



College Access Grant Budgeting tips

The following information provides guidance for the design of your high school's suggested budget and the appropriate uses of *College Access Grant* funds. If selected, your high school will receive funding for four years. While there are provisions for a minimal amount of funds to be carried over from year-to-year, it is EducationQuest's expectation that your high school will annually use the entire allocation amount.

Overview of the allocation of *College Access Grant* funds:

- *College Access Grant* funds must be used to support activities that improve student's access to higher education.
- Activities should focus on students who might not otherwise attend college. However, the activity can be expanded to serve all students, using grant funds to pay for the entire activity.
- EducationQuest strongly encourages high schools to "home-grow" college access activities because it is essential to the long-term sustainability of your high school's college-access programming.
- As your high school is developing its budget, ask yourself "will my high school be able to accomplish all the required grant activities with the budget I am proposing?"
- Grant applicants must provide a detailed budget that links grant funding to student college access activities.

Acceptable Uses of *College Access Grant* Funds

- AP or Dual Enrollment
 - **Cannot be used to pay for AP/Dual Enrollment fees**
 - May be used to purchase college text books, as long as the books remain at the high school for future use
- Career displays/information
 - Pamphlets and literature related to careers and the required postsecondary education
- College admission testing
 - Testing fees (ACT/SAT/PLAN/PSAT/Compass) for students whose families are unable, or unwilling, to pay
 - Seek a fee waiver first
 - ACT/SAT or other test prep manuals that become high school property and are available for checkout
 - "Home Grown" test prep courses for your students using your own facility and staff
 - Test prep training programs for staff, provided that:
 - **Seek preapproval from EducationQuest**
 - One-time training
 - Cost does not exceed 10% of the high schools yearly grant award and/or \$1,500
- College application fees
 - Only for Nebraska colleges and university
 - Seek fee waivers first if family is unable, or unwilling, to pay
- Family/Student incentives
 - Reasonable 'light' meals (pizza, sandwiches, hotdogs, for example) to encourage attendance at *College Access Grant* events (such as financial aid nights, career days, etc.)
 - College t-shirts, key chains, folders for students only

- Reasonable number of gas cards of \$25 or less for students' attendance at *College Access Grant* programs
- Payment for student-work at a *College Access Grant* program (example: peer tutoring)
- Incentives (such as gift certificates) to attend events, provided the number is reasonable and limited:
 - \$25 or less
 - NOT provided to all who attend (have a drawing)
- Guest speakers for a *College Access Grant* activity
 - Speaker's message must tie to college access
 - Reasonable honorarium
 - Reasonable mileage costs
 - Can use high school alumni (either student or family) for panel/presenters
 - Reasonable honorarium (\$25 or less)
 - Reasonable transportation costs (gas card for \$25 or less)
- Software
 - **Requires preapproval from EducationQuest**
 - Must be directly related to college access program
 - Example: Inexpensive ACT/SAT test prep software available to entire high school
- Staffing
 - Staffing expenses related to the operation of the *College Access Grant* program
 - Based on high school's policies and procedures such as:
 - "Additional duty pay" for staff to develop curriculum and operate program
 - Before/after school planning committees and/or summer committees
 - Collect data
 - Conduct a college access centered summer program
 - Operate test prep programs
 - Substitute fees
- Travel
 - **Only travel inside Nebraska**
 - Reimbursable expenses include:
 - Travel to Nebraska colleges or universities
 - Travel to visit business to learn about career opportunities and appropriate educational requirements.
 - Vehicle costs (bus, van, car) – at the high schools appropriate mileage/rental fee
 - Driver (if not included in mileage fee)
 - Food
 - Travel to EducationQuest's *College Access Workshop* or *College Access Symposium*

***College Access Grant* funds cannot be used for the following:**

- Scholarships for tuition, fees, room/board
 - Dual-Enrollment is considered a scholarship
- Travel outside Nebraska
- College application fees for a college outside of Nebraska
- Professional development for staff
- Any third-party (including third-party test prep)
- Capital equipment purchases, including computers, wireless technology, etc
- Endowments
- Faculty/Staff clothing items
- Caps & gowns for students or staff