Please read through the following policy and instructions. The budget form is on the following page.

**FEF Funding Policy­­**

FEF does not pay for the following:

|  |
| --- |
| 1. Stand-alone equipment that is not integral to an educational activity or project |
| 1. Food that is not integral to an educational activity or project |
| 1. Stipends for faculty and staff employed by the Falmouth School District |
| 1. Funding for activities that are historically part of the district budget. |

**Budget Instructions**

|  |
| --- |
| 1. Save the budget form to your computer with the name of your grant, e.g., *Name of grant.*docx. |
| 1. Complete Part I of the form. To add lines, highlight a blank row, go to the left-hand corner and a ‘+’ will appear. Click on ‘+’ sign and a new row will appear each time. |
| 1. When possible, we encourage you to use local businesses. |
| 1. When ordering supplies, please be as specific as possible, e.g., specify product information, including product name, brand, etc. |
| 1. If ordering through Amazon, please create a “list” of the items you seek, and then “share” it with [mbuckley.fef@gmail.com](mailto:mbuckley.fef@gmail.com). Lists are created through the ‘accounts & lists’ page. Click on the “lists” button. |
| 1. All vendors must be based in the United States. |
| 1. After you have completed the form, insert it into the electronic application on page four. |

|  |  |
| --- | --- |
| Name of Primary Applicant |  |
| Title and Type of Project (New or Continuing) |  |
| School |  |
| Delivery Address for Supplies |  |

**Part I**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A. Item | B. Item # | C. Vendor | D. Quantity | E. Unit Price | F. Total  D x E | ­­­­­­­­­­­­G. Shipping Charges | H. Sum of Total x Shipping  F + G |
| *Supplies-Equipment (Non-Electronic)* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *Supplies-Equipment (Electronic)* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *Stipends/Honoraria (non-Falmouth District Employees)* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *Other (Transportation, Conference Fees, Rentals, etc.)* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Totals** | 0 | 0 | 0 | 0 |  |  |  |

**Part II - Vendor Information**

Please provide the following information for each vendor you are using.

If going through Amazon for your purchases, please create a list within Amazon for your project, and ‘share’ your list

with [mbuckley.fef@gmail.com](mailto:mbuckley.fef@gmail.com). Lists are created through the ‘accounts & lists’ page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vendor Company Name | Vendor Website | Sales Contact, if applicable | Email of sales contact, if applicable | Company Address | City, State, Zip |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |