Budget Guide

All STARTALK programs are required to provide comprehensive budget information as a part of the STARTALK application process. All planned costs for the proposed program must be documented, and the applicant must demonstrate that the costs are reasonable, justifiable, and allowed. Applicants are required to submit the following budget components with a STARTALK proposal:

1. **Budget worksheet**
   The budget worksheet serves as a template for a program budget and must be completed as part of the application within SOPHIE.

2. **Budget worksheet notes**
   The budget worksheet asks applicants to explain any line items in the budget, or financial questions in the proposal that require additional detail, justification, or clarification, or to provide detailed itemization for any especially high-cost items.

3. **Budget support documentation**
   Applicants must submit budget support documentation for each budget category, which should include price quotes and other specific confirmation from vendors, contractors, or institutions to justify the budgeted amounts for each line item in the proposed budget.

4. **Human resources budget support documentation**
   A special coversheet must be provided for each human resource line item in the personnel, fringe benefits, and contractual sections of the budget along with the budget support documentation collected for that item.

5. **Signed PDF of budget**
   Applicants must submit a PDF copy of their budget signed by an authorized representative from the organization submitting a proposal.

This budget guide walks you through the requirements and considerations for completing each of these budget components and also provides samples and formatting templates for each component.
1. Budget Worksheet

All planned costs for a proposed STARTALK program must be documented in the budget worksheet in SOPHIE. For each budget line item, programs must include an explanation that describes how the item will be used in the program, along with clear calculations of how the cost of the item was determined. For personnel or contracted staff, the role of each staff member must be clearly explained and calculations for the staff member’s hourly rate must be provided.

The budget worksheet in SOPHIE serves as a template for your program budget and has a fixed format. You will create a separate line item for each cost your program will incur. Each line item in your budget should be categorized into one of seven budget categories. The following guidance is intended to help you determine which categories to place your budget items into. The examples provided are not intended to be exhaustive; if you wish to budget for something that is not included in these examples and is also not on the prohibited expenses list, please use your best judgement in selecting a budget category for it. When creating your budget, you can easily modify the category for a line item and move items from one category to a different category by clicking on the pencil button and selecting a new category for the line item.

New! SOPHIE will direct you to upload budget support documentation (quotes) for each category from the specific category page. For example, you will upload budget support documentation for supplies directly from the supplies section of the budget.

A) Contractual
   ➔ For staff hired on a contractual basis, consultants, or contractual services

B) Personnel
   ➔ For staff who are on the institutional payroll

C) Fringe
   ➔ For payroll employee benefits

D) Equipment
   ➔ For electronic hardware such as computers

E) Supplies
   ➔ For classroom, administrative, and any other materials needed for the program

F) Tuition and Fees
   ➔ For any fees that the program will cover for participants

G) Travel and Meals
   ➔ For any travel, food, or dining costs, including STARTALK sponsored events, participant lodging, or field trips
A) Contractual

*What goes in the contractual section of your budget?* Individuals who will work as contractual hires for your program should be included in the contractual section of your budget; contracted staff are not payroll employees of your institution and have a contractual agreement to work for your program only on specific tasks or for a specific period. Contractual agreements with third-party contractors or vendors for expenses such as space rental costs should also go in the contractual section of the budget.

**Item**
- **For contracted individuals:** Provide the name of the contracted individual(s) and their role as you described in your proposal narrative. If you do not have the name of the individual(s), just include the role as you described it your proposal narrative.
- **For vendor agreements:** Briefly describe the service and the name of the vendor, if available.

**Quantity**
- **For contracted individuals:** Enter the number of people filling this particular role at the particular rate you specified in the amount field.
- **For vendor agreements:** Enter the number of units by which you will multiply the unit cost. For example, for space rental, the quantity is the number of hours, days, or weeks of the rental, while the amount is the rate per hour, day, or week, respectively.

**Calculations**
- **For contracted individuals:** Show how you calculated the amount. For example, if you calculated the amount based on an hourly rate multiplied by the estimated hours the person would work, show those calculations (e.g. $25 an hour x 20 hours = $500 x 2 people = $1,000).
- **For vendor agreements:** Show any additional math that you used to calculate the amount. For example, if the weekly rate for space rental is $500, include a breakdown of that rate where possible (e.g. $50 for Wi-Fi + $50 for SMART Board rental + $400 for space rental = $500 a week x 4 weeks = $2,000).

**Explanation**
- **For contracted individuals:** Describe how this role links back to your proposal. You may also use this field to explain a $0 in-kind expense or to elaborate on any important details regarding how your institution mandates personnel budgeting and spending.
- **For vendor agreements:** Describe the item’s purpose and how it supports your proposal.
Tips for completing the contractual section of your budget:

- **Do** complete a Human Resource Budget Support Cover Sheet for each human resource line item in the contractual section of your budget worksheet as you go. Upload these cover sheets along with your other supporting documentation in this section.

- If someone will be working for your program without compensation (due to in-kind support, etc.), **do** still include a line item with their name and role and a line total of zero, being sure to use the explanation fields to note the reason they are not receiving compensation in your budget.

- **Do** make sure that staff such as clerical staff, janitors, nurses, or accounting staff, are direct costs for your program, meaning they exclusively support your program. Any supporting payroll employees or contractors who work part time for your program and part time for other parts of your institution should instead be in the indirect costs section of the budget.

- **Do** list your program director or lead instructor by name, in addition to listing their role, if they will be a contracted staff member for your program.

- **Do** include individuals’ names in the budget along with their roles. Any staff named in the proposal must be listed in either the contracted or personnel sections of your budget.

- **Don’t** include payroll employees. Payroll employees who are regular employees of your institution and/or receive benefits should be included in the personnel section of the budget worksheet.

- **Don’t** include costs for curriculum development support consultants who will not remain on site throughout the program. Anyone who works on the development of your curriculum should be a member of the program’s instructional team who remains with the program throughout the summer.

- **Don’t** include costs for STARTALK proposal development. The budget may not include compensation for time spent working on your application.

- **Don’t** budget for substitute teachers for non-instructional hours or time outside of the core summer program hours (e.g., to cover teacher absences during the STARTALK conferences).

- **Don’t** include vendor costs for supplies, catering or meals, field trip buses or other travel costs, or lodging for participants, staff, or consultants. These costs have their own sections of the budget.
**B) Personnel**

*What goes in the personnel section of your budget?* All employees working with your program who will be on the institutional payroll during the dates of the program must be listed in the personnel section of the budget. These employees hold positions at your institution and typically earn a salary or hourly wage and earn benefits.

**Item:** Enter the name and role of the individual. If you do not have the person’s name, you may enter TBD, but you must still include the role as you have written it in your narrative proposal. You may not enter TBD for the Program Director or Instructional Lead. These individuals must be named in your proposal and budget. Note that all staff described in the proposal narrative must be included as line items in the personnel or contractual section of the budget.

**Quantity:** Enter the number of people filling the particular role described in the item field, at the particular rate specified in the amount field.

**Calculations:** Detail how you calculated the amount. Use the same calculation method for each staff member listed in this section. For example, if you calculated the amount based on an hourly rate multiplied by the estimated hours the person will work, show those calculations (e.g., $25 an hour x 20 hours = $500 x 2 people = $1,000).

**Explanation:** Show how this role links back to your proposal. You may also use this field to explain a $0 in-kind expense or to elaborate on any important details regarding how your institution mandates personnel budgeting and spending.

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**Tips for completing the personnel section of your budget:**

- **Do** complete a *Human Resource Budget Support Cover Sheet* for each line item in the personnel section of your budget worksheet as you go. Upload these cover sheets along with your other supporting documentation in this section.

- **Do** include a name and role as a line item, if someone will be working for your program without compensation (in-kind support, etc.). Include a line item with their name and role and a line total of zero. Use the explanation fields to note the reason they are not receiving compensation in your budget.

- **Do** pay special attention to staff such as clerical staff, janitors, nurses, or accounting staff, and make sure that they are direct costs for your program, meaning they exclusively support your program. Any supporting payroll employees or contractors who work part time for your program and part time for other parts of your institution should instead be in the indirect costs section of the budget.

- **Do** list your program director or lead instructor by name and role, if they will be a payroll staff member for your program. Any staff named in the proposal must be listed in either the contracted or personnel sections of your budget.

- **Don’t** include proposal development costs or compensation for time spent working on your STARTALK application.

- **Don’t** include costs for substitute teachers outside of core program hours (e.g., prior to or after the STARTALK program to cover absences during STARTALK conferences).

