

ACTIVITY LEVEL BUDGET FORM INSTRUCTIONS

- A) Enter LEA's 12 character Basic Educational Data Systems (BEDS) Code
 - B) Enter LEA's Name
 - C) Enter your RTTT total Award in the grey box next to C)
- Column 1 Race to the Top (RTTT) Allowable Activities. Select an activity code from the **drop down** menu for each of your planned RTTT activity. Click on the worksheet tab named "Activity Code Table" for a detailed description of each activity.
- Column 2 For each activity code select the budget categories that apply from the **drop down menu** (e.g. professional salaries, purchased services, ect.) for each year of the project in columns 3, 4, 5 and 6.
- Column 3 Enter Year 1 (October 1, 2010 - June 30, 2011) proposed budget amounts. **Note: The year 1 total of all activities must not exceed 15% of your total RTTT Award.**
- Column 4 Enter Year 2 (July 1, 2011 - June 30, 2012) proposed budget amounts.
- Column 5 Enter Year 3 (July 1, 2012 - June 30, 2013) proposed budget amounts.
- Column 6 Enter Year 4 (July 1, 2013 - September 23, 2014) proposed budget amounts.
- Column 7 TOTAL - The cumulative total of all budget categories for an individual allowable activity must match the total amount provided for that allowable activity within the Final Scope of Work. **Note: The cumulative total of all budget categories from activity codes D1 - D12 plus all budget categories for the Teacher/Principal Evaluation System must be at least 25% of the total RTTT Award.**

****Please see the Budget Categories Definitions tab for detailed definitions of individual line items****

Please Note: Once an LEA receives notice that NYSED has approved their Final Scope of Work , the LEA should submit an FS-10 budget for Year 1 (October 1, 2010 - June 30, 2011). The FS-10 and other forms LEAs must submit to receive payments for the grant can be found at <http://www.oms.nysed.gov/cafe/forms/> .