

## **A QUICK GUIDE TO ALLOWABLE COSTS FOR COMMUNITY SITES**

- Snacks and meals are allowable if they are needed to maintain the continuity of meetings or if there are no easily accessible facilities in the nearby area of your meeting for a lunch break. Meals which begin or end the day without having program/meeting content “bounding” them are not allowed. In the case of breakfast, it should be a breakfast meeting, not just the meal. In the case of dinner, there should be content during or after the meal.

If you have questions, please talk to JoAnne or Sally before moving forward. We can also help you shape costs as “registration fees” if you are using an all-encompassing package like at a 4-H retreat center where meals/lodging/meeting space are bundled.

- T-shirts, cups, incentives, recognition awards, and other give-aways are not allowed under EYSC funding. However, shirts branded with the 4-H emblem are allowable as a branding tool for EYSC community leadership teams. Also do consider ordering 4-H pencils, 4-H pens, 4-H portfolios, etc. for the leadership teams’ use as 4-H branding again.
- EYSC funds cannot be used for refurbishment/renovation, capital improvements, or infrastructure building such as furniture, lighting, sidewalks, permanent structures, etc. However, EYSC funds can be used to support raising different money to pay for these types of costs. Perhaps collaborators will contribute these items as their part of the project.
- Computer, projectors and camera equipment can be purchased for use in the project as long as such purchases are made early in the grant period and their use is solely related to conducting educational components of the EYSC projects. If the items might be used for other 4-H programming (non-EYSC), the cost of purchase should be prorated between EYSC and another account. Purchases of equipment near or at the end of the implementation period will not be approved. For the EYSC grant “equipment” is defined as an item of property that has an acquisition cost of \$250 or more and an expected service life of more than 1 year.
- Staff costs: Staff whose responsibilities are involved directly with work associated with the EYSC project can be paid from EYSC funds. For example, an administrative assistant cannot be paid for general office work but costs

can be paid if “In support of achieving program objectives, provides technical assistance for sites, monitors progress, and compiles information for evaluation and reporting.” However, staffing costs should not come for the \$2,000 allocated to each community for implementation of forums and action plans.

- Do consider purchasing signage that credits NIFA with the EYSC project that is being worked on and that has a 4-H Clover on it for branding. The statement to include is:

For printing on agendas, posters, in media releases, etc.: *"This material is based upon work supported by the National Institute for Food and Agriculture, U.S. Department of Agriculture, under Agreement No. 2008-45201-04715. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."*

For a sign, here is suggested language: *"This work is supported by the National Institute for Food and Agriculture, U.S. Department of Agriculture, under Agreement No. 2008-45201-04715."*

**When in doubt about anything related to finances, contact Sally or JoAnne before spending money.**