

EVERY 15 MINUTES PROGRAM MINI-GRANTS

The following is a list of Allowable Costs:

- Materials and supplies necessary to implement the Every 15 Minutes program, including but not limited to; film, blank DVDs, video tapes, stamps, paper, printing, reproduction, rental of sound/audio/video equipment and materials required to produce items, such as DVDs, videos, obituaries, headstones, and other related items.
- The cost for motivational speakers.
- If necessary, lodging costs at the prevailing state rate pertaining to the location of the retreat lodging, plus taxes, and transportation (buses or vans) for students and adult chaperones attending the overnight retreat.
- Contractor agrees additional costs not listed above may be allowable upon prior written approval from the California Highway Patrol and Office of Traffic Safety. If a questionable cost may be incurred, Contractor agrees to contact the California Highway Patrol, in writing, requesting prior approval for the expenditure.

The following is a list of items generally Not Allowed:

- T-shirts, sweatshirts, shorts or any other type of clothing for the program participants, outside resources, or program coordinators.
- Promotional items, such as, but not limited to; key chains, dog tags, rulers, pencils, balloons, banners, coffee cups, posters, bumper stickers, and stationery.
- Food. Meals, coffee, bottled water, or any other beverages, candy, donuts, snacks, or any other food items (such as plates, utensils, or paper products).
- Services. Costs for services rendered which are a duplication of the responsibilities of state, county, and city law enforcement, the California Highway Patrol, the school, fire department, emergency medical responders, coroner/local mortuary, hospital, chaplains/counselors, or community groups/other agencies as listed in the Every 15 Minutes Procedural Manual. This program is a community based effort, encouraging members of the community to volunteer time, service, and resources for the common goal of educating teenagers.

- Entertainment. Costs of amusement, social activities, and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- Program Advertising. Costs of billboard space, radio/television air time, and newspaper/magazine advertisement (including articles/ads of appreciation to supporters of the program) for program-related messages and activities.
- Cost of overnight or courier mail service.
- Contributions and donations, including cash, property, and services to others, regardless of the recipient.
- Cost of fund-raising, including financial campaigns, solicitation of gifts, and similar expenses incurred to raise capital (such as selling the E15M program video/DVD) or obtain contributions.
- Scholarships.
- Contest prizes, i.e.; cash and/or gift certificates.
- Salary and/or overtime, i.e.; substitute teacher(s).