

## TOT & TOTSMBE - IMPORTANT DATES

Year	Subject / item	Description & Instructions	Link & additional information	Date/ Deadline
2022-2023	Budget Year 1 Funding Period	The Initial Year is 13 months and runs from <b>June 1, 2022 – June 30, 2023.</b>		
2023-2024	Budget Year 2 Funding Period	Year 2 runs from <b>July 1, 2023 – June 30, 2024.</b>		
2022-2023	FS-10A	<p>Required to request changes to the approved FS10 Budget.</p> <p>Send 3 originals to NYSED TOT Office, any time after initial FS10 has been approved, but before program year deadline.</p>	<p>FS-10-A in <a href="#">Excel</a> (Recommended; please enable macros)</p> <p>FS-10-A in <a href="#">Word</a></p> <p>FS-10-A in <a href="#">.pdf</a></p>	May 31, 2023
2022-2023	FS-25	<p>Used to request funds from an approved grant.</p> <ul style="list-style-type: none"> <li>Submit as needed (max monthly).</li> <li>Send the original to Grants Finance and one digital copy to NYSED <a href="#">TOTSMBE</a>.</li> </ul> <p>Note: Submission is required for all TOTSMBE Grant before any payments are issued. There is no automatic initial payment for TOTSMBE awards.</p>	<p>FS-25 in <a href="#">Excel</a> (Recommended; please enable macros)</p> <p>FS-25 in <a href="#">Word</a></p> <p>FS-25 in <a href="#">.pdf</a></p>	July 31, 2023
2022-2023	FS-10-F	<p>Provides a final itemized expenditure report which closes the fiscal operations for the budget/project year.</p> <p>Send one original and one copy to Grants Finance as well as one digital copy to NYSED <a href="#">TOT</a> OR <a href="#">TOTSMBE</a>.</p>	<p>FS-10-F Long Form in <a href="#">Excel</a> (Recommended; please enable macros)</p> <p>FS-10-F Long Form in <a href="#">Word</a></p> <p>FS-10-F Long Form in <a href="#">.pdf</a></p> <p><a href="#">FS-10-F FINAL EXPENDITURE REPORT FAQS</a></p>	July 31, 2023
2022-2023	TOT/TOTSMBE Final Report	More information to follow.	Submit using credentials to be provided.	Aug. 1, 2023
2023-2024	<p><b>Renewal Package - Separate versions for TOT &amp; TOTSMBE</b></p> <p>Both include</p> <ul style="list-style-type: none"> <li>FS-10 Budget</li> <li>Cover Page</li> <li>Funds Requested</li> <li>Copy of Service Obligations</li> </ul>	<p>Required to approve funding for the program year.</p> <p><b>The FS-10</b> outlines the anticipated expenditures for the next project year. It serves as the initial project budget from which payments and any amendments are made.</p> <p>Send signed packet with two original FS10 Budgets to NYSED <a href="#">TOT</a> / <a href="#">TOTSMBE</a>.</p>	<p><b><i>The renewal package will be both emailed to grantees and posted to the NYSED TOT website.</i></b></p> <p>FS-10 in <a href="#">Excel</a> (Recommended; please enable macros)</p> <p>FS-10 in <a href="#">Word</a></p> <p>FS-10 in <a href="#">.pdf</a></p> <p><a href="#">FS-10 FAQs</a></p>	June 1, 2023
<p>NYSED <a href="#">Teachers of Tomorrow</a> website</p> <p>NYSED <a href="#">Grants Finance Frequently Asked Questions</a></p> <p style="text-align: right;">TOT &amp; TOTSMBE Grant Program 2022-2026 <a href="#">2022-2026 RFP</a></p>				