

SDA # _____

TECHNICAL COLLEGE SYSTEM OF GEORGIA
 Federal Adult Education Program
 Fiscal Year 2010

Budget Form 1 - General Information

1. Applicant Agency: (Name, Address, City, State, Zip)	2. Applicant Contact Person: [Name, Title, Address (if different)] Phone	3. Purpose of Application <input type="checkbox"/> FY10 New Contract
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4. Use of the Application Forms: This system provides a series of standard forms to be used as formats by applicants who apply for funds administered by the Technical College System of Georgia. If additional clarification is needed, please call (404) 679-1647.

5. Program Authority: The Workforce Investment Act of 1998, Title II, Section 231 and Section 223, enacted August 7, 1998 and Catalog of Federal Domestic Assistance (CFDA) 84.002, 84.191, and 97.010.

Adult Education Programs Federal Section 231

6. **Certification and Incorporation**

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the eligible grant recipient above has authorized me as its representative to obligate this organization. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, lobbying requirements, special provisions, Data Quality Guidelines, Reporting Obligations and the forms attached as applicable. It is understood by applicant that this application constitutes an offer, and if accepted by the Technical College System of Georgia or renegotiated to acceptance, will form a binding agreement.

Typed Name and Title of Authorized Official	Phone	Date Signed	Signature

TECHNICAL COLLEGE SYSTEM OF GEORGIA
Federal Adult Education Program
Fiscal Year 2010

Budget Form 2 – Budget Summary

Section 231							
Adult Education Programs							
Line	Expense Items	Form	Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004	Project 26-391-R
			Administration*	Programs 0-8	Programs 9-12	English Literacy Programs 0-12	Totals
1	Full-Time Payroll	3					
		9					\$
2	Part-Time Payroll	3					\$
3	Travel	4					\$
4	Supplies and Materials	5					\$
5	Equipment	6					\$
6	Operating	7					\$
7	Other/ Facilities	8					\$
Project 26-391-R TOTALS			\$	\$	\$	\$	\$

*Administration cannot exceed 5% of total Section 231 Funds.

Technical College System of Georgia
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Budget Form 3 – Payroll

Section 231									
Adult Education Programs									
Line	Expense Items	Project 26-391-001		Project 26-391-002		Project 26-391-003		Project 26-391-004	
		Administration		Programs 0-8		Programs 9-12		English Literacy Programs 0-12	
		Number of Positions	% of Time charged to Grant	Number of Positions	% of Time charged to Grant	Number of Positions	% of Time charged to Grant	Number of Positions	% of Time charged to Grant
1	Full-time (line 2-9)								
2	Adult Literacy Director								
3	Clerical Staff (Administrative)								
4	Instructional Staff								
5	Instructional Aides								
6	TBA								
7									
8									
9									
10	Part-time (line 11-18)								
11	Clerical Staff (Administrative)								
12	Instructional Staff								
13	Instructional Aides								
14	Counselor								
15	Other (specify)								
16	TBA								
17									
18									
19	Full-time Payroll Totals (to Form 2, Line 1)	\$		\$		\$		\$	
20	Part-time Payroll Totals (to Form 2, Line 2)	\$		\$		\$		\$	

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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Budget Form 4 – Travel

Section 231

Adult Education Programs

Line	Expense Items	Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004
		Administration	Programs 0-8	Programs 9-12	English Literacy Programs 0-12
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTALS (to Form 2, Line 3)	\$	\$	\$	\$

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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Budget Form 5 – Supplies and Materials

Section 231

Adult Education Programs

Line	Expense Items	Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004
		Administration	Programs 0-8	Programs 9-12	English Literacy Programs 0-12
1	Instructional Supplies				
2	Instructional Materials				
3	Audio Visual Supplies and Materials				
4	Other (Specify)				
5					
6					
7					
8					
9					
10	Administrative Supplies and Materials (specify)				
11					
12					
13					
14					
15					
16					
17					
18	TOTALS (to Form 2, Line 4)	\$	\$	\$	\$

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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 Fiscal Year 2010

Budget Form 6 – Equipment

Section 231

Adult Education Programs

Line	Expense Items		Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004
			Administration	Programs 0-8	Programs 9-12	English Literacy Programs 0-12
1		Quantity				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18	TOTALS (to Form 2, Line 5)		\$	\$	\$	\$

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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Budget Form 6 – Equipment

Page 2 of 2

Provide a brief description of each piece of equipment requested and its intended use below.

Name of Equipment	Brief Description	Intended Use

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Budget Form 7 – Operating

Section 231					
Adult Education Programs					
Line	Expense Items	Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004
		Administration	Programs 0-8	Programs 9-12	English Literacy Programs 0-12
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTALS (to Form 2, Line 6)	\$	\$	\$	\$

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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Budget Form 8 – Other/Facilities

Section 231					
Adult Education Programs					
Line	Expense Items	Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004
		Administration	Programs 0-8	Programs 9-12	English Literacy Programs 0-12
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTALS (to Form 2, Line 7)	\$	\$	\$	\$

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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Budget Form 9 – Full-Time Teachers’ Payroll Summary

Section 231					
Adult Education Programs					
Line	Teacher’s Name	Project 26-391-001	Project 26-391-002	Project 26-391-003	Project 26-391-004
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13	TOTALS (to Form 2, Line 1)	\$	\$	\$	\$

SDA # _____

TECHNICAL COLLEGE SYSTEM OF GEORGIA
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Budget Form 10 – Full-Time Teacher’s Monthly Payroll
 Complete for each Full-Time Teacher

County _____

Current Teacher _____ Prior Teacher _____

Date Hired _____ Termination Date _____

Section 231			
Adult Education Programs			
MONTH	SALARY(A)*	BENEFITS (B)	MONTH TOTALS (C)*
July 2009			\$
August 2009			\$
September 2009			\$
October 2009			\$
November 2009			\$
December 2009			\$
January 2010			\$
February 2010			\$
March 2010			\$
April 2010			\$
May 2010			\$
June 2010			\$

TOTAL REQUESTED FOR THIS FULL-TIME TEACHER \$ _____
 (Add the 12 lines under Column (c) and enter total on Form 9).

*Be sure to include planned increases.