

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 that would benefit from each purchase.
- The total budget for each line item.
- A detailed justification describing the need for the purchases.

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 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, explaining the benefit to the program:

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

Grantee Supervisor Signature and Title