Public reporting burden for this collection of information is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and the Office of Management and Budget, Paperwork Reduction Project 1875-0102, Washington DC 20503.

INSTRUCTIONS FOR ED FORM 524

General Instructions

This form is used to apply to individual U.S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached.

Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Section B - Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year for which matching funds or other contributions are provided, show the total

contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Other Budget Information Pay attention to applicable program specific instructions, if attached.

- 1. Provide an itemized budget breakdown, by project year, for each budget category listed in Sections A and B.
- 2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
- 3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
- 4. Provide other explanations or comments you deem necessary.

Name of Institution/Or	Applicants reque	esting funding for or esting funding for m ons before completin	OMB Control No. 18800538 Expiration Date: 10/31/99 nly one year should complete the column under "Project Year 1." nulti-year grants should complete all applicable columns. Please ng form.									
SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS												
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Pro	Project Year 3 Project (c) (r		r 4	Project Year 5 (e)	Total (f)				
1. Personnel												
2. Fringe Benefits												
3. Travel												
4. Equipment												
5. Supplies												
6. Contractual												
7. Construction												
8. Other												
9. Total Direct Costs (lines 1-8)												
10. Indirect Costs												
11. Training Stipends												
12. Total Costs (lines 9-11)												

ED FORM NO. 524

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS									
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)			
1. Personnel									
2. Fringe Benefits									
3. Travel									
4. Equipment									
5. Supplies									
6. Contractual									
7. Construction									
8. Other									
9. Total Direct Costs (lines 1-8)									
10. Indirect Costs									
11. Training Stipends									
12. Total Costs (lines 9-11)									
SECTION C - OTHER BUDGET INFORMATION (see instructions)									