



# BUDGET

Your budget through this grant depends on how many youth you have in your council. The budget for the grant increases as the program grows.



Each year we will send you your council's specific budget determined by the number of youth in your council. We will also send out quarterly updates of your budget as you use it. If you ever have a question if something is an allowable expense please don't hesitate to reach out and ask.

## GENERAL GUIDELINES

This is the general guideline for what you can spend per year through the LIFT grant.

### FUNDING IS AVAILABLE FOR:

- Monthly supplies for local trainings
  - Number of teens you have participating in your council and participating in the TLT program x \$25
- Outreach Programming Supplies
  - Materials, etc for community outreach programs - 3 events per year x \$3/youth served (does not include adults/parents)
- TLT Training events for advisors
- TLT Training events for youth
- Event accident insurance
- Space rentals for events
- Background checks for advisors

### CONFERENCES

We expect that two of the available conferences each year will be attended by at least some of your teens (it is not expected that all your teens will attend). We will provide funding for conferences such as Design Team, Try Team, and Teen Summit. If you would like to substitute another relevant conference, contact us and we may possibly approve funding for your youth to attend. In order to maximize your flexibility, you have the choice of which of these events your youth will be able to attend. Different conferences cost different amounts. You may choose to send more teens to one conference over another. It is expected for those attending to return and train their fellow teen leaders. There will also be money available for travel to youth and adult conferences on a need basis and individual approval. We also expect Advisors to attend fall advisor training every year.

### COMMUNITY OUTREACH

We have budgeted for each site to have around 3 community outreach events per year. This is flexible. If you have several smaller community events and want to spread your budget further than just 3 events that is acceptable. These events will include service learning or near peer mentoring experiences. We expect each youth to have 3 near peer mentoring experiences a year.

## MONTHLY COSTS

Teen Council Meetings should be occurring each month. The budgeted amount is \$25 per youth per year. For your monthly meetings if you need supplies, snacks, (no "meals" are allowed by this funding), printing flyers, etc. This is what that funding can be used for.

### Allowable Expenses:

- Materials and Supplies
- Training and education
- Advertising (flyers, etc)
- Space rental costs
- Insurance for events
- Snacks (fruit granola bars etc).  
No meals unless you are pre-approved for something like hosting a day camp and the youth need lunch. We must personally approve these exceptions.

### Disallowable Expenses:

- Entertainment (i.e. amusement, diversion, entertainers, social activities, tickets to shows, sports events, meals, lodging, gratuities)
- Entertainment related food service costs (i.e. catered parties or holiday parties for staff or youth, award dinners, Mother's Day lunch at a local restaurant, catered lunch for Grand Opening events)

## PURCHASING

- All USU employees may use their own P-card and charge their purchases to: [index A58494](#)
- All advisors may use their own money to make purchases and then submit receipts to the Program Director for reimbursement. Reimbursement checks will be sent in the mail and take around 2 weeks to receive them.
- All advisors may ask the Program Director to make the purchase for them (i.e. send link of what they need purchased via email). Please allow reasonable time for purchase.

1. Receipt
2. Name & address you would like the reimbursement check addressed to (Street, City, State, Zip code)
3. Description of purchase
  - a. Ex: printed flyers, pencils, snacks, etc.
4. Business purpose of the purchase
  - a. Ex: supplies for trainings
5. Was food purchased?
  - a. If yes, include:
    - i. Date of the event
    - ii. Location of event
    - iii. Name of attendees (if you have a roll, you can just attach that with the receipt).

## REIMBURSEMENTS

All reimbursement requests must include all elements listed in the box (pictured left).

### IF ONE OF THESE IS MISSING:

- If you don't have the receipt needed, you need to attempt to get the receipt and let us know your efforts.
- If a receipt does not have all 4 required items—Vendor, Date, Itemized, Tax exempt (if applicable)—contact us for assistance.