

Allowable Match Guidelines

As a general guideline, anything that is allowable as an expenditure is also allowable as match. However, there are a few exceptions for our program:

- Snacks of any kind are allowable as match, as long as they weren't paid for by federal funds. That means that the school nutrition services snacks are not allowable match. But, snacks and treats donated by community members, businesses, or just about anyone else are match.
- The cost limits we have for allowable expenditures do not apply to match. For example, if someone donates college gear, like a \$50 sweatshirt, you can count the full value, as long as you have a receipt to back it up.

The table below is a guideline and may not include all unallowable and/or allowable match.

Intervention	Purpose	Allowable Match = Cannot be paid for by GEAR UP or other federal funds	Unallowable Match
GEAR UP Staff	Provide intentional intervention and support to students to ensure they graduate from high school on time and are eligible for the postsecondary program or school of their choice. The majority of GEAR UP staff time is spent providing direct services to students and families. Additional tasks may include grant management, data collection/entry, and similar tasks.	<ul style="list-style-type: none"> • Time beyond GEAR UP paid time (or contract time) may be allowable match. • You must clearly document that this is in addition to your paid GEAR UP time and you are volunteering. • Some school districts may have policies/practices about this; please check with your personnel office. 	<ul style="list-style-type: none"> • Any staff time paid by GEAR UP funds. • Any GEAR UP staff time that was paid with a stipend, unless the stipend specifically states the number of hours to be worked. If that is the case, refer to allowable column.
Substitutes	Substitutes specifically for GEAR UP related teacher or staff coverage.	<ul style="list-style-type: none"> • The actual wage plus benefits cost to the district. 	<ul style="list-style-type: none"> • Substitute time unrelated to the GEAR UP work plan.
GEAR UP Staff Orientation & Match Training	Annual required training.	<ul style="list-style-type: none"> • All staff present are allowable match. 	<ul style="list-style-type: none"> • AmeriCorps member time. • Staff who are paid by federal funds.
IT Staff	Provide set up, maintenance, and technical support for	<ul style="list-style-type: none"> • Staff time spent directly on GU purchased items. 	<ul style="list-style-type: none"> • General IT support that would occur in

	GEAR UP purchased equipment/computers.		the absence of GEAR UP.
State Work Study (not federal work study)	State Work Study students may work on behalf of GEAR UP, either as paid time or match.	<ul style="list-style-type: none"> Any portion of the student pay that is not paid by GEAR UP is match. This includes any contribution the district makes, or the state's contribution to the costs. 	<ul style="list-style-type: none"> Time must be spent implementing GEAR UP activities, or clerical/administrative support of the program.
Field Trip Chaperones	Staff and parent time may be counted under certain circumstances.	<ul style="list-style-type: none"> Teacher time –beyond the contract day. Parent time - can be counted if they are there to support all students on the trip (or a group of students), Classified time – allowable. GEAR UP paid staff – any time that is not being paid by GEAR UP. 	<ul style="list-style-type: none"> Sleep time for overnight trips is not allowable as match time. Teacher time during the contract day is not allowable. Parents attending on behalf of their child only is not allowable. GEAR UP paid time is not allowable.
Professional Development	Increase the schools capacity to provide career and college advising and support to all students. Professional development must be closely tied to GEAR UP goals, including the (5) What Works Clearinghouse Recommendations.	<ul style="list-style-type: none"> Registration and travel expenses as allowed under state travel guidance, as detailed in the Coordinator Manual. Staff time spend in the professional development activity. Out of state pro-dev may be used as match. Participation by current and future teachers of the cohort is allowable. 	<ul style="list-style-type: none"> Additional costs related to extending travel for personal reasons. Clock hours or fees for credit for pro-dev are not allowable. Staff time and related expenses for staff who are not currently teaching GU students, and will not be in the future.
Consumable supplies	Supplies necessary for program implementation.	<ul style="list-style-type: none"> General office supplies, printing, postage. Office equipment like printers, computers, and supplies for GEAR UP staff. Internet access, phones. 	<ul style="list-style-type: none"> Equipment valued at over \$5,000.

