

Carl Perkins Improvement Grant

Grant Revision Instructions

To facilitate smooth auditing of all Carl Perkins grants, we are requesting that all institutions utilize a specific protocol when initiating revisions.

Once your annual improvement grant has been submitted, accepted, and you have received your approval letter from KBOR, please utilize the following format for any subsequent revision requests:

- A. Call or e-mail the Associate Director of Technical Education at KBOR that is assigned to work with your grant to discuss the revisions you wish to make.

- B. Upon receiving verbal or electronic approval for your requested revisions from KBOR, please submit three copies of the following (copies are included for your use):
 1. A brief, one *paragraph narrative* explaining the rationale for the revision.
 2. A new *Revised Improvement Planning Page*. Show the revised dollar funding amounts in the appropriate area. Please also fill in the “Revised Date and the Revision Number ” in the right upper margin. The revision number indicates which revision this is from a chronological standpoint (Revision #1, Revision #2, etc.).
 3. Include a revised *Equipment or Supply Sheet*, if applicable.
 4. A *Revised Improvement Plan Budget Sheet*. Please show the newly revised funding amounts in the affected areas. Also please be sure to enter the revision date and which revision number this is for you chronologically.
 5. A *Revised Breakdown of Expenses sheet*, if applicable. Please show the new expense breakdown. Please be sure to enter the revision date and number

Please refrain from requesting any more revisions for your improvement grant after May 15, unless absolutely necessary.

Thank you for following this format. This will accomodate quicker and smoother audits of your grants, as well as reducing the number of calls made to you, thus saving you valuable time.

FY 2006 REVISED IMPROVEMENT PLAN BUDGET SHEET

Revision Date: _____

Revision Number: _____

Please enter your revised figures in the respective columns. Your total cannot change. The revised figures in the columns must balance with the revisions made to the respective Improvement Planning Page.

Institution Name	Institution Number
1. Administration	\$ _____
2. Academic, Vocational and Technical Activities	\$ _____
3. Curriculum Development Activities	\$ _____
4. Technology Development Activities	\$ _____
5. Professional Development Activities	\$ _____
6. Business and Industry Activities	\$ _____
7. Postsecondary Linkages	\$ _____
8. Assessment and Evaluation Activities	\$ _____
TOTAL FOR ACTIVITIES	\$ _____

(REMINDER: PLANNING PAGES, EXPENSE BREAKDOWN AND BUDGET PAGE MUST BALANCE.)

All revisions must continue to maintain set budgetary percentages, i.e. 50-50 equipment and staff limits, the 5% cap on administrative budgets, etc.

Revision Date: _____

Revision Number: _____

**BREAKDOWN OF EXPENSES
for FY 2006**

1.	Salaries		
	a. Positions	Wages	\$ _____
		Fixed Charges	\$ _____
	b. Substitutes	Wages	\$ _____
		Fixed Charges	\$ _____
		Total	\$ _____
	c. Percentage of Total Dollars Available		_____
2.	a. Equipment (list)		
	(1) _____		\$ _____
	(2) _____		\$ _____
	(3) _____		\$ _____
	(4) _____		\$ _____
	(5) _____		\$ _____
	(6) _____		\$ _____
	(7) _____		\$ _____
	(8) _____		\$ _____
		Total	\$ _____
	b. Percentage of Total Dollars Available		
3.	Supplies/Materials/Resources		
	(1) _____		\$ _____
	(2) _____		\$ _____
	(3) _____		\$ _____
	(4) _____		\$ _____
	(5) _____		\$ _____
	(6) _____		\$ _____
	(7) _____		\$ _____
	(8) _____		\$ _____
		Total	\$ _____
4.	Projects/Activities (may include consultant fees)		\$ _____
		Grand Total	\$ _____

