



GEAR UP Implementation Plan

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION GEAR UP Grant Program

Year: 2012

District/Site:

Total Amount Requested:

SIGNATURE:

Superintendent of Schools: _____

GEAR UP Coordinator(s): _____

Educational Specialist: _____

Assistant Vice Chancellor: _____



OKLAHOMA STATE REGENTS
FOR HIGHER EDUCATION

Improving our future by degrees

BUDGET WORKSHEET

INSTRUCTIONS: The Budget Information Sheet presents a summary for all requested funds. Enter the budget amounts for each category of expense. Round all amounts to the nearest dollar.

Category of Expense	Grant Funds Requested	Funds from Other Sources (Actual Dollars <u>NOT</u> In-Kind)
1. Personnel Costs	\$	\$
2. Employee Benefits	\$	\$
3. Travel Costs	\$	\$
4. Materials & Supplies	\$	\$
5. Equipment (<i>Must be less than \$500</i>)	\$	\$
6. Other Costs	\$	\$
Total Expenses (Lines 1-6)	\$	\$

Total "Grant Funds Requested" should equal the amount indicated on the cover page of the application form and must be consistent with activities described in the overall application. Total "Funds from Other Sources" reflects funds acquired from community partners and other sources, but NOT in-kind resources.

Budget Narrative - Provide a description for each "Category of Expense" in the budget form above. Enter the budget description in the boxes below. The description should clearly reflect how the estimate of expenses was determined. For example - Travel Costs: *five trips to Oklahoma City from Tulsa to attend training meetings @ 200 miles per trip X \$.405/mile = \$81. Provide details of "Other Costs", for example – Refreshments for five information meetings: \$250; Printing for project flyer: \$100. (Not limited to the space provided)*

Personnel Costs:
Employee Benefits:
Travel Costs:
Materials & Supplies:
Equipment:
Other Costs:

College Access Subgrants for Local Education Agencies
 SCHOOL DISTRICT or SITE:
 YEAR 1 2012

Overall Project Goal:
Site Objectives that support overall GEAR UP goals and mission: 1. 2. 3.

Activity	Person (s) Responsible	Date(s)	Evaluation	Sustainability

Activity	Person(s) Responsible	Date(s)	Evaluation	Sustainability

Activity	Person(s) Responsible	Date(s)	Evaluation	Sustainability