



## Youth Trip Guidelines

Originally Approved: 2018

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### TFF Formal Funding Grant Opportunity

The Tracy Family Foundation (TFF) wants to help organizations and schools send youth and adult chaperones on a service, learning, or spiritual trips that will help them develop into strong, healthy, and resilient youth. Organizations and schools are invited to apply for a Formal Funding Grant to help offset the participant costs for the trip.

### Why is TFF Offering this Grant Opportunity?

TFF believes that when youth embrace emotional health, leadership, spirituality, wellness, and academics, they become strong, healthy, and resilient. Service, learning, and spiritual trips help to develop youth leaders who positively influence their peers and become impactful adults. Youth trips expand youth experiences and develop the skills and connections youth need to shape the future of their community.

### FAQs

#### **Q: Who is eligible?**

**A:** All 501(c)(3) nonprofit organizations and schools located in the West Central Illinois counties of Adams, Brown, Cass, Greene, Hancock, McDonough, Morgan, Pike, Schuyler, and Scott ("Region") who are planning a youth service, learning or spiritual trip in the United States or internationally. Youth is defined as anyone 10-22 years old. The trip destination must be at least 60 miles from the organization's home and outside the Region, and the trip must be at least two nights and three days. Day trips are not eligible for this grant.

#### **Q: Can a church apply?**

**A:** Yes, churches qualify for exemption from federal income tax under IRC section 501(c)(3) and are generally eligible to receive tax-deductible contributions. Churches that meet the requirements of IRC section 501(c)(3) are automatically considered tax exempt and are not required to have formal recognition of tax-exempt status from the IRS.

#### **Q: What will the TFF grant pay for?**

**A:** For trips that have a majority of adults participating and only some youth, the TFF grant will only pay for the youth participants. For trips that have a majority of youth participating, the TFF grant will pay for the youth participants and the adult chaperones participating in the trip.

**For trips located within the United States,** TFF will pay the lesser of \$250 or 50% per person participating in the trip up to a maximum of \$25,000 per group, including youth and chaperones.

For example, if your trip costs \$400 per person and has 10 participants, your grant application could request \$2,000 (\$200 x 10). If your trip costs \$3,000 per person and has 10 participants, your grant application could request \$2,500 (\$250 x 10).

For international trips, TFF will pay the lesser of \$500 or 50% per person participating in the trip up to a maximum of \$25,000 per group, including youth and chaperones.

For example, if your trip costs \$900 per person and has 10 participants, your grant application could request \$4,500 (\$450 x 10). If your trip costs \$2,000 per person and has 10 participants, your grant application could request \$5,000 (\$500 x 10).

A roster of participants or estimated headcount of participants must be included with your grant application. Funding can be applied to the cost of food, supplies, and travel expenses (e.g., lodging, bus rental, gas). Funding will be provided once a final roster of participants is submitted to TFF and must be submitted at least 30 days prior to the trip.

### **Q: How do I apply?**

**A:** Organizations begin the application process by submitting a [Pre-Application](#). Pre-Applications must be submitted at least 60 days prior to the youth trip start date. Pre-Applications allow organizations to provide basic information about their organization and their grant request so that TFF staff can ensure alignment with TFF's focus areas, values, and grant guidelines.

After TFF staff have reviewed an organization's Pre-Application, organizations are notified via email whether they are invited to submit a Formal Funding grant application. The Formal Funding grant application will require the organization to provide more specific details about the trip. Due to limited funds, some grant applications may not receive funding. If funding is awarded, it will be disbursed after a final roster of participants is submitted to TFF. The final roster must be submitted at least 30 days prior to the trip.

### **Q: Do I need to submit a Final Impact Report?**

**A:** Yes. A Final Impact Report (FIR) provides TFF the opportunity to learn about the outcomes of your trip. A FIR must be submitted to TFF within 12 months of receiving funding. The FIR will include the goals and outcomes achieved by the trip, final budget, and expense receipts. In addition, three to five youth and/or adult chaperone participants are required to share a [post-trip testimony via MemoryFox](#) within two weeks of the trip's last day. Multiple participants can share one post-trip testimony together.

### **Q: Who should I contact if I have other questions?**

**A:** Please contact TFF's Executive Director, Dan Teefey, or Program Manager, Megan Costigan.  
Dan.teefey@tracyfoundation.org or 217.773.4411  
Megan.costigan@tracyfoundation.org or 217.257.3702

### **Q: How do I receive TFF updates and learn more about future grant opportunities?**

**A:** [Click here to join the TFF email list.](#)

### **Q: Who is TFF?**

**A:** The Tracy Family Foundation (TFF) was established in 1997 by the Robert and Dorothy Tracy family to advance innovative, collaborative, and sustainable change in Brown County Illinois, and the surrounding region through organizations that share the values of family, faith, education, leadership, and community. TFF seeks to cultivate a philanthropic spirit in all generations of the Robert and Dorothy Tracy family by providing opportunities for the family to give and serve together. Find out more at [www.tracyfoundation.org](http://www.tracyfoundation.org).