

ESSER Supporting Colorado Teachers Program

Budget Planning Document

**Supplement to Application Question #5:**

Please complete the following planning document to outline your anticipated expenses associated with this grant award. Attach the completed document to your application.

|  |  |  |
| --- | --- | --- |
| **Category** | **Estimated Amount ($)** | **Estimated Percentage of Total** |
| **Teacher Request Fulfillment** |
|  | Materials/Supplies |  |  |
|  | Shipping/Freight |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_ [*Other*] |  |  |
| **Administrative Costs\*** |
|  | Administrative Fees |  |  |

\*Administrative Fees are required to support the administration of this award and are capped at 10% of ACTUAL costs and consist of administrative costs, labor, supplies etc. These costs cannot be applied against capital equipment. All costs except materials requested and shipping/freight should be included as an administrative cost; all labor costs to manage the award, fulfillment, overhead, etc. should be included here. Capital expenditures, salary and labor costs are not allowed.