Computers	Support student academic performance and achievement and provide access to career and college information.	<ul style="list-style-type: none"> Computers on Wheels (COWs) and 1:1 computers, only if purchased by district in support of the GEAR UP plan to benefit GEAR UP students. 	<ul style="list-style-type: none"> Computers for staff, including teachers, administrators, counselors.
Furniture	GEAR UP staff office/work space.	<ul style="list-style-type: none"> File cabinets or storage required to adequately safeguard and store GEAR UP materials. Furniture, desks, chairs used by GEAR UP staff. 	<ul style="list-style-type: none"> Equipment valued at over \$5,000.
GEAR UP Partner Programming	Seeds Training http://seedstraining.com/orms814/ , FOCUS Training, http://www.focustraining.com/ , and Challenge Applications, http://www.challengeapplications.com/ , are all official partners of Washington State GEAR UP.	<ul style="list-style-type: none"> These partner providers will document part of their established fees as match for your program. 	
Guest Speakers	Provide motivational and educational guest speakers to increase aspirations and knowledge of life options.	<ul style="list-style-type: none"> Presenters may offer match– you should always inquire about match opportunities. Presenters must be aligned with GEAR UP goals and the What Works Clearinghouse Recommendations. You may include their time and travel expenses (travel expenses must be documented with receipts). 	<ul style="list-style-type: none"> Speakers who do not have a message focused on preparing students for careers and college. Military recruiters.
Washington College Access Network – College Bound Scholarship	Provide information about College Bound Scholarship sign-up and access. May include staff development,	<ul style="list-style-type: none"> WCAN officer time spent with GEAR UP students/families in support of the GEAR UP plan. 	<ul style="list-style-type: none"> WCAN officers working with non-GU students and families.

Regional Officers	parent and/or student events.	<ul style="list-style-type: none"> WCAN staff development. 	
Tutoring or homework assistance	In-class support, before/after school or at lunch tutoring/homework assistance.	<ul style="list-style-type: none"> Teacher time beyond the contract day and not paid for by GEAR UP – for tutoring and homework assistance for GU students only. Other staff who provide this support as part of your GEAR UP plan and are not paid by GU. Snacks provided by a community member or other vendor. 	<ul style="list-style-type: none"> Staff pay for pre-existing tutoring or homework assistance programs. Snacks provided by the federal school nutrition services program. AmeriCorps member time.
College Campus visits, including 2 year, 4 year, and vocational/technical programs	Assist students in making good decisions about college fit and match and aligned with their career interests.	<ul style="list-style-type: none"> Transportation costs. Meals and snacks. Lodging. Cultural experience fees. 	<ul style="list-style-type: none"> Recreational or entertainment costs.
AVID	Increase the school's capacity to offer AVID courses and build a school-wide AVID philosophy and practice.	<p>Summer Institute:</p> <ul style="list-style-type: none"> Staff time spent in conference and during travel time. Registration, lodging, airfare, airport parking, transportation to/from airports, meals <p>AVID Courses:</p> <ul style="list-style-type: none"> AVID library materials. AVID membership fee. <p>Other:</p> <ul style="list-style-type: none"> Director training participation costs. 	<ul style="list-style-type: none"> AVID gear (shirts, bags, etc.). Participants who are not currently GU teachers and will not be in the future.
Student School Supplies	Ensure students have the supplies they need to complete school assignments and fully participate in class.	<ul style="list-style-type: none"> School supply donations secured by GEAR UP staff. 	<ul style="list-style-type: none"> School supplies that are typically given to students by the school.
Family Engagement	Ensure family members have the information they need in order to	<ul style="list-style-type: none"> Raffle donations. 	<ul style="list-style-type: none"> Staff time when paid by GEAR UP.

	support their child in the preparation and planning for graduating on time and being prepared for postsecondary options. Includes financial resources, academic resources, and social and emotional resources. Increase family event participation.	<ul style="list-style-type: none"> • Language interpretation services. • Childcare at the events. • Meals or refreshments donations. • Presenters. • Staff time, if beyond the contract day or paid GEAR UP time. • Mileage when event is off-site and not reimbursed by GU. 	
College Gear	Incentive for student activities and participation.	<ul style="list-style-type: none"> • College logo gear, including clothing, pennants, and other marketing items. • Ask colleges to donate! 	
ACT & SAT	These vendors provide test fee waivers for GEAR UP students.	<ul style="list-style-type: none"> • The cost of the actual test as documented on the ACT test site. Must provide a copy of the student waiver as documentation. • Cost of actual test for GEAR UP students when paid by another source. 	
College Application Campaign Events	Support students in applying to postsecondary programs and institutions.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • USB drives. • College application waivers for GU students. • Incentives for participation. • Meals/refreshments. 	
FAFSA Forecaster, FSA ID, FAFSA/WASF A – 12th Year	Support students in applying for financial aid.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • Meals/refreshments. 	<ul style="list-style-type: none"> • FAFSA application fees – these are fraudulent fees, the FAFSA is always free.

