

Stock Language for Budgets

**Please remember NOT to use open-ended language such as “etc.” and “including, but not limited to.”*

Materials & Supplies

- Include the standard language as appropriate:

“...for the exclusive use of actively participating 21st CCLC students...”

“...for the exclusive use of actively participating 21st CCLC students and their adult family members...”

Culinary programs

“Culinary class supplies will be restricted to raw materials and utensils for instructional purposes only and will be documented at a minimum with a lesson plan, recipe and attendance roster. All culinary class purchases will be reasonable and necessary to achieve program objectives and will comply with all applicable requirements and guidelines established by local, state and federal regulatory agencies regarding safe food preparation, licensing and inspections.”

Equipment

- Include the standard language as appropriate:

“...for the exclusive use of actively participating 21st CCLC students...”

“...for the exclusive use of actively participating 21st CCLC students and their adult family members...”

Transportation

- Include the standard language as appropriate:

“...for the exclusive transportation of actively participating 21st CCLC students...”

“...for the exclusive transportation of actively participating 21st CCLC students and their adult family members...”

Field Trips

- Include standard language:

“Admission fees and other field trip costs are exclusively for actively participating 21st CCLC students. Field trips will clearly support the approved goals and objectives of the 21st CCLC program, and all trips will be based upon established educational curriculum. All field trip expenditures will follow applicable federal, state and local rules and regulations governing field trips. Tickets will be purchased only from educational centers of the field trip destination. Documentation will be maintained to support the expenditure including lesson or PBL plan, sample student work, and attendance logs for both students and adult chaperones.”

Indirect Costs

- Include stock language requested by the Comptroller’s Office:

For first year programs:

The states negotiated indirect cost rate is at __%. The indirect cost for the grant was calculated based on allowable direct cost, not to exceed the 6% administrative cap.

For continuing programs (years 2-5):

The states negotiated indirect cost rate is at __%. The indirect cost for the grant was calculated based on allowable direct cost, not to exceed the 5% administrative cap.