

# Appendix A

Application Budget Summary — Format Example Only

Application Budget Detail Sheet — Format Example Only

Application Budget Detail Sheet — Blank Crossover Chart

## APPLICATION BUDGET SUMMARY

**Note:** When entering dollar amounts, round off to nearest dollar.

Submit Budget Detail Sheet for each funding source reflected here in cash or in-kind. Also explain expenditures by budget category.

Object of Expenditure	Classification		Project Funds Requested (1)	District Match Funds (2)	Other Source (3a)	Other Source (3b)	Other Source (3c)	Grand Total All Funding Sources
1000	Instructional Salaries							
2000	Non-instructional Salaries							
3000	Employee Benefits							
4000	Supplies and materials							
5000	Other Operating Expenses and Services							
6000	Capital Outlay							
7000	Other Outgo							
Total Direct Costs								
Total Indirect Costs (5%)								
Total Program Costs								

- 1 Requested Project Funds (note limitations in the total award amount permitted by the RFA specification).
- 2 No Match Required.
- 3 Other Sources of Funds or in-kind contributions. (Provide an Application Budget Detail Sheet for each funding source.)

I authorize this total cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and federal regulations.

Project Lead Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Fiscal Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(or Authorized Designee)

**FORMAT EXAMPLE ONLY**

California Community Colleges  
Chancellor's Office

**District:** \_\_\_\_\_  
**College:** \_\_\_\_\_  
**RFA Number:** \_\_\_\_\_

**APPLICATION      BUDGET**  
**DETAIL SHEET**

Object of Expenditure	Classification	Requested Funds
1100	<b>Instructional Salaries</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
1210	<b>Supervisors' Salaries<sup>2</sup></b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
1230	<b>Counselors' Salaries</b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
1420	<b>Project Lead<sup>3</sup></b> <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
2140	<b>Classified Salaries, Non-instructional</b> (Regular Full-time) <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
2200	<b>Instructional Aides' Salaries</b> (Regular, Full-time) <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
2340	<b>Classified Salaries, Non-instructional</b> (Non-Regular Full-time) <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
2400	<b>Instructional Aides' Salaries</b> (Non-Regular, Full-time) <i>Name/Classification</i> <i>(Days/hours) x (Daily/hourly rate) = \$</i>	
3000	<b>Employee Benefits</b> <i>Name and rate change</i>	
4000	<b>Supplies and Materials</b> <i>List type and costs</i>	
5000	<b>Other Operating Expenses and Services</b> <i>List type and costs, including travel and per diem</i> <b>Subcontractors</b> <i>Name (daily/hourly rate)</i> <i>Identify specific service to be rendered</i>	
6000	<b>Capital Outlay</b> <i>List type and costs</i> <b>Equipment</b>	
7000	<b>Other Outgo</b> <i>List type and costs</i> <b>Student financial aid</b> <b>Other payments to/for students</b>	
	<b>Total Direct Cost</b>	
	<b>Total Indirect Cost (5%)</b>	
	<b>Total Program Cost</b>	

<sup>1</sup>The following represent frequently-used account codes. Refer to Crossover chart for further options.

<sup>2</sup>Not to exceed 5% for Supervision/Administration (not directly involved in the day-to-day ongoing activities.)

<sup>3</sup>This is the person who is directly involved in the day-to-day ongoing activities.

## Chancellor's Office

**District:** \_\_\_\_\_

**College:** \_\_\_\_\_

**RFA Number:**

APPLICATION BUDGET DETAIL SHEET			
Object of Expenditure	Classification	Requested Funds	Other Sources
	Total Direct Cost		
	Total Indirect Cost (5%)		
	Total Program Cost		

# Crossover Chart

*Expenditure by Object Titles (EOT)\**

Use This (CCCCO Reports EOT Number)		For This (Budget and Accounting Manual EOT Number)	
1100	Instructional Salaries	1100	Academic Salaries, Instructional, Regular Salary Schedule
		1300	Academic Salaries, Instructional, Non-Regular Salary Schedule
1210	Supervisor <sup>1</sup>	1200	Academic Salaries, Noninstructional, Regular Salary Schedule <i>Subcategory Administrators and Supervisors: (Superintendents, Assistant Superintendents, Presidents, Vice Presidents, Deans)</i>
1220	Project Lead <sup>2</sup>	1200	Academic Salaries, Noninstructional, Regular Salary Schedule <i>Subcategory Project Director</i>
1230	Counselor	1200	Academic Salaries, Noninstructional, Regular Salary Schedule <i>Subcategory Vocational Counselors</i>
1240	Other	1200	Academic Salaries, Noninstructional, Regular Salary Schedule <i>Subcategory Other: (Salaries other than Administrators/Supervisors, Project Directors, and Vocational Counselors)</i>
1400	Noninstructional Salaries (Use same subcategory detail as object 1200) 1410: Supervisor <sup>1</sup> , 1420: Project Director <sup>2</sup> , 1430: Counselor, 1440: Other	1400	Academic Salaries, Non- Instructional, Non-Regular Salary Schedule

