



Specific Allowable Costs & Guidelines

The rate tables outlined below are subject to approval from the U.S. Department of Education.

Allowable Incentives

Description	Allowable Amount	Purpose
Drawing Item: Grocery store gift card OR gas gift card OR restaurant gift card OR food gift basket	One item per meeting valued at up to \$50	Attendance incentive for family events
Clothing: <ul style="list-style-type: none"> Items w/ GEAR UP Nevada or college message Any printing/setup charges must be included 	Up to \$15 each	Students, staff, chaperones to wear for field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork and safety *All designs must be submitted for approval to GEAR UP offices through NSHE.
Pencils/Pens	Up to \$1 each	Student reward or incentive
Stickers	Up to \$0.25 each	Student reward or incentive
Backpacks	Up to \$20 each	Student reward or incentive
Coffee Mugs	Up to \$5 each	Appreciation tokens for volunteers
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Hats, scarves, bags w/ GEAR UP Nevada or college message	Up to \$8 each	Student reward or incentive
Career or Educational Books	Up to \$20 each	Student reward or incentive
Educational CD's	Up to \$20 each	Student reward or incentive
Educational DVD's	Up to \$20 each	Student reward or incentive
Decorations for events (Flowers, centerpieces, balloons)	Up to \$25 per event	For GEAR UP Nevada events only
Candy	Up to \$1 each	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

(Purchases of music, for example, iTunes gift cards, are considered entertainment and therefore not allowed.)

NOTE: The reward/incentive budget shall be no more than 2% of contractor's total budget each contract year.

NOTE: All GEAR UP Nevada t-shirt designs must be submitted for approval.



Meal, Beverage, and Snack Allowance

NOTE: Any food/beverage purchase totaling \$250 or more per event MUST receive prior approval from the Nevada GEAR UP office through NSHE.

Description	Allowable Amount	Purpose
Meals	Up to \$8 per student, parent or staff	Family/Parent Night Event
Meals	Up to \$8 per student per meal NOTE: We will pay up to \$10 for meals at college campus cafeterias when there is no lower option	Field trips, college visits, test taking
Healthy and nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$1 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (fruit, bagels, donuts, muffins, cookies or crackers and cheese)	Up to \$5 per person per event	Advisory meetings, volunteer meetings, chaperone meetings

Student Classes, Camps, College Credit

Description	Allowable Amount	Purpose
College Classes, online classes for credit retrieval, AP test costs or similar expenses	Allowable	Academic support or enrichment
Individual student camps, on a college campus	Request prior approval	Field trips, college visits or test taking
SAT or ACT tests	Published amount and allowable only if student is not eligible for a waiver	Pre-college tests
College Placement Tests (Compass, etc.)	Published amount when no waiver is available	Placement tests