**NACCHO Gift Card and Incentive Approval Form**

***Instructions:*** *Applicants who propose using federal funding to purchase gift cards as incentives for program participants must fill out this form to request approval for gift card expenses. Allowable gift cards include Visa cash cards as well as gift cards to specific merchants or stores (e.g., Amazon, Target, grocery stores, etc.). Gas cards are not allowable. Applicants should also ensure that proposed gift card amounts are reasonable and aligned with project objectives. For example, gift cards ranging from $10 to $40 per activity completed by a participant are generally acceptable, as long as the justification and responses below demonstrate sufficient adherence to federal funding compliance requirements.*

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| **Name of organization:**  **Activity associated with incentive:**  **Type of incentive/gift card:** |
| **Describe the purpose and projected impact of these gift card incentives in terms of achieving project objectives.** |
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| **Describe the eligibility criteria for participants to receive a gift card incentive, including any activity or activities that participants must complete in order to be eligible. Provide details on the incentive amount awarded per activity, whether a participant may receive multiple incentives for participating in multiple activities, and whether incentive amounts per participant will be capped.** |
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| **Describe any** **state or other legal barriers that exist in your jurisdiction regarding the purchase or distribution of gift cards. If no barriers exist, affirm that there are no known barriers.** |
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| **Describe the process(es) by which your organization will track the storage and distribution of gift cards intended for program participants. Organizations must have a robust tracking system in place for monitoring gift card activities to ensure compliance. This system should include some sort of tracking sheet that includes the names and signatures of each participant who receives a gift card, the amount of gift card received, and the activity completed by the participant. The tracking system should also include details on the total number of gift cards purchased, distributed, and remaining.** |
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| |  | | --- | | **Describe your methodology for determining the number of gift cards to purchase as incentives (e.g., using data on number of planned events or**  **activities, number of participants per event). Confirm that gift cards will be purchased prior to each event for the estimated participants, not in**  **bulk for the entire period of performance.** | |
| **Explain how unused gift cards will be managed (i.e., held for subsequent events or activities that are approved by NACCHO or disposed). Any monetary balance of unused gift cards must be refunded to NACCHO. Awarded agencies are responsible for disposition of unused gift cards.** |
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