

SUMMER TRIBAL YOUTH PROGRAM

Thank you for your interest in the Summer Tribal Youth Program. Our goal is to make this a successful program that will benefit tribal youth. Our first year of this program is a learning process and we appreciate your patience as we discover what works well and what does not. We will reach out to each tribe to get your comments, questions and suggestions on how to make this a better process for summer of 2015.

QUESTIONS AND ANSWERS:

- Q. Is the program limited just to youth who are tribal or band members?
- A. **It is required that youth involved in the tribal youth program be tribal members. However, if there is capacity after tribal youth have signed up, tribes may open the program/project to non-tribal youth.**
- Q. If we hire people to lead the project with the youth, do they need to be between the ages of 13 – 19 and do they need to be tribal member?
- A. **No – they do not need to be either.**
- Q. What are “indirect” costs and how do we include them?
- A. **Indirect costs are those that are not directly assignable to a project. Such costs are generally administrative in nature and are incurred for a common or joint purpose or are readily assignable to the project. Examples of indirect costs include administrative salaries, secretarial salaries, postage, costs for payroll, information systems, legal requirements, purchasing, accounting, etc. are allowable as a match. These costs may be lumped as a group but may not exceed 32% of the total project cost.**
- Q. What is meant by “in-kind” contributions?
- A. **This is the non-cash contributions of materials, equipment, services or labor provided by the sponsor that are reasonable and necessary for carrying out the project and meet the same test of eligibility as any other cost item. All sources of sponsor match must be indicated when the application for the grant is submitted. Please use the following guidelines:**
- The value of in-kind contributions is what the sponsor would pay for similar services, materials, equipment or labor based on existing contracts, schedules or on the open market**
- The maximum value of donated labor shall be \$6.00 per hour.**
- The value of donated equipment shall conform to the WI Department of Transportation county highway rates for equipment.**
- The value of donated materials and services shall conform to market rates and be established by invoice.**

Q. Can we include the cost of materials (wood, nails, etc...) to complete the project as part of the grant?

A. Yes, as long as the amount is reasonable. The focus is on the youth – as long as the project clearly demonstrates them as the focus, reimbursement can be provided for materials.

Q. How do we receive payment/reimbursement?

You have the option to receive an advance payment of 25% of the GRANT AMOUNT when you sign the grant agreement and return it. There will be a small box for you to check.

Whether or not you receive the advance, you can submit requests for reimbursement monthly, quarterly or at the end of the project. If you did receive the advance payment, you will not be reimbursed until your expenses are above that amount.

We cannot make the final payment until all of the work and the report is completed.