

**PERKINS FUNDING REQUEST FOR 2012-2013
BUDGET NARRATIVE (SAMPLE*)**

DUE DECEMBER 1, 2011 TO JOHN MUMMERT: mummertjohn@foothill.edu

Program Title:		Educational Technology		
TOP Code/ACTEP:		0860.00		

Account Code	Expenditure Description	Amount Requested	Briefly describe program improvement issue(s).	Briefly describe how the issue(s) will be addressed.
1000	Instructional Salaries:	\$8,000	Release time will allow faculty to address workforce development program goals & plans.	Release time will allow faculty to address course revision & updates, department cohesiveness & participation in community programs.
3000	Employee Benefits:	\$800		
2000	Non-Inst. Salaries:	\$1,200	We offer tutoring services to students to increase retention & success.	Academic support via tutoring will enhance student success & expand student proficiency in computer use & test taking.
3000	Employee Benefits:	\$100		
4000	Supplies & Materials:	\$200	Maintain laboratory & classroom materials to industry standards. Including instructional aids & supplies.	The program will purchase, upgrade & maintain lab equipment & supplies to meet current industry standards.
5000	Other Operating Expenses & Services:	\$1,000	Professional development funding will allow faculty to attend seminars & confer with professionals in the program discipline, which will broaden, strengthen & support the curriculum content of the program.	Professional development will provide faculty training in teaching methodologies for the program profession & curriculum coordination.
6000	Capital Outlay:	\$12,000	Classroom equipment will provide greater training opportunities to a larger number of students that will meet the needs of technical skills demanded by employers.	The classroom equipment will enhance student success & the development & proficiency of technical skills & critical thinking.
Total Requested:		\$23,300		

***NOTE: This sample is generic. Please be as specific as possible. The text used here can be use on form Section II Part A (for TOP Coded) or Section III Part A (for ACTEP) of your final request application.**