



ESEA Application Budget Guidance October 2025

This guidance is for submitting ESEA budgets in e-grants. See below for specific details to include in your budget request, as well as example expenses.

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100 and 200 Personal Services and Benefits

1. Position Title(s)
2. Amount of position (FTE) covered

Example text: Title I A Math Teacher .75 FTE, Title I A Reading I interventionist FTE.5, Title I A Paraprofessional .25 FTE.

300 Contracted Professional and Technical Services (If no contract, code as 500)

1. Service date range
2. Specific services provided

Example text: Professional development facilitation provided by vendor x during 2025-26 school year. Specific services include 4 events on literacy strategies and 2 on math intervention strategies.

400 Purchased/Rental Property Services

1. Service/rental date range
2. Specific services provided

Example text: Mobile learning lab purchased for 2025-26 academic year. Lab will be used for math interventions and online supports.

500 Other Purchased Services

1. List specific services provided with date range of service
2. List details of related expense i.e. travel related expenses, per diem, hotel, mileage
3. For items more than \$500 per unit, list the unit cost and number of units

Example text: Guest speaker to provide PD during October PIR days. Services provided will include social emotional learning and core academic area supports.



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600 Supplies

1. List of planned supply purchases.
2. Include unit costs and number of items for single items of \$500 or more.
Note: Providing more information in the budget request may prevent additional information from being required during the cash request process. When listing planned supply purchases, consider listing all supplies that have historically been purchased or could be purchased to cover as many contingencies as possible.

Example text: calculators, pens, pencils, highlighters, notebooks, 3 computers at approximately \$550 apiece

700 Property and Equipment (Items over \$7,000 each)

1. List property and equipment to be purchased and individual unit costs

Example text: 3D printers for 2 title 1 classrooms, \$7,500 each, quantity 2

800 Other Expenditures

1. List expenditure to be purchased
2. Include Unit cost and number of units (if applicable)

Example text: Homeless side for vital document fees (birth certificates) \$100