Campaign Events			
Scholarship Search Activities	Support students in applying for scholarships, including using www.thewashboard.org .	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • USB flash drives. • Meals/refreshments. 	<ul style="list-style-type: none"> • Scholarship application or service fees.
College or Senior Signing Day	Events to celebrate students making a decision on their plan for after high school.	<ul style="list-style-type: none"> • Supplies and materials needed for promotion and implementation. • Meals/refreshments. 	<ul style="list-style-type: none"> • Events for non-GEAR UP students.
Math Completion	Activities to support advanced math completion.	<ul style="list-style-type: none"> • Classroom calculator sets. • Supplemental materials to enhance curriculum. 	<ul style="list-style-type: none"> • Textbooks.
Summer Programs	Provide extended school year activities to ensure students are prepared to transition to the next grade level. May be remedial or advanced coursework.	<ul style="list-style-type: none"> • Staff salaries/wages and benefits. • Materials and supplies necessary to program. • Tuition and fees for students not eligible for waivers. 	<ul style="list-style-type: none"> • Must be pro-rated in some cases to determine value for GEAR UP students only.
Summer Camp	Encourage students to explore the world of postsecondary options by participating in a program, camp, or event at a postsecondary institution during the summer months.	<ul style="list-style-type: none"> • Registration fees, lodging, transportation, and meals. 	<ul style="list-style-type: none"> • Fees when students cancel or do not attend.
Student Transportation	GEAR UP field trip or activity transportation, may include all district vehicles.	<ul style="list-style-type: none"> • The actual rate, including driver time that the district charges all programs. • Parent mileage (not reimbursed by GU) for taking students on college visits. 	<ul style="list-style-type: none"> • Cannot exceed the established district rate.
Job Shadowing or Service-Learning	Support students in exploring career options and building workplace skills by providing them access to work	<ul style="list-style-type: none"> • Employer's time spent with student(s) during job shadow. • Employer's time spent preparing, and follow up for job shadow. 	

	environments and employees.	<ul style="list-style-type: none"> • Transportation. 	
Mentoring	Provide students with support through an organized, structured mentoring program. This may include Boys and Girls Club, Check and Connect, Link Crew, or other similar program.	<ul style="list-style-type: none"> • Volunteer mentoring time for staff, students, and community members. • Supplies and materials needed for promotion and implementation. • Salaries/wages for staff beyond the contract day to provide mentoring services. • Training and implementation costs/fees required by the program. 	<ul style="list-style-type: none"> • Student time for peer or near peer mentoring that occurs during the school day. • Teacher mentor time during the regular contract day.
Career Guidance Washington or other advisory curriculum	Ensure students have access to college planning and readiness information throughout their middle school and high school experience.	<ul style="list-style-type: none"> • Library and classroom materials. • WOIS or Career Cruising subscription. • Staff time for coordination and planning for school wide implementation. • Student led conference support. • Meals and refreshments for activities outside the regular school day. • Printing costs. 	<ul style="list-style-type: none"> • Any staff time, product or service provided by the district prior to GEAR UP (supplanting).
GEAR UP Orientation/ Back to School Events and Commencement Events	Encourage participation in GEAR UP activities and celebrate student achievements.	<ul style="list-style-type: none"> • Meals/refreshments for activities if GEAR UP specific information is provided at the event. 	<ul style="list-style-type: none"> • Expenses for non-GEAR UP students.
College/Career Fairs	Provide access to information from college and career representatives. Events may be on school campus or another venue.	<ul style="list-style-type: none"> • Off campus: costs of transportation, chaperones, meals or snacks. • On campus: meals or refreshments for 	<ul style="list-style-type: none"> • College and Career Fairs hosted by community organizations and postsecondary institutions are not allowable match as

		<p>presenters, staff, students.</p> <ul style="list-style-type: none"> On campus: presenter time, travel, and give-aways or other materials. 	<p>they are general available to all students and are not specific to GEAR UP.</p>
School Facilities	<p>The actual rental cost for programs as established by the district may be documented as match for space specifically used by the GEAR UP program.</p>	<ul style="list-style-type: none"> Must be allowable in the district based on established facilities use policy and procedures. GEAR UP may document the cost based on the established rates. 	<ul style="list-style-type: none"> Space usage is not allowable match when the district does not have a policy allowing this, or there is not an established rate.
Non-School facilities	<p>The actual rental cost for off-campus space for GEAR UP program based on established rental fees. For example, using the community center for a family night in a location that regularly charges for the space.</p>	<ul style="list-style-type: none"> GEAR UP may document the cost based on the established rates. The rate used must be based on the established rates for the facility. 	<ul style="list-style-type: none"> Space that is typically free for users may not be used as match.
Indirect Costs	<p>The cost to the district for administering the grant may be billed at the Federal Restricted Rate posted here: http://www.k12.wa.us/safs/FinancialResources.asp</p>	<ul style="list-style-type: none"> The AGENCY recommends that the district contribute the Indirect Cost rate as match to the program, but is not required. If this option is chosen by the district, WSAC will calculate and track this match on your behalf. 	<ul style="list-style-type: none"> Costs for district staff and other district expenditures that are included in the indirect rate calculation.