- **Don’t** include any fringe benefits costs. When providing your calculations and hourly rates for each person listed in the personnel section, deduct the fringe benefits costs and detail them in the fringe section of the budget worksheet.

- **Don’t** include consultants who you plan to hire using a one-time contract for services. Those expenses go in the contractual section.
C) Fringe

What goes in the fringe section of your budget? Payroll employee benefits for each payroll employee listed in the personnel section of the budget worksheet should be included in the fringe section of the budget. Examples of benefits typically included in this section are items that your employer provides, such as health insurance, FICA, retirement plans, etc.

**Item:** Depending on how your institution calculates and budgets for fringe, you may include the benefit (e.g., FICA) or the individual listed in the personnel section who is receiving the benefit(s) (e.g., TBD instructors).

**Quantity:** Provide the number of people receiving the benefit.

**Calculations:** Describe how you calculated the number listed in the amount field. For example, if you have listed one person in the item field and the amount you included is a combination of several benefits, use this field to break out the different benefits and show the math you used to determine the amount. If you entered a benefit or group of benefits in the item field, use this field to describe how you calculated the amount.

**Explanation:** Describe how your institution calculates the benefits for the line item. For example, if your institution calculates fringe benefits as a percentage of the salary or hourly wage, describe that. If you entered an individual receiving benefits in the item field, detail the types of benefits the individual will receive. If you entered a type of benefit in the item field, list the individuals who will receive that benefit.

**Tips for completing the fringe section of your budget:**

- **Do** complete a Human Resource Budget Support Cover Sheet for each line item in the fringe section of your budget worksheet as you go. Upload these cover sheets along with your other supporting documentation in this section.

- **Do** if your institution has a flat rate for fringe benefits, you may have a single line item indicating these rates; **do** be sure to include a note in the explanation field that states that your institution uses the same rates for all employees.

- **Do** if an individual in the personnel section will not receive benefits, **do** include a $0-line item along with an explanation of why the individual does not have fringe benefit costs.

- **Don’t** include mismatched personnel and fringe benefits. The fringe benefits listed in the fringe section of the budget should correlate to personnel line items. The explanation fields in this section should make it clear to budget reviewers that each person listed in the personnel section has a corresponding fringe benefit.
D) Equipment

What goes in the equipment section of your budget? Include electronic items that have an expected service life of more than one year, such as computers, iPads, printers, keyboards, and cameras.

**Item:** List the equipment item by name in a clear and descriptive way. Each type of equipment you purchase that has its own unit price should have its own line item in the budget.

**Quantity:** Indicate the number of items named in the item field you will be purchasing.

**Calculations:** Describe how you calculated the number listed in the amount field. Often, this will be equal to the quantity multiplied by the unit price. If the unit price includes any additional charges (e.g., for upgraded hard drives), break out those costs in the calculations field.

**Explanation:** Show how this equipment links back to your proposal. You must detail in either the explanations field or the budget worksheet notes how/when the equipment will be used, how it supports the program goals, and the impact not allowing the purchase would have on the program. You must also use this field to make clear that all equipment purchases will remain the property of the program.

**Tips for completing the equipment section of your budget:**

- **Do** be sure to upload supporting documentation for each line item in this section.
- **Do** make sure all equipment listed in your budget is also described in your proposal narrative. The purpose of the equipment should be clear to reviewers. Be specific when describing how the equipment will be used in lessons or otherwise.
- **Do** be sure to include a note making clear that the equipment will remain the property of the program.
- **Don’t** include non-electronic items in the equipment category. All non-electronic items should be included in the supplies category.
- **Don’t** include equipment purchases that will be gifted or given away to participants at the end of the program or used in non-STARTALK programs.
**E) Supplies**

*What goes in the supplies section of your budget?* Include any supplies or resources needed for your program that are not electronic in nature, such as teaching materials, classroom or office supplies, equipment for activities, promotional items, software, etc.

**Item:** List the supply item by name in a clear and descriptive way. Each type of supply you purchase that has its own unit price should have its own line item in the budget. Alternatively, if you are budgeting for a set dollar amount of supplies per person or per activity for a category of supply, make that clear in the item name (e.g., $15 per participant for microteaching supplies).

**Quantity:** Indicate the number of items named in the item field you will be purchasing at each unit price. If you are budgeting a set amount per person or per activity for a category of supply, indicate the number of people.

**Calculations:** Describe how you calculated the number listed in the amount field. Often, this will be equal to the quantity multiplied by the unit price. If you are budgeting a set amount per person or per activity for a category of supplies, your calculations should make it clear how that amount was determined.

**Explanation:** Show how the supplies link back to your proposal. You must detail in either the explanations field or the budget worksheet notes how/when the supplies will be used, how they support the program goals, and the impact not allowing the purchase would have on the program. If you are budgeting a set dollar amount of supplies per person or per activity, you must make clear in the explanation field what types of supplies will be purchased.

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**Tips for completing the supplies section of your budget:**

- **Do** be sure to upload supporting documentation for each line item in this section.
- **Do** be sure to explain the instructional or administrative purpose of each item in the explanation field.
- **Do** limit promotional items (e.g., T-shirts, bags) to a maximum of two items per participant.

- **Don’t** include food, meals, travel, or electronic equipment costs in the supplies category. Food, meals, and travel costs should all go in the travel and meals section of the budget, and electronic costs should go in the equipment category.

- **Don’t** overgeneralize your supplies. Be as specific as possible. Don’t simply list *classroom supplies or office supplies*; list the specific items you will purchase in separate line items (e.g., notebooks, posters, costumes).

- **Don’t** include funds for any furniture. Furniture purchases of any kind are prohibited.
F) Tuition and Fees

What goes in the tuition and fees section of your budget? Include any tuition costs or mandatory fees that the grant will cover for participants. This may include mandatory university or institution charges for administrative processing, tuition for credit hours, entrance fees for field trips, etc.

**Item:** List the fee by name in a clear and descriptive way. Each type of fee that has its own unit price should have its own line item in the budget.

**Quantity:** Indicate the number of people for whom you will cover the fee. All participants must have equal coverage within your program; if you are covering a fee for any participants, you must cover it for all participants. You are allowed to offer partial fee coverage as well, but again, the coverage offered must be the same for all participants.

**Calculations:** Describe how you calculated the number listed in the amount field. Often, this will be equal to the number of participants multiplied by the fee amount. If you only plan to cover part of a fee, you should break out the math.

**Explanation:** Explain the purpose of the fee. If you only plan to offer partial coverage of a fee, explain why. It should be clear from the explanation that all participants will have equal coverage of fees. Fees cannot be waived for some participants and charged for others.

**Tips for completing the supplies section of your budget:**

- **Do** be sure to upload supporting documentation for each line item in this section.
- **Do** cover fees or tuition costs equally for all participants. If you anticipate only a small number of students being interested in receiving credit hours, you may budget to cover only a portion of participants. However, if actual interest exceeds the budgeted amount, you must determine a way to cover the actual demand so that each interested participant receives equal support.
- If you are covering only a portion of an elective fee, **do** make it clear in the calculations and explanation field what portion the program will cover and what portion the participant will be responsible for.
- **Don’t** selectively cover mandatory university fees or tuition costs on a need or scholarship basis. All participants must pay the same for any fees and must have the same amount of fees covered by the program.
- **Don’t** charge fees to your participants to cover costs that are also included in your budget, such as staff salaries.
G) Travel and Meals

What goes in the travel and meals section of your budget? All anticipated travel, transportation, meals & incidentals, and lodging costs should be included in the travel and meals section of your budget. It is mandatory that STARTALK programs budget for the STARTALK Conferences, therefore the travel and meals section of your budget worksheet should include line items for the spring and fall STARTALK conferences that include the estimated travel expenses (airfare/transportation, lodging, and meal per diem costs) for your program director and lead instructor. Please use the lodging rate and location information below to calculate your expenses for each conference.

Spring Conference*: April 2021 (ONE DAY ONLY 8am-5pm), in Baltimore, MD. Lodging cost: $189 per night (this amount includes the 5% state tax and 15.5% hotel tax). Meal per diem in Baltimore is currently $71 a day. Estimates for each day’s meals per person should not exceed this amount.

Fall Conference*: November 2021 (ONE DAY ONLY 8am – 5pm), in Baltimore, MD. Lodging cost: $189 per night (this amount includes 5% state tax and 15.5% hotel tax). Meal per diem in Baltimore is currently $71 a day. Estimates for each day’s meals per person should not exceed this amount.

*Exact conference dates are not yet available.

