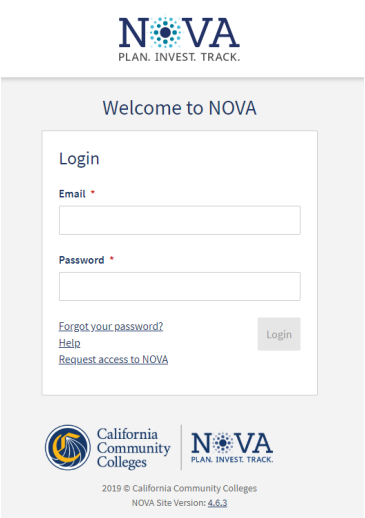
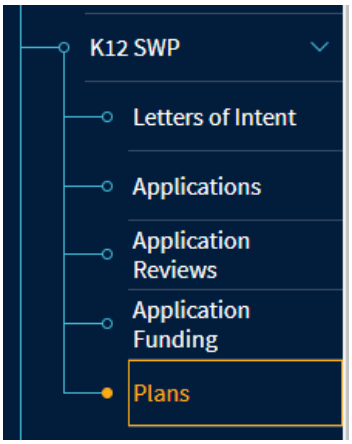
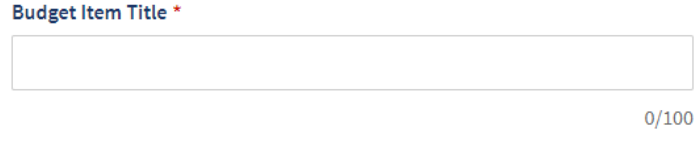
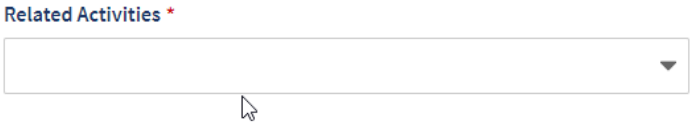
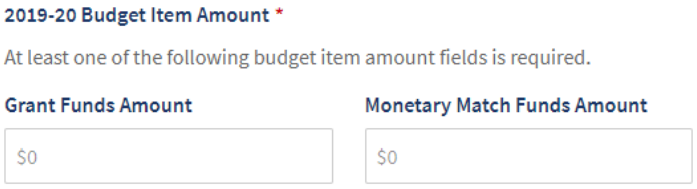
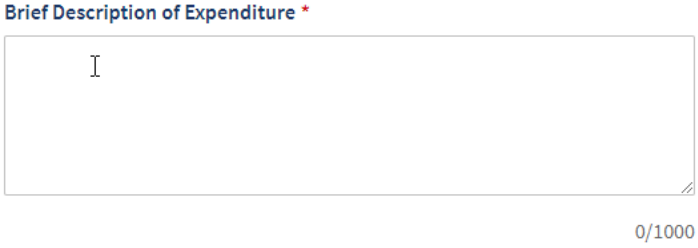
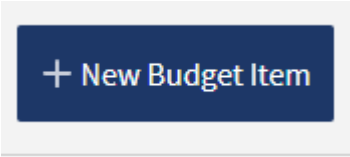
K12 Strong Workforce Program
Expanded Budget Instructions

Description	Picture
1. Login to NOVA at https://nova.cccco.edu/.	
2. Click on “Programs.” Then click on “K12 SWP.” Finally click on “Plans.”	
3. Click on the blue “Expand Budget” button on to the right of your approved K12 SWP grant.	
4. Choose the budget year you want to add details for.	
5. Enter a budget item title. Note that it must be within 100 characters.	

6. Choose the code for your expenditure type by clicking on the drop down menu. Be sure to use Indirect for indirect expenses.	
7. Choose the institution that will be using the funds by clicking on the drop down menu. All the partners you entered when you applied for the K12 SWP grant have been automatically entered for you to select.	
8. Click on the “Related Activities” drop menu to select which statement of work these specific funds are aligned with. Each statement of work you submitted when applying for the K12 SWP grant has been transferred over to this drop down menu.	
9. Fill in the total amount being used for this item from your grant funds. Add the total match for this expenditure.	
10. Write a description of the expenditure. Note that the description may not exceed 1000 characters.	
11. Click on “New Budget Item” for each additional expenditure for your K12 SWP grant.