

MLTI Grant FAQ

Q. The prices of items have changed since I put my budget together. Do I need to request more money to cover the costs?

A: The District is eligible for reimbursement up to the amount that is on the contract. If costs have increased and more money is necessary to cover the equipment/services in the contract, an amendment will need to be requested. Please reach out to the Learning Through Technology team for these requests.

Q. What can I do if I purchased some of the items before I received the contract and I want the cost reimbursed?

A: Maine DOE is not able to reimburse for items or services that have been made outside of the contract period.

Q. What if I need to purchase something additional that I did not include in my proposal?

A: To purchase items that are not outlined in the contract, please contact the Learning Through Technology team to discuss potential options.

Q. Can the DOE provide support to implement this technology?

A: Yes! We are here to support your successful implementation. If you would like assistance, please reach out to the Learning Through Technology team.

Q. How, and to whom, do I submit all the reporting information to? Do you have a template or an example to follow?

A: The District will need to complete [this form](#) and submit invoices (an invoice to bill the department and invoice(s) of expenses) and a grant trial balance to Haley Neal, haley.neal@maine.gov.

Q. Will I be able to apply again in the future for items such as renewing software licenses, purchasing additional consumables or replacement parts?

A: The Teach With Tech grant will run again in the spring. All Districts will be considered for re-application.

Q: Can we change purchases/priorities?

A: Yes. All changes need to be communicated with the Learning Through Technology team and some will also require a contract amendment.

Q: What are the Fund and Revenue codes and where can they be found?

A: These are both located in the Grant Award Notice that was sent. Fund 2254 and Revenue 3290.

Q: What is the first step for reimbursement?

A: Please complete the [MLTI Grant reporting form](#).

Q: Would you please clarify the reporting process? Will a written article suffice or is a conference presentation mandatory? If so, is it a particular conference and when is it scheduled?

A: Please refer to your contract for all the reporting requirements that are needed. If you need help finding a conference to present at, please reach out to Jonathan Graham, jonathan.m.graham@maine.gov on the Learning Through Technology team for help.

Q: What should we do if we need help finding a conference to present at?

A: Conference presentation is only required for the Teach With Tech grants. Please reach out to a member of the Learning Through Technology team for assistance.

Q: Can we have a list of the grant awardees? It would be great to connect with others who were awarded funds for the same projects or items?

A: We will share those soon.

Q: Do we need a contract amendment if we want travel reimbursement to go to a conference to make the presentation?

A: To talk specifics about what is possible for supporting your conference presentation, please reach out to the Learning Through Technology team.

Q: We have fifth grade students we would like to include at the Student Conference, is that appropriate?

A: Yes! We love student presenters and the conference is open for grades 4-10.

Q: Will the student conference be free?

A: We intend to have the in-person conference free again this year. The virtual conference is always free.

Q: Should we reserve a bus to attend the student conference now and will you reimburse the cost of transportation again this year?

A: We highly recommend you reserve your bus now and we intend to offer reimbursement for transportation again this year.

Q: Can we get PDF copies of our contract/application?

A: Yes, please reach out to a member of the Learning Through Technology team.

Q: Can we get a PDF copy of the reporting form?

A: Yes, we will be sending that out via email.

Q: Who in our district has a signed copy of the contract?

A: Your superintendent and the staff member who requested the grant have copies of the contract. If you need another copy, reach out to someone on the Learning Through Technology team.