<b>Use This</b> <i>(CCCCO Reports EOT Number)</i>		<b>For This</b> <i>(Budget and Accounting Manual EOT Number)</i>	
2100	Classified Salaries, Noninstructional <i>(Use same subcategory detail as            object 1200)</i>  2110: Supervisor <sup>1</sup> , 2120: Project Director <sup>2</sup> , 2130: Counselor, 2140: Other	2100	Classified Salaries, Non- Instructional, Regular Salary Schedule
2200	Instructional Aides' Salaries	2200	Classified Salaries, Noninstructional Aides, Regular Salary Schedule <i>Direct            Instruction, Other</i>
2300	Classified Salaries, Noninstructional <i>(Use same subcategory detail as            object 1200)</i>  2310: Supervisor <sup>1</sup> , 2320: Project Director <sup>2</sup> , 2330: Counselor, 2340: Other	2300	Classified Salaries, Non- Instructional, Non-Regular Salary Schedule
2400	Other	2400	Academic Salaries, Noninstructional, Regular Salary Schedule <i>Direct            Instruction, Other</i>
3000	Employee Benefits	3000	Employee Benefits <i>(3100-3900): STRS Fund, PERS            Fund, Old Age, Survivors, Disability, and            Health Insurance (OASDHI), Health and            Welfare Benefits, State Unemployment            Insurance, Workers' Compensation            Insurance, Local Retirement Systems,            Other Benefits</i>

4000	Supplies and Materials	4000	Supplies and Materials <i>Instructional and Noninstructional Supplies and Materials (have a useful life of less than one year) (i.e., office, library, medical, food periodicals, magazines, pictures, maps computer software)</i>
5000	Other Operating Expenses and Services	5000	Other Operating Expenses and Services <i>Depreciation, Dues and Memberships, Insurance, Legal, Election and Audit Expenses, Personal and Consultant Services, Postage, Rents, Leases and Repairs, Self-Insurance Claims, Travel and Conference Expenses, Utilities and Housekeeping Services, Other</i>
6000	Capital Outlay	6000	Capital Outlay <i>6400 Equipment (i.e., desk, chairs, vehicles, etc.)</i>
7000	Other Outgo	7000	Other Outgo <i>(7100-7900): Debt Retirement, Interfund Transfers-Out, Other Transfers, Student Financial Aid, Other Payments to/for Student, Reserve for Contingencies</i>

- Please refer to the *California Community Colleges Budget and Accounting Manual*
- <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Fiscal-Standards-and-Accountability-Unit/Manuals>
  1. Not to exceed 5% for supervision/administration (not directly involved in the day-to-day ongoing activities).
  2. This is the person who is directly involved with the day-to-day ongoing activities.

# Appendix B

Grant Application Signature Page





## California Community Colleges

Equal Employment Opportunities

Innovative Best Practices Grants

### Grant Application Signature Page

Endorsement of this document indicates that you have read, reviewed, and can attest to the accuracy of the application prepared on behalf of the following college.

<b>Project Title and College Name</b>	
---------------------------------------	--

<b>Principle Investigator (Project Lead)</b>	
First and Last Name	
Title	
Signature	
Date	

<b>Authorized Equal Employment Opportunities Officer</b>	
First and Last Name	
Title	
Signature	
Date	

*\*The Authorized signing official for this RFA process is the Vice Chancellor of Human Resources.*

<b>Executive/Administration Level Sponsor*</b>	
First and Last Name	
Title	
Signature	
Date	

*\*The Executive/Administration Level Sponsor should be identified by your college's process and should be the same as the person identified in the PROJECT MANAGEMENT/INSTITUTIONAL COMMITMENT section.*

<b>Authorized Signing Official*</b>	
First and Last Name	
Title	
Signature	
Date	

*\*The Authorized signing official for this RFA process is the Chancellor.*