



School Counselor Corps Grant Program (SCCGP)

Budget Reminders

Cost Principles: Before adding items to the budget workbook, confirm that each item follows the three cost principles stated below.

- **Necessary:**
 - Is the cost NECESSARY for the grant's performance and your organization's operations?
 - Did you comply with your organization's policies in incurring the cost or charge?
- **Reasonable:**
 - Is the associated dollar amount prudent?
 - Is the associated dollar amount consistent with other costs, grants, organizations?
- **Allocable:**
 - Is the cost DIRECTLY ALLOCABLE to the grant?

Budget Workbook Descriptions: Include all budget details to expedite approval of budget workbook. Details and examples are listed below.

- **Personnel Costs:**
 - **Salaries- FTE (0100):**
 - Include: staff role and title, FTE allocation, and school location
 - Example: 1.0 FTE for Licensed School Counselor at Fake School
 - **Salaries- Stipends up to \$1,000 (0100):**
 - Include: staff role and title, job description, and how the stipend aligns with the goals of the grant
 - Example: 2 school counselors for planning, prep, and attendance for 4 parent and student FASA training nights @ \$250/night.
 - **Salaries- Stipends above \$1,000 (0100):**
 - Include: staff role/title, job description, hourly rate, and how the stipend aligns with the goals of the grant.
 - Example: Stipends for summer school counseling development meetings to create scope and sequence- 5 school counselors X 32 per hour X 10 hours School Counselors or Counseling program development for year one process-7 sessions X 4 hours X \$50 per hour X 5 counselors

- **Employee Benefits (0200):** *When reviewing budgets, benefits rates above 40% will be flagged for follow-up. While it's not unallowable, we will need to verify that you have calculated the cost of benefits rather than making an estimation of the cost.*
 - Include: staff title/role and school location if multiple
 - Example: Benefits cost for school counselor 1.0 FTE
- **Consultant Services and Professional Speakers (0300):**
 - Include: Who, what cost per hour or item, and why it is necessary
 - Example: SCCG Consultant \$10,000 to support data work in year one
- **School Counseling Tuition and Associated Books (0320):**
 - Include: name of higher education institution and employee
 - Example: Tuition cost to School Counseling University for grant funded school counselor #1
- **Employee Training and Professional Development (0350):**
 - Include: Who, what, when (month and year), and how it relates to school counseling.
 - Example: Trauma Informed Care whole staff training \$3,000 on September 15, 2025
- **Professional Contracts and Subscription Services (0400):**
 - Include: Who, what cost per item, and why it is necessary
 - Example: Best Printing Co. provides paper and ink for printing all instructional materials & supplies for college fair; \$2,000 for 5 FAFSA events
- **Other Purchases Services:**
 - **Travel, Registration, and Entrance (0580):**
 - Include: Who, what cost per item, when (month and year) and why it is necessary
 - Example: 2 school counselors- \$500 registration to October 2025 CSCA conference to support evidence-based school interventions; \$300 per night at the hotel (5 nights); per diem at \$42/day (3 days)
 - **Supplies (0600):**
 - Include: What, cost per item/hour, and why it is necessary.
 - Example: Lunch for School Counselor PD to discuss grant goals- 25 staff @ \$10 each
 - **Non-Capitalized Equipment (0735):**
 - Include: What, cost per item, and why it is necessary.
 - Example: Laptop for new counselor - Dell - \$750

Allowable Use of Funds: Ultimately, all funds must relate to the goals of the SCCG Program and supplement programming/positions. Funds are approved by the SCCG team after budget documents are submitted.

- **Allowable activities include:**

- Licensed school counselor salaries and benefits for site-based, districtwide, or BOCES-wide positions.
 - Grant Year One: Licensed school counselor salaries and benefits are an optional use of funds to support grant work in year one only.
 - Grant Years Two-Four: Licensed 1.0 School counselor FTE salaries and benefits are required per funded site.
- Grant-related travel to in-person required training and professional development.
- Career awareness and postsecondary preparatory services.
- Professional development.
- Events, supplies, and technology related to comprehensive school counseling program development and implementation, and school counseling program development and implementation.
- Consulting services.

- **Funds may not be used for the following (including, but not limited to):**

- Capital equipment: follow the district policy on procurement and contracting;
- Building improvements, construction, or maintenance;
- Indirect costs, or incentives for students and or staff; or
- FTE related to non-school counseling positions (i.e., school psychologists, social workers, clinical