

# Quick Guide: How to Calculate Your Post-March 1 Funding Request

Use this guide each time you determine whether to request additional funds after March 1.

## 1. Identify How Much You Need to Pull Students Off the Waitlist

### Steps:

- Calculate all term awards and update applicant status to “waitlisted” where funds are needed.
- Review your current **waitlisted** roster.  
MNAid > Reports > Rosters > CCG Term Application Status Roster
- For each student, calculate their estimated Postsecondary Child Care Grant award.
- Add together the amounts of all students you want to pull from the waitlist.

### Formula:

Total Waitlist Need = Sum of (Remaining Award Amount per Waitlisted Student)

## 2. Calculate Your Maximum Carry Forward (10% of Initial Allocation)

Your allowable carry forward is capped at 10% of your **initial allocation** for the award year.

### Formula:

Maximum Carry Forward = Initial Allocation x 0.10

### Notes:

- This amount acts as a buffer for possible new incoming eligible applicants.
- It can also be used to avoid a utilization rate penalty if you end up under-using your allocation.

## 3. Determine Your Administrative Expense Allowance (5% of Paid Student Awards)

You may use up to 5% of actual paid student awards for administrative expenses.

### Formula:

Administrative Expense Allowance = Total Paid Student Awards x 0.05

### Notes:

- “Paid student awards” means awards disbursed to students, not projected.
- This is calculated on an ongoing basis in MNAid as awards are paid.
- Please be sure that your institutional software disbursed amounts **match** the amount paid on the CCG Committed and Disbursed Amounts report at all times.

#### 4. Total How Much Funding You Need to Request

Combine:

- Amount needed to remove students from waitlist.
- Plus any additional funding needed to ensure you can meet your planned carry forward target (up to your 10% max of initial allocation).
- Minus any remaining unspent funds you already have available.

#### Suggested Calculation Structure:

Funding Request =

Total Waitlist Need +

- Desired Carry Forward (Up to 10% limit) +
- Administrative Expense Allowance (5% of paid awards, if not yet covered) -
- Remaining Unspent Funds

#### 5. Key Reminders

- Your carry forward is optional but useful as a buffer and to avoid low utilization penalties.
- Maintain clear documentation: waitlist records, award calculations, disbursement tracking, and prior requests.
- Always verify your remaining balance before requesting more funds.

# Post-March 1 Funding Request Checklist

## 1. Review Your Waitlist

Calculate all term awards and update applicant status to “waitlisted” where funds are needed.

\*If you have a trailing summer term, calculate summer awards before completing the steps below.

Pull your current waitlist report.

Calculate the remaining award amount for each waitlisted student.

Add the amounts to determine total funding needed to remove students from waitlist.

## 2. Determine Your Maximum Carry Forward (10%)

Confirm your institution’s initial allocation for the year.

Calculate: Initial Allocation  $\times$  10% = Maximum Carry Forward Allowed.

Decide how much of this buffer you want to carry forward (up to the max).

## 3. Calculate Administrative Expense Allowance (5%)

Confirm total paid student awards to date.

Calculate: Paid Student Awards  $\times$  5% = Maximum Admin Allowance.

Determine whether additional funds are needed to fully cover this allowance.

## 4. Check Your Current Remaining Funds

Verify your unspent balance from initial allocation and any previous reallocations

## 5. Calculate Your Funding Request

Total Waitlist Need

+ Desired Carry Forward (up to 10% of initial allocation)

+ Administrative Allowance (if not yet covered)

- Remaining Unspent Funds

= Total Funding to Request

## 6. Prepare and Submit Your Request

Submit request through the next available ‘Additional Funds Requested’ field.

\*This will be the next field that is not greyed out.