



## FEDERAL GRANTS/FUNDS REQUEST FORM

(To ensure compliance with Federal Programs regulations, this form must accompany each request. Please use separate form for each request)

Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

### **Please check funding source:**

☐ Title I-Part A-Professional Development

☐ Title II-Part A-Professional Development

☐ Title IV Part A Professional Development: ☐ Well Rounded ☐ Safe and Healthy ☐ Technology

### **OC 1000: Personal Services**

Amount Requested: \$

#### **Justification:**

### **OC 3000: Contract Services/Prof. Dev.**

Amount Requested: \$

#### **Justification:**

### **OC 4000: Internal Services**

Amount Requested: \$

#### **Justification:**

### **OC 6000 Materials and Supplies**

Amount Requested: \$

#### **Justification:**

\*Evidenced-based professional development *may* be allowable when it is part of a comprehensive professional development plan and costs are reasonable. Please attach a copy of the Professional Development Registration/Agenda with your request.

Name & Location PD:

Statement from CSIP that supports this PD:

Director/Executive Director who has been notified of the request?

### **Participant:** (Use a separate sheet for additional names)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Requests will be reviewed and followed by an email from Federal Programs noting approval/denial.**

|   |   |
|---|---|
| Federal Programs Decision:                        | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Federal Programs Program Administrator Signature: | Date:   |

**All Professional Development, interventions, and programs requested must be evidenced based.**

High-quality, evidence-based professional development is an ongoing and iterative process grounded in student data. The goal of professional learning is to build educator knowledge and skills that will directly impact student learning: their strengths, goals, and instructional needs. Professional development sessions are not just a series of events. Rather, they are parts of a coherent, focused program designed to elicit a specific outcome.

**Resources for Research from VDOE:**

- The Best Evidence Encyclopedia <https://bestevidence.org/>
- Doing What Works: Research Based Education Practices <https://www2.ed.gov/nclb/methods/whatworks/edpicks.jhtml>
- Collaborative for Academic, Social and Emotional Learn <https://casel.org/>
- Evidence for ESSA <https://www.evidencefoessa.org/>
- The National Center for Education Evaluation (NCEE) and Report Assistance <https://ies.ed.gov/ncee/>
- Child Trends <https://www.childtrends.org/>
- Doing What Works Library (DWW) <https://dwwlibrary.wested.org/>
- Results First Clearing House <https://www.pewtrusts.org/en/research-and-analysis/data-visualizations/2015/results-first-clearinghouse-database>

**EXPENDITURE ACCOUNT DESCRIPTIONS**

| Budget-Object Code Definitions  |  |
|---|--|
| These accounts are for budgeting and recording expenditures of the educational agency for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditures of funds, contact your school division budget/finance office or the VDOE Office of School Improvement. |  |
| Object Code (OC)  | Definitions:   |
| OC 1000   | <b>PERSONAL SERVICES</b> - All compensation for the direct labor of persons in the employment of the local government. <b>Salaries and wages paid to employees for full- and part-time work</b> , including overtime, shift differential, and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.   |
| OC 3000   | <b>PURCHASED/CONTRACTUAL SERVICES - Services acquired from outside sources (i.e. private vendors, public authorities, or other governmental entities).</b> Purchase of the service is on a fee basis or fixed time contract basis. Payment for rentals and utilities are not included in this account description. Allowable payments would be to individual or firms that are independent contractors and not employees of the grantee or sub-grantee organization. The word honorarium is sometimes used to characterize such payments; it can be problematic when included in a grant because it can be seen as gratuity. On the other hand the term “fee” is commonly used and will raise fewer questions.<br><b>(Example: PD/Conference registration)</b> |
| OC 4000   | <b>INTERNAL SERVICES</b> - Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intergovernmental services, <b>such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.</b> These services are provided by internal services within the School District and possibly the county but not a vendor.  |
| OC 5000   | <b>OTHER CHARGES</b> - Includes <b>expenditures that support the program</b> , including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (Staff/Administration), office phone charges, training, leases/rental, indirect cost, and other. Meals for working lunch and dissemination of material is capped at the per diem rates for the meal listed in the state travel policy times the number of persons.<br><br>Note: Indirect cost cannot be claimed against capital outlay and equipment.  |
| OC 6000   | <b>MATERIALS AND SUPPLIES</b> - Includes <b>articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized.</b> This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in “materials and supplies.” Food purchased from a grocery store, or its equivalent, to support family and parent engagement programs must be linked to the school wide plan.  |
| OC 8000   | <b>CAPITAL OUTLAY</b> - Outlays that result in the acquisition of or additions to capitalized assets. Capital Outlay <b>does not include the purchase of equipment costing less than \$5,000</b> unless the division has set a lower capitalization threshold.   |