

MID YEAR GEAR UP BUDGET WORKSHEET

July 1, 2025- December 31, 2025,

Due January 9, 2026

District Name:

Category of Expenses	Grant Funds Requested June 20, 2025	Grant Funds Expended /Encumbered through December 31, 2025	Funds Left to date
Personnel Costs (Includes extra duty assignments, stipends, payment for training & subs.)	\$	\$	\$
Employee Benefits (Fringe benefits include FICA, OTRS)	\$	\$	\$
Travel Costs (includes lodging, travel reimbursement, meals or per diem, conf. registration fees)	\$	\$	\$
Materials & Supplies (items required or necessary to conduct the aims, intent, & activities of grant)	\$	\$	\$
Contractual (Items that require a contract, i.e., consultants, trainers, etc.)	\$	\$	\$
Other Costs (Includes printing, postage, test fees, tuition fees etc.)	\$	\$	\$
Total Expenses (Lines 1-7)	\$	\$	\$

Grant Funds Expended – should reflect the actual amount of funds spent from July 1, 2025, through December 31, 2025, for the designated categories. If line items do not match and a budget change request has not been submitted for approval, provide a detailed description. For example: Personnel costs were reduced by X amount due to fewer staff attending professional development. X amount was moved to direct student services to cover increased participation in college visits.

Budget Narrative - Provide a description for each line item in the budget “Funds left after full implementation” column above. These amounts of money represent funds that are left over after all activities and programs named in the implementation plan have been completed. The description should clearly reflect how the estimate of projected expenses was decided. **For example** - Travel Costs: *five trips to Oklahoma City from Tulsa to attend training meetings @ 200 miles per trip X \$.405/mile = \$81. Provide details of “Other Costs”, for example – Refreshments for five information meetings: \$250; Printing for project flyer: \$100. (Not limited to the space provided)*

Personnel Costs:
Employee Benefits:
Travel Costs:
Materials & Supplies:
Contractual:
Other Costs:

Superintendent of Schools: _____

Date: _____

GEAR UP Site Director: _____

Date: _____