

Below is information you will need when filling out your Perkins application budget. For more detailed information on Object and Function codes visit the DOE <https://www.maine.gov/doe/funding/accounting/handbook>

Grant section
Administration Plan
Academic Integration & Programs of Study
Services for Special Populations
Career Exploration and Career Development
Stakeholder Engagement and Collaboration
Evaluation
Industry Standards and Certifications
Professional Development

**Approved Program** - All approved program CIPS will be included in the dropdown list will be compared to approved programs on submittal of grant.

**Description Narrative** - a description of the items in budgeted activity including of the list of items being purchased for supplies. Minor equipment and equipment should have a separate budget line per item.

**Quantity**

**Cost** (per item if equipment or minor equipment)

Equipment (7300) must be tagged in accordance to 2 CFR Part 200.313(d)(1)

Minor Equipment (6150) must have appropriate internal controls to ensure items are inventoried and used in the appropriate program.

Budget Account Number (Object Code)		
1000	Salaries	
2000	Benefits	Salaries paid with Perkins funding must also include benefits for paid positions.
3000	Professional and Technical Services	Professional Development, contracted services, etc.
4000	Property Services (equipment repairs)	Equipment repair, equipment lease/rentals, technology rentals
5000	Other Services	Travel, student transportation, insurance,
6000	Supplies	Use chart to determine if an item is equipment, supplies, or minor equipment
6150	CTE Minor Equipment	Equipment under \$5,000 - must be tracked with internal controls
7300	Equipment	\$5,000 and over - MUST BE TAGGED
8000	Dues and Fees	Organizational memberships
Budget Account Number (Function Code)		
1000	Regular Instruction	All services for instruction of students - teacher salaries, supplies, equipment, etc.,
2120	Student Guidance Services	Non iep services - career guidance
2210	Improvement of Instruction	- staff training
2212	Instruction and Curriculum Development	- curriculum development, instruction techniques
2213	Instructional Staff Training	- professional development - workshops, conferences, etc.
2238	Instruction-Related technology	- professional Development for Instruction-Focused Technology Personnel
2240	Student Assessments	costs for student assessments ( <b>with aligned program code</b> )
2400	School Administration	costs for administrative responsibility for a school - MACTE dues, Director supports
2640	Care and Upkeep of Equipment	Repairing program equipment
2700	Transportation	- to and from school, field trips, etc.
2760	Transportation for Career and Technical Education Students	- regular program instruction transportation - program worksites, clinicals, etc.