

School Bullying Prevention and Education Grant Rollover Request Directions

Instructions

The School Bullying Prevention and Education Grant (BPEG) Rollover Request Directions is a guide on how to formally request funds to be rolled over from one year to the next. Generally, the person completing this report will have knowledge of all schools represented in the grant budget.

A formal rollover request should be completed in the seventh tab of the budget titled, "7-Revisions-Comments." Rollover requests are due as part of the Annual Report and should include an updated budget. The entire budget for the BPEG should be emailed to the BPEG Grant Coordinator, Adam Collins: Collins_A@cde.state.co.us and the Grant Fiscal Analyst, Marti Rodriguez: Rodriguez_M@cde.state.co.us as part of the Annual Report. Once received, the budget and rollover requests will be reviewed by CDE and grantees will be informed of their status via email.

You can find a sample annual budget on the CDE website. Additionally, a video tutorial on how to formally request rollover funds will be made available in the near future on the BPEG Vimeo page.



To formally request a rollover of funds, please follow these steps:

1. Open your budget document
2. Click on the seventh tab titled, “7-Revisions-Comments”
3. For each category (e.g., Support - Salaries) where you were under or over budget, write in a comment with the following components:
 - a. In bold, the name of the school, the category, and the amount of money that was under or over budget in parentheses
 - i. *Example:* “**Sample School 01: Support - Salaries (\$1,500 under)**”
 - b. The reason funds were either under or over budget
 - i. *Example:* “We did not spend \$1,500 from this category due to the Implementation Coach not being hired as soon as anticipated.”
 - c. If under budget, request rolling over funds by including what category and for what purpose the funds will be used the following year
 - i. *Example:* “\$250 from this category will be used to cover the Support - Travel, Registration, and Entrance funds that were over budget. The remaining \$1,250 is requested to be rolled over to the Year 2 budget into the Support - Salaries category for teachers to be able to attend CDE-led trainings.”
 - d. If over budget, why the category was over budget and how the excess funds will be covered
 - i. *Example:* “We spent an additional \$250 in this section due to not budgeting for staff to attend a CDE-led training. This \$250 will be covered through the excess funds in the Support - Technical Services category budget.”
 - e. Be sure to also include the date that the rollover request is being completed as well as the initials of the person who is completing the request.
4. Submit the entire budget to Grant Coordinator, Adam Collins, at Collins_A@cde.state.co.us and Fiscal Analyst, Marti Rodriguez, at Rodriguez_M@cde.state.co.us with the subject line: “BPEG Rollover Request”