

**Utah State Board of Education (USBE)**  
**21<sup>st</sup> Century Community Learning Center (CCLC) Grant**  
**Carryover Funds Policy and Procedure Beginning School Year 2018-2019**

September 30 is the end of the first fiscal year for available funds. 21<sup>st</sup> CCLC grantees can carry over less than 25% of the total grant amount per year for each grant award. Any 21<sup>st</sup> CCLC grantee planning to carry over less than 25% of their grant funds from the previous year must provide the following information:

1. Written justification of the need for the carryover; and
2. A plan to use the balance of the carryover funds for the state purposes of the grant.

Grantees can request to carry-over more than 25% of the total grant amount per year for each grant award, once every three years. However, grantees must provide the following information:

1. Written justification of the need for the carryover;
2. A plan to use the balance of the carryover funds for the stated purposes of the grant;  
and
3. A budget narrative detailing how the funds will be spent.

**The carryover request is due by email on November 15. USBE staff will notify the grantee via email of approval of carryover funds by December 1.**

If a 21<sup>st</sup> CCLC grantee does not submit all the required information by November 15 or is not able to demonstrate how the use of the funds supports the stated purposes of the grant, USBE will recall the unencumbered funds from that grantee and reallocate those funds to 21<sup>st</sup> CCLC grantee(s) with a demonstrated need that supports the stated purposes of the grant.

**Contact Information**

Kamille Sheikh  
21<sup>st</sup> CCLC Grant Program Manager  
[kamille.sheikh@schools.utah.gov](mailto:kamille.sheikh@schools.utah.gov)  
801-538-7825