Hello Administrators!

Attached is an application form as well as a spreadsheet for you to use in applying for FY21 Administrative Grant funding.   Please be sure to fill everything out as best you can and return them to me by May 1.    You will need to send me a hard copy since a supervisor must sign it.

**A few notes to consider:**

* **PROPOSED Column….  Please estimate your budget for 2021.**
* On the excel spreadsheet, if you need to add additional line items, or rename them in the income or expense category to match your budgets, please feel free to do so.
* There are a number of “comment” boxes with little instructions or hints.   However, if I missed something, or something is confusing, please contact me.
* Cell B21.. This amount should be equal to the balance of the June 30, 2019 (FY 2019) profit and loss statement.  The figure needed here is the balance of FY 2019 funding that was available for operating expenses in FY 2020.
* Assets (Cells B8-11)..If you have assets, **please explain** your plan for those funds (termination account, reserved operating expenses, equipment purchases, building repair fund, building purchase fund, etc.).
* Permissive levy… Not all of you have worked through this process. If you have implemented it, please make note of the income on line 26 and the expense on lines 47 or 48.
* Line 52… 310 expenses. Please keep track of your 310 expenses, for this information will be helpful for future planning purposes.

**Webinar/conference calls** for overview and Q&A on this application process: *Link and conference call info will be sent a week prior.*

March 31: 9:30 am “Working through the FY21 Admin Grant Application”

Our **tentative schedule** this year will be this:

* May 1…  Applications due back to me
* May 12..  Proposed allocations approved/modified by RCAC
* June 20 …  Estimated date of when contracts are sent out
* July 1 …  Start paying out contracts that have been signed (however, this is always slow due to our state fiscal year end)

If you have any questions, please give me a shout, 444-3022 or email me.

Thank you

Karl Christians