Effective Educator Development (EED) Applicant/Grantee Budget Worksheet Instructions

EED applicants **must** complete the *EED Applicant/Grantee Budget Worksheet* at the time of application to demonstrate the proposed project costs for all years of the proposed project period. The EED Applicant/Grantee Budget Worksheet must be uploaded in the Budget Narrative Attachment section of the proposed application in Grants.gov. This new budget worksheet replaces the ED 524 Summary budget worksheet.

- SEED - 3-year award;
- TSL - 3-year award;
- TQP - 5-year award

Section tabs A-E of the worksheet are required for the reporting budget information for both federal and nonfederal funds. The worksheet contains prepopulated formulas for your convenience.

SECTION A: Applicants must provide a summary of requested federal funds for each line item category included on the worksheet. Applicants should provide dollar amounts for all requested years of the desired grant award.

- Applicants should populate the *Name of Institution/Organization: and use the dropdown to select the appropriate EED program (SEED, TSL, or TQP) at the top of the Section A tab.*

- *Performance Based Compensation is only applicable for Teacher and School Leader Incentive program (TSL) applicants and grantees. Costs associated with performance payments for educators should be reflected in this line item, only.*

- *Indirect Cost Rates:*
  - *The SEED and TSL programs are Supplement Not Supplant grants and applicants must use a restricted indirect cost rate not to exceed 8 percent.*
  - *The TQP program is a training grant, which limits the indirect cost rate to 8 percent. In addition, TQP utilizes a 2% Administrative Cost Cap which may supersede the 8 percent training rate. Applicants should review their individual indirect cost rate agreements to determine what rate may be used for the proposed TQP grant award.*
  - *Applicants who apply an incorrect indirect cost rate to their proposed budgets will be required to apply the correct indirect cost rate if their application is proposed for funding prior to the start of their project period.*
  - All applicants should review the Budget and Match/Cost Share webinars and Match/Cost Share FAQs found on each program webpage for additional information on indirect cost rates.

SECTION B: Applicants must provide a summary of secured nonfederal funds for each line item category included on the worksheet. Reporting dollar amounts on this tab confirm that the applicant has already properly secured these funds and the funds will be available for use immediately if the applicant is successful in receiving a new EED award. No additional documentation will be needed at the time of application to confirm cost share and matching funds requirements have been met. Applicants must provide nonfederal dollar amounts appropriate for the desired grant program for all requested years of the desired grant program.

- SEED - 25% nonfederal match/cost share;
- TSL - 50% nonfederal match/cost share; and
- TQP - 100% nonfederal match/cost share;

All applicants should review the Budget and Match webinars and Budget and Match FAQs found on each program webpage for additional information on meeting program match requirements.

Section B includes a "MATCHING FUNDS CHECK" section, which will identify whether the funds described in Section B meet the match/cost share requirement for the selected program.

SECTION C: Applicants must itemize nonfederal cost share and match funds according to the appropriate funding source. These nonfederal funds will be used to meet the required match/cost share requirement for the proposed project award. Applicants must provide dollar amounts for all requested years of the proposed project. All funds described in Section B must also be included in Section C. Section C includes a CHECK to determine whether the funds in Section B match the funds in Section C. Remember, including dollar amounts on this tab confirm that the applicant has already properly secured these funds and the funds will be available for use immediately if the applicant is successful.

SECTIONS D and E: Applicants must provide budget narrative information to justify all proposed project costs. Applicants must justify the need for each expense and explain how each cost is necessary to the implementation of the proposed project. All funds included in Sections A and B should be itemized in Section D. Section D includes checks to verify that all funds have been described. **Section E** requires applicants to provide written justification to support project cost for each line item. Project cost must be linked to proposed project objectives and applicants must explain why each cost is necessary for implementation of the proposed project.