In addition to the STARTALK conference travel, you should include all anticipated travel, meals, and lodging costs for your program in the travel and meals section of the budget. These costs may include lodging costs for participants or staff, field trips that take place during the instructional day, food for participants to be consumed during instructional hours, or travel allowances for local travel. Programs are allowed to cover airfare/provide a travel allowance for consultants and teacher program participants.

Number of Nights for Spring and Fall Conference: Enter the number of nights that participants from your program will stay at the conference hotel for each conference. Hotel rates (with tax included) will be pre-populated for you. Per diem rates for Baltimore will also be pre-populated, but this rate can be changed for participants who are required by their institution to enter a lower per diem rate or for days when only partial per diem is needed. It may not exceed the $71 rate.

Item: Select the name of each expense in this category from the pre-populated drop-down list of items. If none of the pre-populated items apply, you should choose Other and enter the name of the expense. For example, you may select Spring Conference Airfare for one line item, Spring Conference Ground Transportation for the next line item, etc. This category should also include items such as meals for participants during your program and bus transportation for field trips, for which you should select “Other” from the drop-down and write in the name of the expense.

Number of people: Indicate the number of people for the item. For example, if you have selected the item Spring Conference Airfare, in the quantity field, enter the number of people for whom the grant will cover airfare. Be sure to enter the total amount per person for that item in the amount field.

Amount/person: Enter the cost per person for each line item. Conference hotel rates and meal per diem rates will be pre-populated as described above when those line items are selected.

Calculations: Describe how you calculated the number listed in the amount field. For example, if you are calculating field trip costs, enter $25 bus transportation per person x 20 participants and staff = $500.

Explanation: Explain the reason for the expense. For example, for the spring and fall conferences, use this field to explain who will be coming. The program director and lead instructor are required to attend. If this is for a field trip or other expense, use this field to explain the purpose of the expense.
**Tips for completing the travel and meals section of your budget:**

- **Do** be sure to upload supporting documentation for each line item in this section.
- **Do** list each travel expense on separate line items.
- **Do** calculate STARTALK conference lodging using the specified rate - $189.49 a night including taxes.
- **Do** keep meals at or under government per diem.
- **Do** include meals for participants and staff in this section of the budget.
- **Do** include field trip transportation costs in this section of the budget.

- **Don’t** combine all travel for an event or trip on a single line item. Reviewers need to see these expenses broken out (i.e. airfare, ground transportation, lodging, meal, should each be a separate line item).
- **Don’t** guess the hotel rate. It is $189.49 a night including taxes.
- **Don’t** include a meal rate that exceeds the government per diem.

**Prohibited Costs**

The following costs are not allowed and should not be included in STARTALK budgets or proposals:

- **Immigration fees:** Program budgets cannot cover immigration fees for participants or personnel, including visa paperwork, fingerprinting, background checks, etc.
- **Proposal writing or grant writing expenses:** The budget may not include costs or compensation for time spent working on the STARTALK application.
- **Gift cards:** Programs may not purchase gift cards to give away to participants or use gift cards to purchase items for the program.
- **Participant deposits or fees:** STARTALK programs are intended to be free or very low cost for participants. STARTALK programs may not collect fees or deposits from participants to reserve or hold a place in a program, or to defray costs that are otherwise covered elsewhere in the program budget, such as staffing, housing, university fees, or food. Programs may only charge an application or enrollment fee if that fee covers services rendered in processing the application. If an application fee is used, it must be charged to all applicants equitably; fees may not be reduced or waived for some applicants.
- **Stipends for participants:** Programs are not allowed to offer any form of payment or financial incentive for participation in the program.
- **Third-party accounting services charged as direct costs:** If you must hire a third-party accounting service for your program, include this in your budget as an indirect cost.
- **Non-STARTALK Conference costs:** This includes registration fees and travel expenses (with the exception of the STARTALK spring and fall conferences).
- **Substitute teachers outside of core program hours** (e.g. to cover absences during STARTALK conferences).
- **Food for anyone other than program staff and participants:** this includes food for ceremonies or events taking place outside of instructional time.
- **Entertainment costs taking place outside of normal instructional hours.**
- **Furniture purchases** of any kind.
- **Gifted computers or electronic devices** intended for participants to keep after the program has ended.
- **Program evaluation fees.**
- **External consultants contracted to develop program curriculum.**
2) Budget Worksheet Notes

Use the budget worksheet notes to explain any line items in your budget that require additional detail, justification, or clarification, or to provide detailed itemization for any especially high-cost items (e.g., videographers or consultant services). If your program answered “Yes” to the proposal question *Is the applicant delinquent on any federal debt?*, you must provide a detailed explanation of the debt in the budget worksheet notes. Additionally, if your program will charge any fees to participants, the fees must be described in detail within the budget worksheet notes.

STARTALK budgets will be subject to rigorous review and may be subject to audit. Including unclear or prohibited costs in your proposed budget can delay or prevent award of a STARTALK grant. As a rule of thumb, err on the side of offering as much explanation as possible within your budget for anything complicated, unusual, or potentially confusing to reviewers, using the budget worksheet notes when you require extra space for detailed explanations.

3) Budget Support Documentation

Budget support documentation is required in order to submit a proposal. Budget support documentation includes price quotes and other specific confirmation from vendors, contractors, or institutions to justify the budgeted amounts for each line item in a proposed budget.

You must document all proposed expenses by submitting budget support documents (quotes) with your proposal. Obtain quotes for all anticipated purchases, such as personnel, benefits, supplies, and materials, and for all services, such as meal catering, lodging, and facility rental. We suggest you collect these documents as you build your budget so that you can upload them before submitting your proposal. The funding agency reviews this documentation carefully.

The only budget items that do not require supporting documentation are meal per diem costs for STARTALK event travel, STARTALK event hotel costs at the negotiated group rate, and indirect charges.

Collect support documentation as you create your narrative and budget. Each item described in your proposal narrative must be in your budget, and each item in your budget must have support documentation. Create a file and save quotes or support documents as you work to ensure that nothing is missed.

Budget support documents do not need to match the exact dollar amounts of each line item in your budget, but the supporting quotes must be reasonably close to the amounts you propose in your budget.

Support documents may include the following:
- Emails stating contracting prices for consultants that detail the hourly/daily rate and contain a description of the services to be rendered
- Screenshots of “shopping carts” from vendor websites for supplies
- Contracts, receipts, quotes, and other documents from previous years
- Screenshots of airfare or train fare from online travel vendors
- Quotes from vendors with vendor information, service descriptions, and prices or rates.
- Google Maps or MapQuest directions showing mileage for mileage charges
- Screenshots from university bursar websites for tuition and fees

To prepare your budget support documentation for submission, follow these steps:
1. Examine your budget and verify that you have quotes for all of the proposed expenses.
2. Ensure that you have uploaded supporting documentation for each line item detailed in your budget in the appropriate section of the budget. On the Upload Documents page, you will be prompted to choose the appropriate budget section for each uploaded supporting document from the Purpose drop-down list.

4) **Human Resource Budget Support Documentation**

Each line item in the personnel, fringe benefits, and contractual sections of your budget must include additional budget support documentation. A special coversheet must be provided for each line item in those sections of the budget (one coversheet per line item), along with the budget support documentation collected for that item.

To download the HR budget support coversheet, click here: https://startalk.umd.edu/public/system/files/docs/humanresource_budgetsupportcoversheet.docx

5) **Reviewing and Submitting a Signed Budget**

**Reviewing Your Budget**

After you have entered all of your budget information, take the time to review it to make sure everything complies with the sponsor’s requirements. It is important to be as clear and thorough as possible when developing your budget, paying special attention to the following requirements:

**Do …**

- Include all staff/personnel roles mentioned in your proposal.
- Complete a human resources coversheet for each human resource line item in the Contractual, Fringe, and Personnel sections of your budget.
- Round to the nearest dollar amount for each line item in all calculations.
- Show your math using the calculations field.
- Explain each line item in the explanations field.
- Collect quotes to support each item in your budget as you develop it and upload the documents in that section.
- Include funds for required STARTALK events.
- Limit promotional items.

