

DELAWARE DEPARTMENT OF EDUCATION

2018 Innovation Grant Application Budget Detail Requirements

The Budget Detail section consists of a Narrative Description textbox that allows applicants to provide additional details about the budgeted item to justify the allowability of the item. The following chart indicates details required in the **Narrative Description** box for each account code and also program-specific requirements:

Account Code	Required Detail in the Narrative Description Box
Salaries	Title of position and percent of full-time equivalent (FTE).
OECs	Title of position and percent of FTE.
Contractual Services	List type of service, vendor name (only if known), and indicate expense justification or outcome. <i>Examples:</i> <ul style="list-style-type: none"> ▪ Occupational therapy services. Vendor is to be determined. ▪ Physical therapy counseling services provided by Delaware Guidance.
Travel	List the position of staff traveling, conference name, and purpose if not clear by the conference name. Indicate total number of staff traveling and expense justification or outcome. <i>Example:</i> <ul style="list-style-type: none"> ▪ Teacher will be attending (specific) professional development conference.
Supplies and Materials	List description, purpose, and indicate expense justification or outcome. <i>Example:</i> <ul style="list-style-type: none"> ▪ Classroom instructional supplies to equip classroom, such as microscopes, sein nets, and aquariums for student experiments.
Capital Outlay	List item(s), description, purpose, and indicate expense justification or outcome.
Indirect Costs	No additional details are required.
Audit Fees	No additional details are required.

The Budget Detail section also allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered.

The following chart indicates required information for each account code:

Item
Funding Description
Location Code
Quantity
Cost