

Budget Template Tips

Do...

- Collaborate! Ask fellow grant winners, your principal, Support Services staff within your expertise, or CEF Executive Director (ext. 2114) for help and guidance!
- Before starting your budget, refer to your Campus Senior Associate or Bookkeeper
 - Senior Associates/Bookkeepers will be required to confirm your requested vendors/contractors are district approved
 - Unapproved vendors/contractors can potentially be approved upon being awarded a grant. Senior Associates, Bookkeepers and the Purchasing team can help with a simple W-9 or I-C form.
 - If Senior Associate or Bookkeeper is unavailable, reach out to the Purchasing Team in the Business office at purchasing_department@comalisd.org
- Seek quotes through the right channels
 - Senior Associate/Bookkeeper can often find you discounted pricing through district memberships and know the most reliable vendors for your request
 - Purchasing can assist with getting large order, specialized, or more formal quotes if needed
 - Technology equipment like TVs, monitors, computers, devices, etc. will need quotes from the Technology Department. You will need to submit a form through Eduphoria or call Kevin Fain (ext. 2126)
- Be specific and itemize each supply or equipment piece, quantity, and unit cost

Don't...

- Use Walmart Online
 - Only in-store purchases at Walmart are allowed and items must be in-stock. Other in-store only vendors include Hobby Lobby, HEB, Best Buy, and Home Depot
- Ask for stand-alone technology equipment or furniture
 - Innovation is the focus. Technology or furniture requests must be a proven key component of the innovation behind your grant proposal
 - Broken or outdated replacement/replenishment needs should be a discussion with your principal
- Request funding for consumables without detailing sustainability
 - If you do, then consider and prove in your application how consumables will be sustained for the life of the grant. PTAs are partners with CEF! Consider supplemental grants or sponsorships for consumables.
- List a program package or conference without itemizing all materials/equipment needed
 - Expertise Grants for professional development will be required to upload supplemental documentation for the conference program/agenda/registration information and a list of breakout sessions/courses the applicant plans to take

Grant Application Budget Template