**Don’t …**

- Include immigration fees for personnel or participants.
- Pay for proposal writing or grant writing expenses.
- Purchase or distribute gift cards.
- Collect participant deposits or fees to reserve a space in the program.
- Purchase furniture.
- Give away computers or electronic devices.
- Provide stipends or payment to participants.
- Budget for food or entertainment at non-instructional parties or events.
- Provide long distance travel allowances for student program participants.
Signing Your Budget

After you have completed and reviewed your budget, an authorized representative from your organization must sign your budget. To do so, go to My Applications. In the Forms column is a link to a PDF of your budget. You can view your budget, print it, and have it signed by your authorized representative. Once the budget is signed, upload it to your application. Do not make any changes to your budget after it is signed. If you need to make changes, the budget must be signed again and uploaded to your application.
Budget Guide Appendices

The following documents are meant to serve as samples only to demonstrate proper formatting and preparation of STARTALK application budgets and support documents.

Appendix 1: Sample Demonstration Teacher Program Budget
Note: since the sample budget is intended only as an example, it does not represent an exhaustive list of every item which may be possibly included in a program's budget. **The fact that an item type is not included in the sample budget should not be construed to mean that the item type is not allowable in the budget.**

Appendix 2: Sample Budget Support Documentation (includes sample Human Resources Coversheets).
Note: *The Table of Contents cover sheet is no longer required for budget support documentation since SOPHIE will now direct you to upload budget support documentation (quotes) for each category from the specific category page. However, the table of contents has been left in this sample to make it easier to follow.*
STARTALK 2021 Demonstration Proposal Budget for L-2021.012

Legal Name: Sample Demonstration Program Budget  
DUNS Number: 123456789  
CCR Cage Code: ABC12

Contractual (Optional)

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<th>Service/Item</th>
<th>#/Qty</th>
<th>$ per person/Amt</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructors (mentor teachers)</td>
<td>3</td>
<td>4800</td>
<td>$14,400.00</td>
<td>$40 per hour x 8 hours per day x 15 days per person.</td>
<td>Hourly rate of $40 per hour for 8 hours per day for 12 days of program, plus 3 days professional development. Responsibilities include planning and delivering instruction, mentoring teacher participants.</td>
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<td></td>
<td></td>
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Equipment (Optional)
### Fringe Benefits (Optional)

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<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
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<td>6476</td>
<td>$6,476.00</td>
<td>28% of personnel grand total ($23,129)</td>
<td>Institutional fringe benefit rate is 28% of personnel salary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,476.00</td>
<td></td>
</tr>
</tbody>
</table>

### Personnel (Optional)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>$ per person</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director: Dr. Jane Smith</td>
<td>1</td>
<td>13309</td>
<td>$13,309.00</td>
<td>$119,332 annual salary/260 days=$458.93 per day x 29 days</td>
<td>Annual academic faculty salary divided by 260 (# of working days for the fiscal year)</td>
</tr>
<tr>
<td>Position</td>
<td>#</td>
<td>$ per person</td>
<td>Line Total</td>
<td>Calculations</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>----</td>
<td>--------------</td>
<td>------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>program coordinator</td>
<td>1</td>
<td>1500</td>
<td>$1,500.00</td>
<td>$25 per hour x 15 hours per week x 4 weeks</td>
<td>hourly rate of $25 for 15 hours per week for 4 weeks (2 weeks prior to program and 2 weeks of program). Provides administrative support for program coordinator.</td>
</tr>
</tbody>
</table>

multiplied by 29 days (12 days of program, plus 10 additional days of planning and professional development, and 7 days of participant follow up and close out post-program) to supervise program, personnel, and provide budget management and oversight, and work with instructional lead on program curriculum.
### Lead Instructor, Ms. Sarah Jones

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Amt</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead instructor, Ms. Sarah Jones</td>
<td>1</td>
<td>8320</td>
<td>$8,320.00</td>
<td>$50 per hour x 8 hours x 20 days</td>
<td>Hourly rate of $50 for 8 hours per day for 12 days of program, plus 7 days planning and professional development. Responsibilities include curriculum design, planning instruction, and leading guided reflection for teacher program participants.</td>
</tr>
</tbody>
</table>

**Subtotal:** $23,129.00

### Supplies (Optional)

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Amt</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing costs</td>
<td>15</td>
<td>10</td>
<td>$150.00</td>
<td>$10 per participant x 15 participants</td>
<td>printing of course packs, estimated to be $10 per participant based on previous</td>
</tr>
</tbody>
</table>
## STARTALK 2021 Demonstration Proposal Budget for L-2021.012

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Amt</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>years data. Course packs to include reading assignments, note taking and reflection tools, feedback assignments, and handouts assembled in a binder.</td>
<td></td>
<td></td>
<td></td>
<td>$15 per participant x 15 participants</td>
<td>$15 per participant to purchase authentic realia, manipulatives, and other teaching aids during microteaching lessons, as well as classroom materials including post-it notes, flip charts, markers, and poster boards.</td>
</tr>
<tr>
<td>microteaching supplies</td>
<td>15</td>
<td>15</td>
<td>$225.00</td>
<td></td>
<td>Subtotal: $375.00</td>
</tr>
<tr>
<td>Travel and Meal (Mandatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STARTALK 2021 Demonstration Proposal Budget for L-2021.012

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Amt</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>participant travel</td>
<td>15</td>
<td>100</td>
<td>$1,500.00</td>
<td>$100 per person x 15 participants</td>
<td>travel allowance of up to $100 per participant to offset travel costs to program. Program will reimburse airfare or mileage up to $100 per participant to travel to the program site, in order to recruit participants from across the state and within the greater region.</td>
</tr>
<tr>
<td>participant housing</td>
<td>15</td>
<td>840</td>
<td>$12,600.00</td>
<td>$70 per day x 12 days = $840 per person x 15 people for double occupancy dorm lodging</td>
<td>double occupancy dorm lodging for the duration of the program; all participants will be required to reside on site to foster collaboration outside of classroom hours.</td>
</tr>
</tbody>
</table>
### Participant Meal Plan

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant meal plan</td>
<td>15</td>
<td>384</td>
<td>$5,760.00</td>
</tr>
</tbody>
</table>

- Participant meal plan is for each participant. Includes breakfast, lunch, and dinner.
- Full meal plan in dining hall for 15 participants for 12 days.

### Lunch Only Meal Plan for Staff

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch only meal plan for staff</td>
<td>5</td>
<td>144</td>
<td>$720.00</td>
</tr>
</tbody>
</table>

- Lunch meal plan in dining hall for 5 staff members for 12 days.
- Full meal plan in dining hall for each day of the program for PD, LI, and instructors.

### Spring Conference Flights

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring conference flights</td>
<td>2</td>
<td>400</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

- Roundtrip airfare from ATL to BWI for 2 people.
- Roundtrip airfare including extra funds for late booking from Atlanta to Baltimore for Lead Instructor and Program Director.

### Fall Conference Flights

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall conference flights</td>
<td>2</td>
<td>300</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

- Roundtrip airfare from ATL to BWI for lead instructor and program director.

### Per Diem for Spring Conference

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per diem for spring conference</td>
<td>2</td>
<td>85</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

- Per diem includes $53.25 per day for travel and $31 for conference day dinner, rounded up to a whole number.
- Per diem for 2 people for the conference day dinner.
<table>
<thead>
<tr>
<th>Per diem for fall conference</th>
<th>2</th>
<th>85</th>
<th>$170.00</th>
<th>53.25+31=84.25x2 people (rounded up to a whole number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel for spring conference</td>
<td>2</td>
<td>190</td>
<td>$380.00</td>
<td>189.49 per night (rounded up) x 2 people</td>
</tr>
<tr>
<td>Hotel for fall conference</td>
<td>2</td>
<td>190</td>
<td>$380.00</td>
<td>189.49 per night (rounded up) x 2 people</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$23,080.00</td>
</tr>
</tbody>
</table>

Tuition and Fees (Optional)
## STARTALK 2021 Demonstration Proposal Budget for L-2021.012

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Amt</th>
<th>Line Total</th>
<th>Calculations</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>5</td>
<td>2151</td>
<td>$10,755.00</td>
<td>717 per credit hour (in-state rate) x 3 credits x 5 participants</td>
<td>Participants will have the option to participate in the program for 3 university credits towards the university's 36 credit M.Ed. program. Participants are required to continue with the academic year program full time and complete an internship in the fall and spring semesters. Based on historic enrollment, we anticipate having 5 participants enroll for credit.</td>
</tr>
<tr>
<td>matriculation fee</td>
<td>5</td>
<td>110</td>
<td>$550.00</td>
<td>$110 per person x 5</td>
<td>mandatory university matriculation fee for each participant who will enroll for credit.</td>
</tr>
</tbody>
</table>

Page 9 of 11
## STARTALK 2021 Demonstration Proposal Budget for L-2021.012

### Subtotal:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,305.00</td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Cost Subtotal:</td>
<td>$78,765.00</td>
</tr>
<tr>
<td>Indirect Charges:</td>
<td>$6,337.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$85,102.00</td>
</tr>
</tbody>
</table>

### Worksheet Notes

Will you charge participants any fees for the program?
Do you have line items on your worksheet that require further explanation?

