

## 2019 – 2020 BUDGET AND FUNDING REQUEST

School:

Spencer County High School

### Maximum Funding Request Levels

- New Schools and Returning schools implementing all three UCS Components: up to \$1,500
- Returning schools implementing two UCS Components or two Unified Sports: up to \$1,000
- Returning schools implementing one UCS Component: up to \$500

**Note:** you may apply for any amount up to the maximum listed for your applicable level.

Please do your best to anticipate your needs for the school year and keep receipts for all items purchased!

Budget Line Item*	Amount Requested per Component			Amount Match/In-kind (amount contributed by the school)	Justification (Briefly explain why your request is necessary and include quantities when appropriate.)
	Sports	Leadership	Whole School Engagement		
Supplies	\$	\$	\$	\$	
Equipment (including team uniforms)		\$300.00			sports equipment: dodgeball, basketball, footballs, flags for flag football
Transportation					
Facility Rental					
Awards		\$200.00			End of year banquet trophies for athletes
Stipends		\$1500.00			\$500.00 for each sponsor: Tonya Bentt, Anzila Duncu
SOKY League Fees / Other Athletic Fees					
Other:					
<b>TOTALS:</b>	\$	\$1500	\$	\$	

To be completed by SOKY Staff:

Number of participating school years: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩+

Actual Number of Participants				Grant Amount Approved
Advisors	Unified Sports	Leadership	Whole School	
				\$

## WHAT DOES THE PROGRAM FUND?

Grant funds support projects and activities that create **repeated, meaningful and sustainable inclusive sports, social and education opportunities**. All projects and activities must aim to engage students with and without disabilities of similar ages and numbers as equal partners, teammates, classmates and peers. Focus should be placed on activities that bring students together regularly in nearly equal ratios, or as close as possible, so they can form relationships and meaningful interactions.

Grants are made possible primarily from funds provided by the United States Department of Education and therefore, are subject to strict spending guidelines.

**Unspent grant funds must be returned to Special Olympics Kentucky by May 31<sup>st</sup>**

Approved Budget Line Item Definitions	
<b>Supplies</b>	Office type supplies, sign materials, art supplies, meeting materials, photo printing, special event t-shirts (must receive SOKY approval).
<b>Equipment</b>	Team uniforms, reusable water bottles and sport equipment (except footwear) related directly to Unified sports. Bowling shoe rental is an acceptable expense and can be included in this line item.
<b>Transportation</b>	Approved travel related directly to UCS activities and unified sports. Mileage reimbursement, bus rental, train fare, parking fees.
<b>Facility Rental</b>	The cost to rent venues to hold events that are directly related to approved UCS activities or unified sports.
<b>Awards</b>	Trophies, medals, plaques, special graduation tassels or cords for unified athletes and partners.
<b>Stipends</b>	Wages for teachers, coaches, and school staff supporting UCS programming outside of the normal school day. Amounts may vary per school and each school should modify to what would be sustainable for your school to fund in future years.
<b>SOKY League Fees or Other Athletic Fees</b>	Fees charged by Special Olympics Kentucky to participate in Unified Sports or fees charged by the school or high school athletic association to participate in Unified Sports.

When preparing your application, please keep in mind funds **cannot** be used for the following:

- Any activity that includes only students with disabilities or only students without disabilities.
- Food other than **PRE-APPROVED** snacks/lunches during a unified sports competition, leadership club/council meeting or youth summit event.
- Fees for assembly speakers or presentations.
- Footwear (i.e. athletic shoes for a sports team).
- Arts and crafts activities not directly related to inclusive club/community or sport initiatives.
- Purchase of items to be sold for fundraising efforts.
- Electronics (i.e. computers, cameras, tablets)

**NOTE:** Special Olympics Kentucky (SOKY) will work with your school to establish the appropriate distribution method(s) for your approved funds. This may include direct invoicing by providers to SOKY, upfront funding or reimbursement.



Special Olympics  
**Unified Champion  
Schools**

Spencer County High School  
Attention: Alicia Dunaway  
520 Taylorsville Road  
Taylorsville, KY 40071

November 11, 2019

Greetings,

Special Olympics Kentucky (SOKY) is pleased to approve **Spencer County High School** for a **\$1,500** grant based on the budget submitted with your 2019-2020 Unified Champion Schools Program Application.

The following method of distribution was used for your funds:

- ☒ **All funds paid upfront via a check payable to the school, district or Board of Education including coach stipends (if applicable). Check is Enclosed.**
- ☐ **All funds paid upfront via a check payable to the school, district or Board of Education except coach stipends. Stipends will be paid directly to individual(s) via a check from SOKY. A signed W-9 for the individual(s) must be on file with SOKY if this option is chosen.**
- ☐ **School will pay for all approved expenses upfront and will be reimbursed by Special Olympics Kentucky upon presentation of receipts.**
- ☐ **School will have approved provider(s) invoice SOKY directly for purchases. If this option is chosen, the school liaison will work directly with the SOKY Unified Champion Schools Manager before purchases are made.**

By accepting these funds, you understand the funds are provided primarily by a US Department of Special Education grant and therefore, are **subject to strict spending guidelines and documentation**. Further, you understand and agree to the following financial requirements:

1. SOKY may request proof of receipt or documentation for all purchases or disbursements made by the school. If such a request is made, copies of all requested receipts/documentation must be sent to SOKY by **May 31<sup>st</sup>** of the current calendar year.
2. SOKY will only pay for approved expenses outlined on the submitted budget and within your school's approved funding level. **Expenses made without prior approval or outside spending guidelines will be the responsibility of the grant recipient.**
3. Any unspent grant funds will be returned to SOKY by **May 31<sup>st</sup>** of the current calendar year.

Sincerely,

Karen Michalak-Parsley  
Director of Unified Champion Schools