

2009-2010 Parent ACTION Fiscal Rules

DO'S	DON'TS
<ul style="list-style-type: none"> • Parent ACTION will only cover expenses included and approved in the grant agreement and activity/budget form. Activities & budget may always change to meet your changing needs but grantees must fill out the activity & budget change form and submit to First 5 at least 2 weeks in advance of the change. One time events that cost over one third of the grant funds must be reviewed on a case by case basis by First 5 staff. 	<ul style="list-style-type: none"> • Parent ACTION will NOT cover any expenses not included or approved in the grant agreement and activity/budget form.
<ul style="list-style-type: none"> • Parent ACTION funding should be spent on “group” activities planned by implemented by group members. 	<ul style="list-style-type: none"> • Parent ACTION funding should not be spent on individual or personalized activities such as individual swimming lessons, art classes, birthday parties, baby showers, farewell parties, massages and skin-care etc.
<ul style="list-style-type: none"> • Up to 10% of the total funds can be spent on incentives for families to keep (such as educational books, toys, etc.). 	<ul style="list-style-type: none"> • No cash or gift certificates are allowed using Parent ACTION funds as incentives or other uses.
<ul style="list-style-type: none"> • Keep all your original receipts and make a copy for yourself when you submit your report to First 5. 	<ul style="list-style-type: none"> • Lost receipts may not be reimbursed at all. If deemed appropriate, up to 50% may be reimbursed.
<ul style="list-style-type: none"> • If Parent ACTION funds are directed to an individual, the person should either open up a new account (there are many banks that offer free checking and saving accounts) or establish a separate sub-account for the funds. If the account is interest bearing, interest earned must be used for Parent ACTION purpose. 	<ul style="list-style-type: none"> • Do NOT mix Parent ACTION funds with your personal accounts.
<ul style="list-style-type: none"> • If Parent ACTION funds are directed to an organization, the organization should have a system to track Parent ACTION expenses. 	<ul style="list-style-type: none"> • Parent ACTION funds should not be mixed with the organization’s other expenses. Parent ACTION funds cannot be used to support the organization’s other activities.

- Field trip expenses:
Field trips include: theme parks, museums, state parks; over-night camping trips; recreational places with an entry fee; musical, theater, and all other performances (including children's performances). Total field trip expenses (including transportation, food, tickets, and all other expenses for field trips) should not exceed 60% of the entire grant in the grant year. Field trip transportation total cost should not exceed 30% of the entire grant in the grant year.

- If the service is rendered by a person, payment should be made via check or money order. A returned copy of the check with an invoice form signed by the service provider (such as speaker, childcare provider, performer, etc.) will need to be submitted along with the report.

- Fieldtrips under Parent ACTION cannot be taken by an individual. They must be taken by your group.

- No cash payments should be made for the grant without a verifiable receipt. It's OK to use cash if you purchase materials or services which the seller or provider can provide verifiable receipts.

- Parent ACTION funds cannot pay for stipends for parent organizers.

- Parent ACTION will not fund professional development for teachers.

- Grantees cannot use Parent ACTION funds to subsidize activities sponsored by another organization.



Non-allowable expenses for Parent ACTION
Personalized parties and functions such as birthday parties; fare-well parties; etc. Personalized services such as massages, skin-care, etc.
Activities without parent involvement (planning, participation, giving feedback). Activities attended only by children (such as a music class without parent involvement).
Wine; Entertainment for adults such as dancing.
Dining expenses over \$25 per person.
Lessons for individuals (swimming, art, other enrichment, etc.) rather than groups. Enrichment activities for children without parent involvement.
Overnight hotel expenses. Family camping needs to be evaluated on a one by one basis.
Gift cards or cash stipends for group participants in any amount
Professional development for teachers
Activities that are meant to supplant existing agency or school activities, such as using Parent ACTION funds to support an existing Music Class for the school.
One time activity over one third of the budget (unless approved for special reason)
Fieldtrip destinations not geared towards young children such as Six Flags, Great America, etc. Total fieldtrip expenses should not exceed 60% of overall budget for the grant year.
Cash expenses without official receipt.
Any expenses not included in the plan (scope of work) approved by First 5.
Equipment purchases such as fax machines, telephones, TV/VCRs, furniture, etc.
Activities that do not support any of the three Parent ACTION outcome areas.
Instructors without a bio (unless they are listed on the Instructors list). Instructors and other service providers (such as childcare providers, translators, counselors, etc.) should be paid by check with an invoice form filled out. A returned check copy should be submitted.
Funds that supplement a school or an organization's existing programs/activities instead of activities that are parent led and adhere to Parent ACTION guidelines.
Activities not targeting children 0-5. Activities that aim to serve a broad age spectrum.