# Grantee Budget Fact Sheet

## Overview

This budget reporting document relates to funds allocated from federal funding for the Preventing School Violence (PSV) grant program. Supported by funds are required to complete a budget and annual financial report (AFR).

## Allowable Use of Funds

1. Implementing evidence-based violence prevention and promotion programs and strategies
2. Training and professional development for staff and multi-disciplinary teams
3. Monitoring and execution of the distribution, collection, and analysis of data collected.
4. Enhancing school climate and safety infrastructure.
5. Supporting mental health services and interventions
6. Conducting evaluations and assessments to measure program effectiveness.

Funding from this opportunity may not be used for out of state travel or to purchase food. Funds from this opportunity must be used to supplement and not supplant any federal, state and local moneys currently in place. Funds must be spent in year one to receive the year two funds.

## Important Dates and Information

The performance period for this grant spans **January through December**

***December 1*** – Annual budgets are due each year

***June 30*** – AFRs are due each year

***April 30*** – Budget revisions due each year

***December 30*** – Budget must be submitted for reimbursement each year

## Important Information and Guidance

* The PSV grant program uses a reimbursement process through the Grants Administration Implementation & Navigation System (GAINS) to manage budgets.
* There are several resources available for grantees to learn more about the GAINS system and how to use it for budgeting.
  + [GAINS Office Hours](https://us02web.zoom.us/meeting/register/tZEufu2trzwpGdW5sfJG3vgC5NrJJ0iIDsUi#/registration) occur every other Tuesday from 12:30pm-1:00pm.
  + [Grants Fiscal Training on Fund Requests PowerPoint](https://www.cde.state.co.us/gains/gains-training-0)
  + [Grants Fiscal Training on Fund Requests Recording](https://vimeo.com/1029034923?share=copy)
* Requests for funds (RFFs) can be completed on a monthly basis in GAINS.
* For questions about Grant Award Letters (GALs) and reimbursements, please contact the grants fiscal office (Werner Hagemann, 720-262-0870, [hagemann\_w@cde.state.co.us](mailto:hagemann_w@cde.state.co.us)).
* For assistance with the budgeting process, send an email to [psv@cde.state.co.us](mailto:psv@cde.state.co.us).