

# Bemidji Area Schools

## District Grant Application Process

- Intent to apply for a grant:** Notify Kathy Palm (333-3100, ext. 103)
  - Before School Board Agenda Meeting—usually the first Thursday of the month
  - Provide the information needed for the Request to Submit Grant Application form
  - Kathy will submit your grant to the School Board for their approval—usually the third Monday of the month (check the district calendar for date)—and notify you when the grant submission is approved
- Request to Accept Grant:** When you receive the grant, notify Kathy again. The school board will need to officially accept the grant at their next meeting.
- Salaries:** Request information from Brenda Sand regarding salaries and fringe benefits
  - Salaries are coded to #140 for teachers, #161 for paraprofessionals
  - Teacher Curriculum Pay is \$21.00 per hour plus fringe benefits
  - Fringe benefits are coded to #200
    - FICA (#210) rate = 7.65% of salary
    - PERA (#214) rate = 7.25% of salary (paras)
    - TRA (#218) rate = 7.0% of salary (teachers)
    - Employee Insurance (#220)—ask Brenda Sand for current contract amount
    - Workers' Comp. (#270) rate = .8 % of salary
- Contracted Services:** Any time you pay an outside person or agency for a service or travel expense, it should be coded to #303 Consulting Service Fees. Artists in Residence need to complete a W-9.
- Substitutes** are coded to Contracted Services:
  - #309 for teachers (\$157.30 per day)
  - #310 for paras (\$13.94 per hour)
  - Substitutes are Kelly Services employees, so you do not need to budget for fringe
- Inter-department Transportation:** Use #365 for busing students
- Travel expenses** (#366) include: staff registration, mileage (or rental car), meals, and hotel. Use #368 for out-of-state travel, and be sure to secure the superintendent's permission.
- Budget:** Use the following UFARS budget codes:

Code #	Description
<b>140</b>	Salary—Teacher
<b>161</b>	Salary—Para
<b>185</b>	Additional pay for licensed staff
<b>186</b>	Additional pay for nonlicensed
<b>200s</b>	Fringe Benefits
<b>303</b>	Consulting Service Fees
<b>309</b>	Kelly Services—Teachers
<b>310</b>	Kelly Services—Paras/Secretaries

Code #	Description
<b>365</b>	Inter-department Transportation
<b>366</b>	Travel—General
<b>368</b>	Travel—Out of State
<b>401</b>	General Supply
<b>430</b>	Instructional Supply
<b>530</b>	Equipment
<b>555</b>	Technology
<b>895</b>	Indirect Costs