

PROGRAM BUDGET - EQUIPMENT, SUPPLIES and MATERIAL COSTS. Budget for entire program indicating what TDOT’s grant would pay for.

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| --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **Category\*** | **QUANTITY** | **COST** | **TOTAL** | **OTHER** | **AMOUNT OF REQUEST** |
|   |   |   | $0.00 | $0 | $0.00 | $0.00 |
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| **TOTAL** |  |  | **$0.00** | **$00.00** | **$0.00** | **$0.00** |

\* Categorize the item being purchased in terms of the type of program it is supporting (i.e. A&P, UAS, Flight Instruction, Simulators, Workshops, Field trips, Other Equipment)

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| --- | --- | --- | --- |
| FUNDING SHARES | APPLICANT CONTRIBUTION | TDOT AERONAUTICS | TOTAL |
| $ | $ | $ |

SUMMARY OF FINANCIAL INFORMATION NEEDED

* + COPY OF CURRENT W-9

Period of performance is not to exceed one (1) calendar year from the date the funds are formally approved for the grant application.

* + FINANCIAL REPORT (OR AUDIT ) AND COMPLETION REPORT REQUIREMENTS

A detailed Financial Report (Grants $10,000 or less) OR AUDIT (Grants $10,001 or more) that includes all expenditures for the program, both monetary and in-kind, must be submitted to TAD within sixty (60) days following completion of the program.

* + The Completion Report shall give a thorough account of the program and the goals met during the course of the program. The Completion Report must be submitted to the TAD within sixty (60) days following completion of the program. Failure to meet reporting requirements will result in ineligibility for future funding.
	+ INVOICES

Invoices will not be processed without corresponding receipts for the items purchased.

* + PAYMENTS

Payment will be processed upon submission of receipts and canceled checks.

* + RECORDS

Records of expenditures shall be maintained for not less than three (3) years. Reasonable access to these records will be provided at the grantees regular place of business. Records will be available for

audit by the Tennessee State Auditor and Inspector.