

APPLICATION FINANCIAL GUIDANCE:

In Iowa, this grant is funded based upon the number of children you will serve (we have a spreadsheet posted to help you calculate your award request) who are at-risk and in poverty. This grant is a Federal Title Program- TITLE IV part B.

This grant is about serving the needs of at-risk children before school, after school and during the summer. This grant provides ONLY for the staff needed to serve the children. It was not designed to create full time positions. Seeing full time administrative positions on this grant without in-kind funding to support the position beyond the 8% limit raises the concern of supplanting with federal funds. This one mistake can render an entire application un-fundable.

We have strict guidelines for administrative costs, with a limit of 8%. This means, that if you are serving 100 children in a single school, and have requested \$125,000 a year, you cannot use the grant funding to hire a full time administrator of the grant at a salary of \$40,000.

According to the grant application guidelines, you can ONLY allocate \$10,000 for administrative costs. If this is not sufficient, the district or the community group should provide additional in-kind funding.

Keep in mind that this is NOT a full time program. If you operate afterschool only from 3:30-6:00 that is only 2.5 hours a day. Which is 12.5 hours a week. Is there an additional 7.5 hours of administrative duty each week with only 1 site to provide a half time position? Districts or Community Groups with multiple sites and multiple cohorts can aggregate the administrative allowable expenses to provide full time administration (and support the additional work required to manage multiple sites).

RECOMENDED: If you are a small district or community group- ask teachers or staff to divide the administrative duties. In small programs, you have to wear multiple hats.

REQUIRED CONTACT HOURS: Say you run your program 2.5 hours a day x 5 days (12.5 week) which is 50 hours a month (below our required minimum of 60 hours a month). If you have a weekly teacher in-service and release the children after lunch at 1:00 then you can add 2.5 hours a week (if you provide programming) which gives you an additional 10 hours a month to meet the minimum required hours. You can also do field trips on a Saturday to meet your required hours.

Early Out and Teacher In-Service Days- The whole reason for this program is to take at-risk children who would be home alone and create an engaging program for their learning. You are expected to provide programming for the children on these days. If, most of your staff are teachers, then you should partner with a local community group to provide supervised activities or a local field trip.

SUMMER SCHOOL: We require 30 days of Summer school at a MINIMUM. However, since we are serving at-risk children who are often chronically absent, it is highly recommended to run a summer program for 35 or more days. This way, when children who are working to improve absenteeism miss a couple of days, you can still have enough attendance to count them in the federal data collection system (which requires a minimum of 30 days attendance).

WHEN STAFF CAN WORK- Staff may work before school starts, after school ends, any time or day when school is not in session and during the summer. You cannot pay for staff to come in and work with children during the school day. Title I funding would cover during the school day and using Title IV B funds during the school day would be supplanting.

FINANCIAL: In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number.

DUNS NUMBER- The application requires the Finance Person include a DUNS number. If you are a community group without a DUNS, you can apply for one online.

- To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/>

Enter the DUNS above the Fiscal Contact (your finance person may already have this number)

DUNS Number:			
Fiscal Contact:			
Address:			
City:		Zip:	
Phone:		FAX:	
Email:			