signature.

2. Budget Summary: Program information will auto-populate from the Contact Information tab. Budget information will auto-populate from the annual proposed budget worksheets (Tabs 3 and 4).

3. Year 1: Program information will auto-populate from the Contact Information tab. Enter the following information: 1) Proposed grant funds to be used by Object Code; 2) District and Community Matching Funds by Object Code; and 3) A detailed explanation for the corresponding Object Code. Expand the rows, if needed. Matching funds should meet or exceed one-third of the requested grant funds.

4. Year 2: Program information will auto-populate from the Contact Information tab. Enter the following information: 1) Proposed grant funds to be used by Object Code; 2) District and Community Matching Funds by Object Code; and 3) A detailed explanation for the corresponding Object Code. Expand the rows, if needed. Matching funds should meet or exceed one-third of the requested grant funds.

DOCUMENT SUBMISSION

Email signed original to the California Department of Education, CCSPP@cde.ca.gov.

For questions regarding this report, email CCSPP@cde.ca.gov.