

# Appendix F: Training Delivery Budget Justification (sfy26 - Sfy27)

**Instructions:**

* Templates for FY26 (July 1, 2025 – June 30, 2026) and FY27 (July 1, 2026 – June 30, 2027) are below.
* You may apply for only one District or a combination of Districts.
* If you apply for more than one District, you may submit one FY26/FY27 budget and budget justification for all areas or one for each area.
* Include information used to estimate the requested amounts and the percentage of salary used to estimate fringe.

**Check all that apply:**

**District(s):**

**[ ]** Northwest District

[ ]  Northeast District

[ ]  West Central District

[ ]  Southern District

[ ]  Metro District

**Optional Service:**

## [ ]  Online Training Delivery

**TRAINING DELIVERY BUDGET LINE-ITEM JUSTIFICATION**

**FY 2026**

**(July 1, 2025 – June 30, 2026)**

|  |  |  |
| --- | --- | --- |
| **PROGRAM LINE-ITEM CATEGORY** | **AWARD FUNDING** | **JUSTIFICATION FOR EACH BUDGET LINE ITEM** |
| **Salary & Benefits** |  |  |
| **Travel** |  |  |
| **Phone, Internet, Postage & Copying** |  |  |
| **Rent & Utilities** |  |  |
| **Supplies & Advertising** |  |  |
| **Staff Training & Development** |  |  |
| **Audit & Insurance**  |  |  |
| **Equipment** |  |  |
| **Equity Plan Implementation** |  |  |
| **In-Person Training Delivery** |  |  |
| Training subsidization |  |  |
| Trainer pay |  |  |
| Mileage |  |  |
| Space rental |  |  |
| Materials |  |  |
| **Online Training Delivery (optional)** |  |  |
| Training subsidization |  |  |
| Trainer pay |  |  |
| Learning Management System |  |  |
| **Other:**  |  |  |
| **Administration (15% maximum)** |  |  |

**TRAINING DELIVERY BUDGET LINE-ITEM JUSTIFICATION**

**FY 2027**

**(July 1, 2026 – June 30, 2027)**

|  |  |  |
| --- | --- | --- |
| **PROGRAM LINE-ITEM CATEGORY** | **AWARD FUNDING** | **JUSTIFICATION FOR EACH BUDGET LINE ITEM** |
| **Salary & Benefits** |  |  |
| **Travel** |  |  |
| **Phone, Internet, Postage & Copying** |  |  |
| **Rent & Utilities** |  |  |
| **Supplies & Advertising** |  |  |
| **Staff Training & Development** |  |  |
| **Audit & Insurance**  |  |  |
| **Equipment** |  |  |
| **Equity Plan Implementation** |  |  |
| **In-Person Training Delivery** |  |  |
| Training subsidization |  |  |
| Trainer pay |  |  |
| Mileage |  |  |
| Space rental |  |  |
| Materials |  |  |
| **Online Training Delivery (optional)** |  |  |
| Training subsidization |  |  |
| Trainer pay |  |  |
| Learning Management System |  |  |
| **Other:**  |  |  |
| **Administration (15% maximum)** |  |  |

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