## K12 Strong Workforce Program Expanded Budget Instructions

| Description   | Picture   |
|---|---|
| 1. Login to NOVA at <u>https://nova.cccco.edu/</u> .  | <image/>  |
| 2. Click on "Programs." Then click on "K12<br>SWP." Finally click on "Plans."               | <ul> <li>K12 SWP</li> <li>Letters of Intent</li> <li>Applications</li> <li>Application<br/>Reviews</li> <li>Application<br/>Funding</li> <li>Plans</li> </ul> |
| 3. Click on the blue "Expand Budget" button on to the right of your approved K12 SWP grant. | Status     Actions       Draft     Expand Budget  |
| 4. Choose the budget year you want to add details for.                                      | 2019 - 2020 2020 - 2021 2021 - 2022   |
| 5. Enter a budget item title. Note that it must be within 100 characters.                   | Budget Item Title *   |

| 6. Choose the code for your expenditure type<br>by clicking on the drop down menu. Be sure to<br>use Indirect for indirect expenses.  | Expenditure Type *   |
|---|--|
| 7. Choose the institution that will be using the funds by clicking on the drop down menu. All the partners you entered when you applied for the K12 SWP grant have been automatically entered for you to select.  | Institution *  |
| 8. Click on the "Related Activities" drop menu<br>to select which statement of work these<br>specific funds are aligned with. Each statement<br>of work you submitted when applying for the<br>K12 SWP grant has been transferred over to<br>this drop down menu. | Related Activities *   |
| 9. Fill in the total amount being used for this item from your grant funds. Add the total match for this expenditure.   | 2019-20 Budget Item Amount *         At least one of the following budget item amount fields is required.         Grant Funds Amount         \$0 |
| 10. Write a description of the expenditure.<br>Note that the description may not exceed 1000<br>characters.   | Brief Description of Expenditure *   |
| 11. Click on "New Budget Item" for each additional expenditure for your K12 SWP grant.  | + New Budget Item  |