### Sponsored Research Office

Email: 
Fax: 
Phone: Ext: 
Department: 
Address:
After you have reviewed the budget and signed in the space below, please upload this entire Proposal Budget document to STARTALK by November 5, 2019. Go to the Grant Application System at https://startalk.umd.edu/sophie, log in, click "Attach Documents", and upload a PDF into the Signed Budget slot. You will not be able to submit your proposal until you do so.

To be signed by the budget signature authority for your organization.

I certify that the applying organization is not organized, chartered or incorporated under the laws of any country other than the United States or its possessions, and is not controlled by an individual who is not a US citizen.

I certify to the best of my knowledge and belief that the applying organization is not related to, affiliated with, a subsidiary of, or allied organization with ACORN (Association of Community Organizations for Reform Now).

I certify that our organization maintains an accounting system capable of accurately and adequately tracking the costs associated with the STARTALK grant.

Signature:________________________________________
Name:____________________________________________
Title:____________________________________________
Date:____________________________________________
Supporting documentation and quotes must be provided for each line item in your budget. Please complete this table of contents and cover sheet for your budget support documentation by entering each line item into the table below in its own row, adding additional rows to the table as needed. Please follow the same order as your budget in SOPHIE. The pages in the support document should be numbered continuously, and the page numbers for each line item should be indicated in the page number column of this coversheet. For each line item in the contractual, fringe benefits, and personnel sections of your budget, you must also preface the support documentation with a human resources budget support documentation coversheet.

<table>
<thead>
<tr>
<th>Category and line item</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractual</strong></td>
<td></td>
</tr>
<tr>
<td>Printing, brochures</td>
<td>3</td>
</tr>
<tr>
<td>Teaching Assistant, Buffy Summers</td>
<td>4-5</td>
</tr>
<tr>
<td>Painting and calligraphy instructor, Anya Jenkins</td>
<td>6-7</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
</tr>
<tr>
<td>Chromebooks for student use</td>
<td>8</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td></td>
</tr>
<tr>
<td>Fringe benefits for principle investigator, Dr. Maggie Walsh</td>
<td>n/a cost shared</td>
</tr>
<tr>
<td>Fringe benefits for instructors (Willow Rosenberg, Tara Maclay)</td>
<td>9-10</td>
</tr>
<tr>
<td>Fringe benefits for program director, Rupert Giles</td>
<td>11-12</td>
</tr>
<tr>
<td>Fringe benefits for lead instructor, Jennie Calendar</td>
<td>13-14</td>
</tr>
<tr>
<td>Fringe benefits for program coordinator, Xander Harris</td>
<td>15-16</td>
</tr>
<tr>
<td>Fringe benefits for technology coordinator, Daniel Osbourne</td>
<td>17-18</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>Principle investigator, Dr. Maggie Walsh</td>
<td>n/a cost shared</td>
</tr>
<tr>
<td>Instructors, Willow Rosenberg and Tara Maclay</td>
<td>19-20</td>
</tr>
<tr>
<td>Program Coordinator, Xander Harris</td>
<td>21-22</td>
</tr>
<tr>
<td>Program Director, Rupert Giles</td>
<td>23-24</td>
</tr>
<tr>
<td>Instructional Lead, Jennie Calendar</td>
<td>25-26</td>
</tr>
<tr>
<td>Technology Coordinator, Daniel Osbourne</td>
<td>27-28</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
</tr>
<tr>
<td>Program t-shirts</td>
<td>29</td>
</tr>
<tr>
<td>Painting and calligraphy supplies</td>
<td>30-31</td>
</tr>
<tr>
<td>Classroom posters, décor, and realia/teaching aids</td>
<td>32-34</td>
</tr>
<tr>
<td>Printing paper and ink</td>
<td>35</td>
</tr>
<tr>
<td>Classroom materials for each student</td>
<td>36-37</td>
</tr>
<tr>
<td>Binders</td>
<td>38</td>
</tr>
<tr>
<td>certificates</td>
<td>39</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
</tr>
<tr>
<td>Flight to spring conference</td>
<td>39</td>
</tr>
<tr>
<td>Flight to fall conference</td>
<td>40</td>
</tr>
<tr>
<td>Item</td>
<td>Code</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Lunch meal plan in University of Sunnydale dining hall for students</td>
<td>41</td>
</tr>
<tr>
<td>Bagged lunch for field trip</td>
<td>42-43</td>
</tr>
<tr>
<td>Field trip, Sunnydale Cultural Center</td>
<td>44</td>
</tr>
<tr>
<td>School bus rental</td>
<td>40</td>
</tr>
<tr>
<td>Daily snacks</td>
<td>45</td>
</tr>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Mandatory University of Sunnydale enrollment fee</td>
<td>46</td>
</tr>
</tbody>
</table>
Contractual
Printing, Brochures

Letter Fold Out is the most common type of brochure fold when printing a double sided brochure. A panel of equal width are folded one above another to create a standard brochure that you often see in retail stores.

When designing your brochure it is best to know from the start whether you want it to be printed with a bleed or not as a file that is designed at 8.5x11 without taking in account the .25" printer margin cannot be scaled down as the panels and folding will be off. Help designing a brochure.
Each line item in the Personnel, Fringe Benefit, and Contractual, sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget ___Teaching Assistant, Buffy Summers__________

Proposed cost for this item $3,200

What kind of budget support documentation accompanies this line item?

- ☐ A copy or Screen Shot of the Human Resources payroll information
- ☐ A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- ☐ Recent invoice for same or similar services
- ☑ X Historical Pricing for same or similar services
- ☐ Appointment or offer letter
- ☐ Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Last year Mr. Rodgers provided this service to a summer math program in our school. He assisted in the classroom, supervised lunch and non-classroom activities, student drop off and pick up, etc. Attached is the Purchase Order for his services. He was paid $800 a week and the math program lasted for 2 weeks. This is the set amount the school pays for this position in summer programs. Since this is the first time Ms. Summers is filling this position, this historical data is the only evidence we could provide to show how we determine the amount we will pay her.
### Procurement and Billing Address
Sunnydale Public School  
123 School Street  
Sunnydale, CA 12345  

### Vendor
James Rodgers  
123 Smith St  
Sunnydale, CA 12345  

**Order Date:** 5/31/2018  
**Start Date:** July 1, 2018  
**End Date:** July 13, 2018  

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Teaching Assistant for Summer Math Program</td>
<td>$800</td>
<td>$1,600</td>
</tr>
</tbody>
</table>

|                      |           |                                                        |           |              |
|                      |           |                                                        |           |              |
|                      |           |                                                        |           |              |
|                      |           |                                                        |           |              |

| Total Prior to tax  | $1,600    |
| Total Tax           | $0.00     |
| **Total order Amount** | **$1,600** |

Subject to the terms and conditions indicated on this form, and its attachments, furnish goods and/or services described herein.

Questions concerning this order should be directed to the information contact listed on this Purchase Order. All invoices must be sent directly to the Billing Address listed on the Purchase Order. Include your FEI number or Social Security number on each invoice.

Include the purchase order number on each invoice.

---

**John P. Smith**

Director of Finance  
Sunnydale Public Schools
STARTALK Human Resource Budget Support Documentation Coversheet

Each line item in the Personnel, Fringe Benefit, and Contractual, sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget ____ Painting and calligraphy instructor, Anya Jenkins

Proposed cost for this item ____ $450

What kind of budget support documentation accompanies this line item?

☐ A copy or Screen Shot of the Human Resources payroll information
☐ A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
☐ Recent invoice for same or similar services
☐ Historical Pricing for same or similar services
☐ X Appointment or offer letter

☐ Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

We have attached an offer letter for Ms. Jenkins for the position of calligraphy instructor. Contingent upon award, we will pay her $75 an hour for 6 hours of arts instruction.
Dear Ms. Jenkins

We are excited to announce that we are offering you the summer position of Painting and Calligraphy Instructor for the proposed Sunnydale STARTALK 2020 program 7/6-7/31/20.

