**Agency Name:**

**Program:**

**Grant #:**

**Training Proposal**

**for**

**XXXXXXXXX**

**Date of Submission:**

**Date(s) of Training:**

**Description of Training**

**Description of Training:**

Insert here a brief description of the training if the agenda does not clarify what training is about, otherwise put the following in this section:

See Agenda content below

**How will this training further the goals and objectives of the grant funded project?**

**Who is the intended audience for this training?**

**Approximately how may participants will attend the training per day?**

**Who will facilitate at this training?**

**Proposed Agenda:**

Please attach a copy of the agenda.

**Total Transportation Costs:**

Breakdown by person—

**Airfare:**

**Bagage fee:**

**Parking:**

**Cabfare:**

**Trainfare:**

**Mileage reimbursement (calculated at $.XX/mile x # of miles)**:**:**

**Lodging Costs:**

Lodging costs were calculated based on the State of Illinois standard rates for In-State travel. Costs were calculated based on a room rate of $XX for a single and $XX for a double tax included. An estimated XX rooms will be provided for programs and XX rooms for speaker(s).

**Per Diem Costs:**

Per Diem costs were calculated based on the State of Illinois standard rates for In-State travel of $28 per day or $7 per quarter for each applicable attendee.

**Room Rental Costs:**

|  |
| --- |
|  |

Room rent waived, due to meal functions scheduled.

**Audio/Visual (A/V) Equipment Costs:**

\*Please note that the room rental costs plus the A/V rental cost must not exceed the lesser of $25/day per/attendee or $20,000.

**Working Lunch:**

Food and Beverage costs **are not** allowable under the Federal Guidelines for this grant program.

**Total Speaker Fees:**

Breakdown by dollar per hour multiplied by the number of hours charged to the grant. Remember to include preparation and travel time:

These fees are comparative to what other speakers charge for these types of trainings. See Sub-contractor **Attachments A, for subcontractors of $400 and under per day or $50 per hour , or Attachment B, for subcontracts over $400 per day or $50 per/hour**. Subcontracts for $400 and under per day must be maintained by the Implementing Agency on site and must be available for review during site visits. Documentation for sub-contracts for over $400 per day **must** be submitted to the Authority for prior approval.

**Printing & Supplies & Materials Costs:**

This cost includes such things as:

notebooks for handouts

duplication of handouts

mail labels

name tags

**Postage Costs:**

|  |  |
| --- | --- |
| **Training Budget**  ??? Training | Projected Attendance  ??? people |
| TRANSPORTATION COSTS FOR SPEAKER(S) | $ |
| MILEAGE REIMBURSEMENT FOR SPEAKER(S) | $ |
| LODGING and PER DIEM COSTS  Speaker(s) & attendees | $ |
| ROOM RENTAL COSTS | $ |
| SPEAKER FEES (dollar per hour x hours worked) | $ |
| PRINTING/COPYING/SUPPLIES/MATERIALS/CEU’S | $ |
| POSTAGE | $ |
| A/V EQUIPMENT | $ |
| Other ( Please Specify) | $ |
| GRAND TOTAL | $ |