

## Budget Summary Example and Guidance

- This is an example budget summary **only**, it is locked and cannot be utilized.
- Only enter information in tabs as it is applicable to you as the subrecipient and your subaward amount.
- There are amendment tabs for each program. These are **only** to be utilized if you need to amend a budget during the amendment period (January 15- January 30 annually) . You need to include your updated budget in the amendment tab. Please ensure all statutory requirements are still met in the amended budget. All statutory requirements (including stakeholder engagement, non-public school agreement, etc.) are enforced.
- The description in the budget summary should remain high-level as you will write a detailed activity in the grants management system (GMS) (i.e. do not specify vendors, brands, names as they are subject to change).
- The amount provided for a budget line item should be a **reasonable** approximation.
- Activities not accounted for in your application and budget summary will **not be approved** later in GMS.
- Only fill out a budget summary for those grants in which you are applying for.
- Your application and budget summary **must** align. If you have indicated a transfer in the application, you must account for it in your budget. If you have opted-in to a program in the application, there must be a budget here for that program. If your needs assessment reflects a certain student need being prioritized and your application narrative supports that need, it should be budgeted for here. **Alignment in all sections must occur.**
- This template **must** be utilized. No other files will be accepted in the application.
- The '**category**' column is a drop down with pre-populated categories that align with the GMS categories available for each program. No other text may be inserted here.
- Utilize the '**description**' column for any other pertinent information (i.e. set-aside requirements, school names, activity information (high-level), priorities, etc.)
- Insert additional rows if needed for more budget items (right click a row and select 'insert').
- There is helpful information within each grant tab to guide you through the various fiscal statutory requirements. Once you have read it, please delete it to enter in your particular activity information.
- If you have any questions related to your budget and/or application, please reach out to **Jessica Lescarbeau** [Jessica.L.Lescarbeau@doe.nh.gov](mailto:Jessica.L.Lescarbeau@doe.nh.gov) or **Emily Shoemaker** [Emily.A.Shoemaker@doe.nh.gov](mailto:Emily.A.Shoemaker@doe.nh.gov).

2026-2027 Budget Summary, Example		
<b>Preliminary Allocation:</b>	If you are unsure of your allocation by the submission deadline, please utilize last year's allocation amount.	
<b>Transfer In of Funds (if known):</b>	Indicate the amount coming in from another grant, if applicable/allowable.	
<b>Transfer Out of Funds (if known):</b>	Indicate the amount going out from this grant, if applicable/allowable.	
Category	Description	Amount
Professional Development Activities	Choose the most appropriate category,	Provide a reasonable
Equitable Services	Equitable Activity(s) (If applicable, please add a line for <b>each</b> Non-Public School receiving an equitable share, including the name of the Non-Public(s))	Provide a reasonable approximate amount not to exceed the approximate share
Required activity #1 - Language instruction education	Some activities within the various grants	Provide a reasonable
		Please make sure your total allocation amount is accounted for, plus or minus any transfers
<b>Total:</b>		\$ -

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION  
2026-2027 BUDGET AMENDMENT FORM**

This form shall be utilized for any subrecipient wishing to amend their 2026-2027 ESEA Consolidated Application **budget**.

Budgets may only be amended **once** during the grant period between **January 15 and January 30, 2027**. Amended budgets **must** align with the other sections of the application Consolidated Application and **all statutory requirements remain in full effect**.

The New Hampshire Department of Education (NHED) will have 30 days to review and respond to budget amendment requests.

Budgets may be amended to include new budget line items, revisions to existing lines including the description and amount, however exact details do not need to be justified in this template, but rather will be done through the GMS activity review process.

**For example**, after a needs assessment was completed and stakeholders were consulted with, District A prioritized Title II, Part A funds for the professional development of teachers in the areas of literacy and math and it was reflected in their ESEA Consolidated Application and Budget Summary. However, shortly after receiving their subaward, District A was informed that the contractor they were going to work with in the area of math is no longer available and therefore want to budget their funds planned for this contract elsewhere to meet their math needs. If it is not a line item already accounted for in the Budget Summary, it may be added during the amendment period so long as that item aligns with the rest of the Consolidated Application and meets all other statutory requirements.

**Instructions**

1. Update your **approved** 2026-2027 Budget Summary Template for all applicable programs, if you have no changes this amendment is not necessary.
2. Provide a signature and date at the bottom of this tab.
3. Save this file and name it as: 2026-2027 Budget Amendment Summary\_ DISTRICTNAME (please use your District name)
4. Upload this amended Budget Amendment Summary to the 2026-2027 LEA Homepage in GMS.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission

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Superintendent Name

X



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**Superintendent Signature**



**2026-2027 Budget Summary, Title I, Part D, Subpart 2**

<b>Preliminary Allocation:</b>	
<b>Transfer In of Funds (if known):</b>	
<b>Transfer Out of Funds (if known):</b>	<i>Not applicable by law</i>

Category	Description	Amount
<b>Total:</b>		\$ -





**2026-2027 Budget Summary, Title III, Part A- Immigrant**

<b>Preliminary Allocation:</b>	
<b>Transfer In of Funds (if known):</b>	
<b>Transfer Out of Funds (if known):</b>	<i>Not applicable by law</i>

Category	Description	Amount
<b>Total:</b>		\$ -



**2026-2027 Budget Summary, Title V, Part B, Subpart 2**

<b>Preliminary Allocation:</b>	
<b>Transfer In of Funds (if known):</b>	
<b>Transfer Out of Funds (if known):</b>	<i>Not applicable by law</i>

Category	Description	Amount
<b>Total:</b>		\$ -