ELC Incentive Plan Template

Recognizing that the use of stipends and/or incentives can sometimes be a useful tool to start, expedite, or complete approved ELC activities, the ELC supports their use in certain circumstances. The approval of stipends and/or incentives are done with consideration that these types of tools lend themselves to inherent misuse/abuse so proper control measures need to be implemented.

To allow proper review and support the use of stipends and/or incentives using ELC funding, the recipient must provide the following stipend and/or incentive plan to the ELC Project Officer for review. If any of the below elements are missing or not adequately addressed, then the programmatic support for the use of ELC funds for stipends and/or incentives will be denied.

ELC award providing the funds for this incentive plan:

1. **Justification:** This can include reasons why the stipend and/or incentive is being proposed and the projected impact should the request be denied (e.g., slower adoption of a practice, lower attendance, or completion of a training, etc.).

2. **Cost Savings:** This may not be applicable, however, if the recipient is able to provide an estimate on how the use of a stipend and/or incentive can help defray costs or have a positive return on investment, as defined in monetary terms, then this would strengthen the request.

3. **Defined Amount:** The amount per instance that is projected, as well as the total amount across all intended receivers of the stipends and/or incentives must be provided.

4. **Qualifications for Issuance:** The stipend and/or incentive plan need to include what the individuals who will receive the stipend and/or incentive must accomplish to receive the stipend and/or incentive.

5. **Method of Tracking:** The recipient must provide a system in which the method of tracking the use of ELC funds to provide the stipends and/or incentives will be monitored. Included in the plan should be a way the recipient has safeguards to prevent misuse/abuse.

ELC Incentive Plan: List of Allowable & Unallowable Incentives

While the below list is not comprehensive, it is being provided to give guidance to recipients as they develop their Incentive Plans for review.

Type of Incentive	Allowability
Alcohol	No
Amusement/Theme park entrance	Maybe: If there is a strong justification connecting it to programmatic purpose, then grant regulations (45 CFR 75.438) provides flexibility.
Cash	No
Chain store vouchers	Yes: If the plan includes safeguards against the potential appearance of endorsement of that entity/store/etc.
Commemorative items (e.g., coins, plaques, etc.)	No
Membership Dues: Professional, club memberships, etc.	No
Fare cards (e.g., bus, train)	Yes
Food	No
Gas cards	Yes: If the plan includes safeguards against the potential appearance of endorsement of that entity/store/etc.
Gift card (e.g., VISA)	Yes
Grocery store vouchers	Yes: If the plan includes safeguards against the potential appearance of endorsement of that entity/store/etc.
Haircut vouchers	Yes: If the plan includes safeguards against the potential appearance of endorsement of that entity/store/etc.
Lottery tickets	No
Movie tickets	Maybe: If there is a strong justification connecting it to programmatic purpose, then grant regulations (45 CFR 75.438) provides flexibility.
Sporting events (e.g., baseball games, football games, etc.)	Maybe: If there is a strong justification connecting it to programmatic purpose, then grant regulations (45 CFR 75.438) provides flexibility.