**Using Grant Funds for Participant Support Costs and Incentives**

**Instructions:**

Participant support items and incentives purchased with grant funds must be reasonable and clearly linked to grant-funded activities. At a minimum, the grantee must retain all receipts and supporting documentation related to a purchase. Supporting documentation could also include program schedules, lists of attendees, class rosters, etc.

For incentives, **attach the incentive matrix** used by the program to the request letter.

In addition to the guidance provided here, grantees should follow any internal policies and procedures governing the purchase and use of participant support costs and incentives.

Grantees that propose the purchase of participant support items and incentives with grant funds, must provide the following information, using the format on the next page.

* A description of the activity or program component for which the participant support items or incentives will be purchased.
* A list of the type of incentive(s) (e.g., stipends, gift cards, etc.) or participant support items (e.g., educational materials, work supplies, etc.) to be purchased, with the corresponding per unit costs.
* The approximate number of grant-funded participants benefiting from each purchase.
* The total budget for each line item.
* A detailed justification describing the need for the purchases.
* Provide how the incentives will be tracked for checks and balances, distribution, and how the items will be kept secure.

**Note: Field trips or overnight excursions require a separate, detailed line-item budget. Work with the Field Representative to determine the level of detail that is required.**

**(Submit Justification on Grantee Letterhead)**

Date:

Grantee Name:

Name of Grant Program:

Grant Period:

Total Amount of Grant-Funded Incentive(s):

# **Justification for the Purchase of Participant Support Items and Incentives**

**Describe in detail below, the activity or program component for which the participant support items and incentives will be purchased:**

**>**

**Describe the need for the participant support items and incentives below, explaining the benefit to the program:**

**>**

|  |  |  |  |
| --- | --- | --- | --- |
| Types of Incentives and Participant Support Items | Cost | Approximate # of Participants | Budget |
| *Sample:* *Target gift cards*  | *$25 each* | *20 per month x 24 months* | *$12,000* |
| *Sample:* *Metro Passes* | *$15 each* | *25 per month x 36 months* | *$13,500* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL BUDGET: |  |

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**Grantee Supervisor Signature and Title**