If you accept this offer, please find the terms and conditions of your contract below:

- **Position:** You will be working as a Painting and Calligraphy Instructor.
- **Period of Performance:** The program is from July 6 through July 31, 2020 Monday through Friday. You will teach two hours a week during the second, third, and fourth weeks of the program.
- **Compensation:** You will be compensated at a rate of $75 an hour for no more than 6 hours: $450 total.

You will be provided with a budget of $360 for painting and calligraphy supplies for the targeted 30 students in the program ($12 per student).

This offer is contingent upon Sunnydale Public Schools receiving the 2020 STARTALK grant.

To accept, sign and date this full-time offer letter as indicated below and email it back to us by September 28, 2019.

Feel free to contact the HR department, if you have any questions.

Sincerely,

Rupert Giles
Program Director

**Signatures:**

Rupert Giles Director ___________________________ Date 9/20/2019

Anya Jenkins Employee ___________________________ Date 9/25/2019
Equipment

Chromebooks for student use
Each line item in the Personnel, Fringe Benefit, and Contractual sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget ____ Fringe Benefits for Instructors

Proposed cost for this item____ $600

What kind of budget support documentation accompanies this line item?

- A copy or Screen Shot of the Human Resources payroll information
- A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- Recent invoice for same or similar services
- Historical Pricing for same or similar services
- Appointment or offer letter

- X Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Temporary instructors are paid at a rate of 7.5% of salary. This is a mandated rate by Sunnydale PS and is available publically online.
Sunnydale Public Schools

Official Fringe Rates

Found online at [www.sunnydaleps.edu/hr/fringerates/xwse02ns](http://www.sunnydaleps.edu/hr/fringerates/xwse02ns)

<table>
<thead>
<tr>
<th>Position</th>
<th>Official Fringe Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Instructor/Faculty</td>
<td>7.5%</td>
</tr>
<tr>
<td>Instructor/Faculty</td>
<td>27%</td>
</tr>
<tr>
<td>Staff</td>
<td>32%</td>
</tr>
<tr>
<td>Temporary Staff</td>
<td>10%</td>
</tr>
</tbody>
</table>
Each line item in the Personnel, Fringe Benefit, and Contractual, sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

**Human resource from STARTALK budget __________**

**Fringe Benefits for Program Director**

**Proposed cost for this item** __________ $2,160

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [ ] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
- [ ] Appointment or offer letter
- [x] Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Faculty/Instructors fringe is paid at a rate of 27% of salary. This is a mandated rate by Sunnydale PS and is available publically online.
**Sunnydale Public Schools**

Official Fringe Rates

Found online at [www.sunnydaleps.edu/hr/fringerates/xwse02ns](http://www.sunnydaleps.edu/hr/fringerates/xwse02ns)

<table>
<thead>
<tr>
<th>Position</th>
<th>Official Fringe Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Instructor/Faculty</td>
<td>7.5%</td>
</tr>
<tr>
<td>Instructor/Faculty</td>
<td>27%</td>
</tr>
<tr>
<td>Staff</td>
<td>32%</td>
</tr>
<tr>
<td>Temporary Staff</td>
<td>10%</td>
</tr>
</tbody>
</table>
Each line item in the *Personnel, Fringe Benefit, and Contractual*, sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget  ____ Fringe Benefits for Lead Instructor

Proposed cost for this item  ____ $405

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [ ] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
- [ ] Appointment or offer letter
- [x] Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Temporary Faculty/Instructors fringe is paid at a rate of 7.5% of salary. This is a mandated rate by Sunnydale PS and is available publically online.
### Sunnydale Public Schools

**Official Fringe Rates**

Found online at [www.sunnydaleps.edu/hr/fringerates/xwse02ns](http://www.sunnydaleps.edu/hr/fringerates/xwse02ns)

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Human resource from STARTALK budget ____ Fringe Benefits for Program Coordinator

Proposed cost for this item____ $640

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [ ] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
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If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Staff fringe is paid at a rate of 32% of salary. This is a mandated rate by Sunnydale PS and is available publically online.
Sunnydale Public Schools

Official Fringe Rates

Found online at www.sunnydaleps.edu/hr/fringerates/xwse02ns

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Human resource from STARTALK budget Fringe Benefits for Technology Coordinator

Proposed cost for this item $1,120

What kind of budget support documentation accompanies this line item?

☐ A copy or Screen Shot of the Human Resources payroll information
☐ A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
☐ Recent invoice for same or similar services
☐ Historical Pricing for same or similar services
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☒ X Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

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Staff fringe is paid at a rate of 32% of salary. This is a mandated rate by Sunnydale PS and is available publically online.
# Sunnydale Public Schools

Official Fringe Rates

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In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget ____Instructors Willow Rosenberg and Tara Maclay

Proposed cost for this item______ $8000

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [ ] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
- [ ] Appointment or offer letter
- [x] Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Ms. Rosenberg and Ms. Maclay are both Grade E instructors during the school year at Sunnydale. The attached HR summer hourly rate chart is available publically online on the Sunnydale website and shows that their summer rate is $25 an hour. They will both work full time (40 hours a week) for four weeks.

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:
Sunnydale Public Schools

Official Summer Hourly Rate Structure

Posted on Sunnydale PS website at [www.sunnydaleps.edu/hr/hourlyrates/summer/2sncix](http://www.sunnydaleps.edu/hr/hourlyrates/summer/2sncix)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hourly wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$15.00</td>
</tr>
<tr>
<td>B</td>
<td>$17.00</td>
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<tr>
<td>C</td>
<td>$20.00</td>
</tr>
<tr>
<td>D</td>
<td>$23.00</td>
</tr>
<tr>
<td>E</td>
<td>$25.00</td>
</tr>
<tr>
<td>F</td>
<td>$28.00</td>
</tr>
<tr>
<td>G</td>
<td>$30.00</td>
</tr>
<tr>
<td>H</td>
<td>$32.00</td>
</tr>
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</table>
STARTALK Human Resource Budget Support Documentation Coversheet

Each line item in the Personnel, Fringe Benefit, and Contractual, sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget ___Program Coordinator, Xander Harris

Proposed cost for this item ___$2,000

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [ ] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
- [ ] Appointment or offer letter
- [x] Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Mr. Harris is a Grade C employee during the school year at Sunnydale. The attached HR summer hourly rate chart is available publically online on the Sunnydale website and shows that his summer rate is $20 an hour. He will work 20 hours a week for 5 weeks.

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:
Sunnydale Public Schools

Official Summer Hourly Rate Structure

Posted on Sunnydale PS website at [www.sunnydaleps.edu/hr/hourlyrates/summer/2sncix](http://www.sunnydaleps.edu/hr/hourlyrates/summer/2sncix)

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<tr>
<td>C</td>
<td>$20.00</td>
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<tr>
<td>D</td>
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<tr>
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<td>$25.00</td>
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<tr>
<td>H</td>
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STARTALK Human Resource Budget Support Documentation Coversheet

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In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget ____ Program Director Rupert Giles

Proposed cost for this item____ $7,800

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [x] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
- [ ] Appointment or offer letter
- [ ] Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Rupert Giles’s annual salary is $81,120, this breaks down to $39 an hour. We estimate he will work for 5 weeks at 40 hours a week. The attached is a copy of Rupert Giles’s paystub.
Giles Paystub example

*please keep in mind this is an example for the STARTALK budget support sample and is not a real paystub.

<table>
<thead>
<tr>
<th>Sunnydale Public Schools</th>
<th>Earnings Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Employee Name</strong></td>
<td>Rupert Giles</td>
</tr>
<tr>
<td><strong>Social Sec. ID</strong></td>
<td>XXX-XX-1234</td>
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<tr>
<td><strong>Employee ID</strong></td>
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<tr>
<td><strong>Check No.</strong></td>
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<tr>
<td><strong>Pay Record</strong></td>
<td>09/15/2018 - 09/28/2018</td>
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<td><strong>Pay Date</strong></td>
<td>10/01/2018</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Rate</th>
<th>Hours</th>
<th>Current</th>
<th>Deductions</th>
<th>Current</th>
<th>Year to Date</th>
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<tbody>
<tr>
<td>Regular Earnings</td>
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<td>3,120.00</td>
<td>Federal Tax</td>
<td>498.92</td>
<td>9,978.40</td>
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<td></td>
<td>California State Tax</td>
<td>182.37</td>
<td>3,647.40</td>
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<td></td>
<td>SDI</td>
<td>28.08</td>
<td>561.60</td>
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<td></td>
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<td></td>
<td>Soc Sec / OASDI</td>
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<td>3,668.80</td>
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<tr>
<td></td>
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<td></td>
<td>Health Insurance Tax</td>
<td>45.24</td>
<td>904.80</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>YTD Gross</th>
<th>YTD Deductions</th>
<th>YTD Net Pay</th>
<th>Current Total</th>
<th>Current Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>62,400.00</td>
<td>18,961.00</td>
<td>43,439.00</td>
<td>3,120.00</td>
<td>948.05</td>
<td>2,271.95</td>
</tr>
</tbody>
</table>
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In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

**Human resource from STARTALK budget ** Lead Instructor Jennie Calendar  

**Proposed cost for this item** $5,400

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [x] A copy of a paystub *(Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)*
- [ ] Recent invoice for same or similar services
- [ ] Historical Pricing for same or similar services
- [ ] Appointment or offer letter
- [ ] Publically published pricing for the same or similar services *(ie. comparable pricing that is available for all to see.)*

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Jennie Calendar’s annual salary is $56,160, this breaks down to $27 an hour. We estimate she will work for 5 weeks at 40 hours a week. The attached is a copy of Jennie Calendar’s paystub.
Calendar Paystub example

*please keep in mind this is an example for the STARTALK budget support sample and is not a real paystub.
Each line item in the **Personnel, Fringe Benefit, and Contractual**, sections of your budget must include budget support documentation. This coversheet should accompany each line item (one coversheet per line item).

