

Texas Workforce Commission

SKILLS DEVELOPMENT FUND PROGRAM INSTRUCTIONS FOR CURRICULA AND BUDGET MANAGEMENT FORM

Curricula

Complete the **Table 2 - Training Courses and Trainee Hours** worksheet first. Enter the information into each column, except for the *Total Number of Hours* column. The *Total Number of Hours* column will automatically calculate based on the the data entered into the *Training Hours to be Received by Each Trainee* and *Total Number of Trainees* columns.

Budget Management Form

Complete the **Budget Detail** worksheet. The first three columns (*Title of Training Course, Training Hours, and Number of Trainees*) will automatically be entered based on the information entered in Table 2. Enter the cost for each course in the last column titled *Total Direct Program Training Cost* . Project costs that are not specific to one course may be pro-rated to the appropriate courses. Direct program training costs shall include only personnel salaries and wages, fringe benefits, tuition, fees, curriculum development, books, training materials, and consumable supplies for the proposed project.

Complete the **Budget Management Form** by entering *Administration Costs* and *Program Services Costs* . The *Direct Program Training Costs* will automatically be entered based on the information entered in the **Budget Detail** worksheet. The sub-totals for *Administration* and *Program Services* and the total amount requested will automatically calculate. Read the assurances with regard to the proposed budget. Sign and date the **Budget Management Form**.

Important Note

The **Budget Management Form** must be signed and dated. This is a required component, and proposals that do not have all the required components will be disqualified.

TABLE 2 – TRAINING COURSES & TRAINEE HOURS

Training Provider	Title of Training Course	CIP Code	Training Hours to be Received by Each Trainee	Total Number of Trainees	Total Number of Hours
					0
					0
					0
				Total	0

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SKILLS DEVELOPMENT FUND PROGRAM BUDGET MANAGEMENT FORM

Name of Applicant:

ADMINISTRATION

Administration Costs	\$	
Equipment Purchases	\$	
SUB-TOTAL ADMINISTRATION	\$	-

PROGRAM SERVICES

Direct Program Training Costs	\$	-
Equipment Purchases	\$	
SUB-TOTAL PROGRAM SERVICES	\$	-

TOTAL AMOUNT REQUESTED \$ **-**

By signing below, the applicant hereby makes the following assurances with regard to the proposed budget, and acknowledges that the assurances and budget are subject to monitoring:

1. All costs contained in this budget are reasonable and necessary for the administration and implementation of the proposed project.
2. The costs of any equipment purchases included under Administration and or Program Services have been appropriately identified in the Proposal Submission Form.
3. Direct program training costs include only personnel salaries and wages, fringe benefits, tuition, fees, curriculum development, books, training materials, and consumable supplies for the proposed project.
4. Personnel costs included under Program Services do not include any cost for administration of the proposed project.
5. Any overhead and/or indirect costs included in the college's tuition and fee costs are based on the standard rate established by the college.
6. There are no costs for instructor travel (including per diem) included in the proposed budget.
7. There are no costs for trainee wages, travel, or drug tests included in the proposed budget.
8. There are no costs for profit or markup included in the proposed budget.
9. Any products, including curricula, developed with grant funds will be retained by the college and used in training projects for other businesses.

Authorized Signature

Date