

**2024-2025 Perkins
Funding Request Guidelines**

What types of costs are NOT eligible/allowable?

1. Student expenses or direct expenses to students* (see below)
2. Entertainment
3. Awards and memorabilia
4. Individual memberships
5. Memberships with organizations that lobby
6. College tuition, fees, books
7. Fines and penalties
8. Insurance/self-insurance
9. Expenses that supplant (if it is a routine cost usually borne by the college it is probably supplanting)
10. Audits, except single audit
11. Contributions and donations
12. Contingencies
13. Facilities and furniture
14. General advertising
15. Alcohol
16. Fundraising
17. General administration

***Student Expenses**

In providing support for a program for individuals who are members of special populations, districts may use Perkins funds to provide direct assistance to students if all the following conditions are met:

1. Recipients of the assistance must be individuals who are members of special populations who are participating in vocational and technical education programs.

2. Assistance may only be provided to the extent that is needed to address barriers to the individual's successful participation in vocational and technical education programs.
3. Direct financial assistance must be part of a broader, more generally focused effort to address the needs of individuals.
4. Funds must be used to supplement, not supplant.

What types of costs ARE eligible/allowable?

1. Administrative Costs (5%) Note: This is an expense that we take off the top of the funds received by the college, rather than by each program. It covers part of the costs of operating the Career Education office.
2. Personnel Services (requires time and effort monthly forms to be completed and submitted with timesheets)
3. Instructional equipment and software
4. Instructional materials and supplies that are specifically tied to the activities in your application and cannot be purchased through your department/program budget. We cannot fund operational supplies, such as toner, paper, Scantron forms, and pens.
5. Travel including out of state travel within the 48 contiguous states (no international, AK or HI)
6. Program specific marketing to address gaps/needs

Budget and Implementation Notes:

Expenditures Must

- Meeting the purpose of the Act.
- Be necessary and reasonable.

Expenditures May Not be Used for

- General purposes for the college
- Maintenance of existing programs