

**Regional Adult Education Grant 2011-2012
Workbook Instructions**

This workbook contains all the necessary documents to accurately plan the budget for the requested Regional Adult Education Specialist funds. Each document must be successfully completed and submitted for the project to be considered.

Worksheets

Three (3) worksheets must be completed and submitted for consideration. The worksheets include:

- Contact Information
- Budget Worksheet
- Budget Summary

The worksheets should be completed in the order identified above, beginning with the contact information and followed by the budget worksheet.

Formatting

Each of the worksheets is preformatted including the following features (when applicable):

- Auto-fill with drop-down choice selection
- Open fields (3 per object code) if a choice is not available - this should be the last option
- Formulas to calculate all sub-totals and totals

Signatures

Signatures are required on two specific worksheets: (1) Contact Information and (2) the Budget Summary. Designated areas for signatures are indicated with a light yellow highlight.

Printing

Each of the worksheets has been formatted for printing. A laser printer is recommended as some pages may print incompletely on an inkjet printer.

Codes

A complete list of all the sub-object codes and localities has been included as the last worksheet in the workbook. This may be a useful reference for budget planning.

Basic Terms

Program Name: This is the name of the school division or community college making application.

Fiscal Agent: Indicate the primary locality or community college serving as fiscal agent for the grant funds.