In order to support the reasonableness of the personnel costs proposed, in accordance with 2 CFR 200.404, the Government will require the Grantee to submit data specific to the personnel proposed demonstrating reasonableness of the amount paid. This data will be used to validate the "market price" for the personnel.

Human resource from STARTALK budget **Technology Coordinator, Daniel Osbourne**

**Proposed cost for this item** $3,500

What kind of budget support documentation accompanies this line item?

- [ ] A copy or Screen Shot of the Human Resources payroll information
- [ ] A copy of a paystub (Please note - This can be redacted for privacy concerns as long as it demonstrates how the data applies)
- [ ] Recent invoice for same or similar services
- [x] **Historical Pricing for same or similar services**
- [ ] Appointment or offer letter
- [ ] Publically published pricing for the same or similar services (ie. comparable pricing that is available for all to see.)

If you selected “Publically published pricing for the same or similar services,” provide a brief explanation of the relationship between the proposed cost and the supporting publically published price data:

Please provide a rationale supporting how the budget support documentation relates back to the proposed amount for the human resource:

Daniel Osbourne will be hired in the coming weeks to Sunnydale to replace the previous assistant director of web technologies. He is paid the same amount as the person who previously held this position, Summer Weston - $72,800 annually. This is $35 an hour. Attached is the paystub of the person who previously held this position. He will work for 20 hours a week for 5 weeks.
Osbourne Paystub example

*please keep in mind this is an example for the STARTALK budget support sample and is not a real paystub.

```
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name</strong></td>
<td><strong>Social Sec. ID</strong></td>
</tr>
<tr>
<td>Summer Weston</td>
<td>XXX-XX-0123</td>
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<td><strong>Earnings</strong></td>
<td><strong>Rate</strong></td>
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<td>Regular Earnings</td>
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<tr>
<td></td>
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<tr>
<td><strong>YTD Gross</strong></td>
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</tr>
<tr>
<td>53,200.00</td>
<td>15,191.19</td>
</tr>
</tbody>
</table>
```
Supplies
Program t-shirts

Your All-inclusive Price

$86.54 each | $336.26 total
You qualify for a 15% discount through Volume Discount.

What's included:
- 200 Gildan Ultra Cotton T-shirt in Aruba
- Screen Printing with 1 Color Design
- Color Bands
- 300 2-week delivery in Santa, California (store)
- Professional Design Fee
- All printing and acrylic set-up
- Money-back Guarantee

Email to receive this quote:

- All design must include artwork.
- 48-hour rush service is available for a fee.
- The artwork must have 100% black artwork.
- Custom orders are subject to a minimum order size.
- Additional costs for artwork exceeding 10,000 square inches.
- All art needs to be submitted in vector format.
- A 25% deposit is required at the time of order placement.
- The rest of the balance is due upon completion.

Printed by

Email: sales@myprint.com
Phone: 123-456-7890
Painting and Calligraphy Supplies

- Watercolor Paints with Easy Pour Tray and by Conda - Includes 72 Premium Colors - 2 Artistic Watercolor Mixing Brushes - No Mess Storage Case - 55 Sheets of Watercolor Paper - Vibrant Painting Colors
  - $7.99

- Lux Zhou's Cheongs and Red Paste Ink Set
  - $13.99

- 1/4 x 32 Inch Wooden Dowel Rods, Bag of 100 Unfinished Hardwood Dowel Rods, DIY Photo Prop Sticks, for Crafts and DIY Iron, by Westfurniture
  - $11.99

- Etern's E600 Glue (3 Pieces)
  - $6.25

- Natural Jute Twine 100 Feet for Christmas Gift Wrapping - Christmas Holiday Gift Wrapping String
  - $8.90

- Foam Paintbrush Liquid Ink for Professional Traditional Calligraphy and Brush Painting (Black & Porcelain)
  - $8.99

- Chinese Traditional Calligraphy Brush/Chinese Calligraphy Supplies/Golden Dragon Brush/Window - 1 Pcs
  - $8.99
Chinese Traditional Calligraphy Brush/Watercolor-Sumi Drawing Brush-Large Brush (Wood) - 1 Pcs
$9.95

Japanese Chinese Calligraphy Brush/Watercolor-Sumi Drawing Brush-Large Brush (Wood)
$9.95

$7.95

Japanese Chinese Calligraphy Brush, Knead, Sumi Writing/Printing Set
$9.95

$7.95

$7.95

- Subtotal (37 Items): $129.45

For prices and availability of items at Artesan.com, subject to change. This item is shipped quickly from one of our stores and subject to stock. Most recent price. Artesan.com
Classroom posters, décor, and realia/teaching aids

Little Child Tea Set by TenFu
Hand Hammered
$95.00

DESCRIPTION

The "Little Child" tea set is manufactured by TenFu, a tea company based in China. The tea set is comprised of six cups, six saucers, tea pot, tea server, and tea boat. The teapot has an inner convex dome which helps to prevent tea leaves from blooming the flow of the tea through the spout. Made from violet clay and baked at a high
Classroom posters, décor, and realia/teaching aids (continued)
Classroom posters, décor, and realia/teaching aids (continued)
Classroom Materials for each student

- **Oxford Blank Index Cards, 5” x 8”, White, 500 Cards (5 Packs of 100)**  
  - Price: $14.20

- **Elmer's All Purpose School Glue Sticks, Washable, 7 Gram, 30 Count**  
  - Price: $0.00

- **Westcott 5” School Pack of Kids Scissors with Anti-Microbial Protection, Blunt, Assorted Colors (Pack of 12)**  
  - Price: $12.16

This order contains a gift card. 

Subtotal (20 items): $44.16
Business Source 25"x30' Self-Stick Easel Pads, 4/Box (38552) - $8.99

TOPS/Oxford 1-Subject Notebooks, 8" x 10-1/2", College Rule, 70 Sheets, 6 Pack, Color Assortment May Vary (65007) - $8.99

AmazonBasics Heavy Weight Ruled Index Cards, White, 3x5 Inch Card, 300-Count - AMZG3530 - $8.49

Post-it Notes, Cape Town Colors, Unique Adhesive Designed for Paper, Call out Important Information, 3 in. x 3 in, 18 Pads/Pack, 100 Sheets/Pad (654-18CTCP) - $17.49

AmazonBasics Low Odor Dry Erase White Board Markers - Chisel Tip - $6.99

Crayola Broad Line Markers, Classic Colors 10 Each (Pack of 6) - $14.73

Ticonderoga Pencils, Wood-Cased Graphite #2 HB Soft, Pre-Sharpened, Yellow, 30-Pack (13830) - $5.97

Subtotal (20 items): $242.15
AmazonBasics 3-Ring Binder, 2 Inch - 4-Pack (White)

Size: 3 Inch
Color: White

- Sturdy binder with round 3-inch rings that hold up to 325 sheets of paper
- Designed for light, everyday use. Ideal for organizing projects, presentations, and more
- Customized front/back cover and spine for transparent stock artwork
- 100% BPA-free. Includes 2 interior pockets for storing loose sheets
- Brand new and shipped in the original packaging

In Stock.

Buy Now

$15.95

FREE Shipping on orders over $25 shipped by Amazon. Free Returns. Learn more about Amazon Prime.

Add to Cart

Slight from a certified
distributor. See details.

