



E-Grants Budget Template

- ✓ Object Code
- ✓ Purpose Category
- ✓ Use of Funds
- ✓ Expenditure Description:
 - ✓ For the purpose of / to purchase [xxxx]
 - ✓ In response to [xxxx related to covid]
 - ✓ To prevent [xxxx related to covid]
 - ✓ To prepare for [xxxx related to covid]
 - ✓ Specifically, how does it relate to **student gains**?
- ✓ \$\$ Amount

Cash Requests will need to use the same language as your Budget / Amendments, so make sure you are consistent!

We recommend using a Project Scope/Word Document to keep all your information in, and then copy-and-paste from that into your Budget/Amendment/Cash Requests.

If your Budget involves an item/project over \$5k and the [OPI preapproval process](#), you must also include this language: **Project Title (Board approved mmmmyy, OPI approved mmmmyy)**.



ESSER - Elementary and Secondary School Emergency Relief

A good Budget example could look like this:

600 Supplies	10 Instruction	Supplemental Learning	10-Instruction - cost for supplies to provide summer time programming focused on Math enrichment in order to address the personal and academic challenges Montana students face that have been exposed and exacerbated by the covid-19 pandemic.
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