Ships from and sold by
Amazon.com.

Brand new - shipping included.

Customer reviews (0)

Add to List

Save $1.00 with coupon. See details.

Durable Avery binders at affordable prices.

See details.

Other Sellers on Amazon.
Certificates

Travel

Flight to Spring Conference
Flight to fall conference

Los Angeles ↔ Baltimore

**Selected Flights**

- Thu, Nov 7 - 8:50 AM - 9:54 PM
  - LA to LAX
  - 1 stop
  - 3hr 4min
  - AMERICAN

- Fri, Nov 8 - 7:13 PM - 11:31 PM
  - BW to LAX
  - 1 stop
  - 4hr 38min
  - AMERICAN

**Fare options**

- Basic Economy $265
  - No seat selection
  - Extra legroom available for a fee
  - Standard boarding
  - Ticket changes for a fee
  - 1 free carry-on
  - 1st checked bag: $60

- Main Cabin $283
  - Free seat selection
  - Priority boarding for a fee
  - Standard seat
  - 1 free carry-on
  - 1st checked bag: $60

Total price from $283

School bus rental

**LARGE TRANSIT**

- Vehicle options include transit buses that accommodate up to 31 or 38 passengers.
- $92/hour, 2 hour minimum
- Available for local and regional trips
Lunch meal plan at University of Sunnydale dining hall for students

Guest passes:

Each Resident Dining Plan comes with a certain number of guest passes, which allow you to bring visitors to the dining halls. With guest passes you can have an easy meal with your visiting family members or friends from off campus. Alternatively, door prices at the dining halls are $7.95 for breakfast, $12.95 for lunch and $15.95 for dinner. Dining halls take cash, credit or Terrapin Express.

On Campus Group Meal Requests

We offer Guest Group Dining Cards to large groups

- We offer two types of guest cards: the Dining Hall Card and the Dining on Campus Card. Here’s how they work:
  - The **Dining Hall Card** entitles one person to a set number of unlimited dining experiences in any of the three resident dining halls on campus.
  - The **Dining on Campus Card** lets you set a maximum amount of money for each person in your group to spend in the Stamp Food Court and other campus locations.
- To order cards to use in one of the three Resident Dining Halls, use a **Dining Hall Card Request**. Specify the number of guests and the number of meals you need for each guest.
- To order cards to use for Dining at The Stamp and other campus locations, use a **Dining on Campus Card Request**. Specify the dollar amount to put on each card and guests can order food up to that amount from any location in The Stamp Food Court and other campus locations.
- We accept credit cards and checks (made out to “University of Maryland”). University of Maryland groups can also pay using University accounts.
- We trust you and your group will enjoy your time on campus and no matter which card you choose, we hope to see you at our table.

We accept Cash and Credit Cards in all of our locations.

Please contact us with questions.

Dining hall cards for group will be at an advance bulk purchase rate of 11.50 for lunch, discounted from the $12.95 door price.
Bagged lunch for field trip

sandwich boxes

CLASSIC BOXES $9.59 each
All classic box sandwiches served with Lay’s potato chips, whole fruit, and two gourmet chocolate chip cookies—baked fresh daily in our own UMD bakery.

Turkey and Provolone
with lettuce and tomato

Ham and Havarti
with lettuce and tomato

Roast Beef and Swiss
with lettuce and tomato

Skipjack Tuna Salad
with cheddar cheese, lettuce, and tomato

Vegetarian Choices
Grilled Portobello Mushroom
with roasted red peppers, baby spinach, and boursin cheese

Spicy Mexican Vegetable
with refried beans, roasted zucchini and yellow squash, avocado, lettuce, and tomato

Two Cheese Roasted Red Pepper
with boursin and provolone
BOTTLES
Lipton Flavored Iced Tea (16 oz) $2.00
Aquafina Water (20 oz) $1.75
2% Milk (half pint) $1.35

CANS
Sodas 12 oz $1.65
» Pepsi
» Diet Pepsi
» Mist Twist
» Dr Pepper
» Diet Dr Pepper
» Orange Crush
» Mountain Dew
» Mug Root Beer
» Caffeine Free Pepsi
» Caffeine Free Diet Pepsi
Field Trip, Sunnydale Cultural Center

We're Open to the Public

Prices and Activities:
- Adults: $5
- Seniors (60+): $3
- Children ages 4 to 12: $3
- Children under 3: Free
- Passport to History: $8
- **Special Events**: Free
- Free parking
- Free use of grounds for individuals and families during public hours

*Passport to History discount applies to members only and proof of membership must be provided at time of purchase.
**Free admission on the first Sunday of the month. Proof of residency to be provided at time of admission.

Public Hours:
Note: Weekly and other events often impact our public hours schedule.
Please check our Event Calendar to confirm the Galway House is open prior to your arrival on the day you are visiting.

- September 2023
  - Sunday: 10am-1:30pm
  - Monday-Saturday: 10am-1:30pm
  - Tuesday: 10am-1:30pm
  - Wednesday: 10am-1:30pm

Special Event: Tickets needed
- **Friday, 1pm-1:30pm
- Saturday: CUEC to the Public
- **Sunday: Behind the Mystic Fence
  - 9am-2pm
  - Special Event Admission $5

What's Happening?
# Daily Snacks
Provided by campus catering

<table>
<thead>
<tr>
<th><strong>SNACKS</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Fruit</td>
<td>$1.95 each</td>
<td></td>
</tr>
<tr>
<td>Miss Vickie's Chips Bag</td>
<td>$1.15 each</td>
<td></td>
</tr>
<tr>
<td>Lay's Potato Chips</td>
<td>$5.95 lb</td>
<td></td>
</tr>
<tr>
<td>Mixed Nuts</td>
<td>$12.95 lb</td>
<td></td>
</tr>
<tr>
<td>Rold Gold Pretzel Twists</td>
<td>$9.50 lb</td>
<td></td>
</tr>
<tr>
<td>Cheez Snack Mix</td>
<td>$10.25 lb</td>
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<tr>
<td>Pita Chips</td>
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</tr>
<tr>
<td>Tostitos Nacho Chips</td>
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</tr>
<tr>
<td>Trail Mix</td>
<td>$12.95 lb</td>
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</tr>
<tr>
<td>Popcorn (serves 65)</td>
<td>$13.50</td>
<td></td>
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</tbody>
</table>

| **DIPS AND SPREADS**            |            |            |
| Salsa                           | $5.00/pint |            |
| Dips                            | $6.00/pint |            |
| - Ranch                         |            |            |
| - Onion                         |            |            |
| - Vegetable                     |            |            |
| Hummus                          | $7.00/pint |            |
| - Classic                       |            |            |
| - Edamame                       |            |            |
| - Chipotle                      |            |            |

| **JUICE**                       |            |            |
| Ocean Spray 15.2 oz             | $2.39      |            |
| - Orange                        |            |            |
| - Apple                         |            |            |
| - Cran-Grape                    |            |            |
| - Cranberry                     |            |            |
| - Ruby Red Grapefruit           |            |            |

| **GALLON**                      |            |            |
| serves 15                       |            |            |
| Apple Juice                     | $16.50     |            |
| Orange Juice                    | $16.50     |            |
| Fruit Punch                     | $11.50     |            |
| Lemonade                        | $13.95     |            |
| Unsweetened Iced Tea            | $13.95     |            |
| Sweet Tea                       | $13.95     |            |
| Tropical Cooler                 | $19.50     |            |
| - strawberry & pineapple with ginger ale | | |
| Island Cooler                   | $19.50     |            |
| - pineapple & peach with ginger ale |      | |
| Water                           | $3.50      |            |

| **HOT BEVERAGES**               |            |            |
| serves 15                       |            |            |
### 2019 Tuition & Fees

**Mandatory University of Sunnydale enrollment fee**

<table>
<thead>
<tr>
<th>Tuition: Undergraduate, per credit rate</th>
<th>MD In-State Resident</th>
<th>$367.00</th>
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<tbody>
<tr>
<td></td>
<td>Out-of-State Resident</td>
<td>$1,456.00</td>
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<tr>
<td>Tuition: Graduate, per credit rate</td>
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<td></td>
<td>Out-of-State Resident</td>
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<tr>
<td>Mandatory Student Services Fee</td>
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<tr>
<td></td>
<td>Off-Campus</td>
<td>$100.00</td>
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<tr>
<td></td>
<td>Shady Grove</td>
<td>$250.00</td>
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</tbody>
</table>

The mandatory student services fee for off-campus students has not been published for 2020, but is anticipated to increase to $125.