

**Cost Sharing Checklist** | Each month, go over this list to see which cost sharing activity your high school can claim for the YCC Grant. Other contributions not on this list may be approved by the Project Director. (Revised 09.19.2014)

<b>Employers</b>	
<b>Cost Sharing Activity</b>	<b>Documentation needed</b>
Paid Work Experience	Pay Stubs from students and/or employer
Summer Employment	Pay Stubs from students and/or employer
Resources from the employer or a company that would be used in classes by the students	Invoices from the employer stating the value of the resource (signed & dated by the company/employer)
Employer staff time associated with the YCC Grant	<b>Cost Sharing Form: all parts completed and signed</b>
Employers serving as mentors to YCC Students	<b>Cost Sharing Form: all parts completed and signed</b>
Employers providing training or educational opportunities to YCC Students and/or teachers	<b>Cost Sharing Form: all parts completed and signed</b>
<b>*Cash Donations toward YCC Programs</b>	<b>*Documentation from the employer and follow up documentation on how the cash donation was spent. (Invoices &amp; receipts with <u>authorized signatures</u>)</b>

<b>Post-Secondary / Training Providers</b>	
<b>Cost Sharing Activity</b>	<b>Documentation needed</b>
Reduced Cost of Tuition: Payment for YCC Students should not be the full amount being charged by a University or Training Provider. Any amount less than the actual cost can be claimed as cost sharing.	Invoices from the University/Training Provider stating the value of the tuition (signed & dated by the provider/organization)
Services such as staff time associated with the YCC Grant; tutoring, counseling, etc.	<b>Cost Sharing Form: all parts completed and signed</b>
Payment covered by Post-Secondary / Training Providers for industry-recognized certification exams	Invoices from the University/Training Provider stating the cost (signed & dated by the provider/organization)
Providing Professional Development for staff: training classes, certifications, educational opportunities toward the YCC Program	Documentation from the University/Training Provider stating the value (signed & dated by the provider/organization)
Staff time associated with YCC curriculum development	<b>Cost Sharing Form: all parts completed and signed</b>
Costs associated with providing campus resources (e.g., classroom space, equipment, libraries, etc.)	Documentation from the University/Training Provider stating the value (signed & dated by the provider/organization)

<b>School District / High School</b>	
<b>Cost Sharing Activity</b>	<b>Documentation needed</b>
High School Connectivity, computer usage – any technology resources used by YCC Students and/or Teachers (% of time per day) Can include classrooms/offices Costs associated with providing YCC Academy resources (e.g., classroom space, equipment, libraries, etc.)	<b>High School Connectivity Form: Signed &amp; dated by High School Principal YCC Career Counselor YCC Academy Teacher</b>
ATC Centers <b>programs/resources</b> that will be used toward the YCC Career Pathways	Documentation from the high school/district stating the value (signed & dated by the high school/district administrator)
Staff time for the YCC Grant: Principals, guidance counselors, curriculum specialist for alignment, program reviews, high school schedules, YCC meetings	<b>Cost Sharing Form: all parts completed and signed</b>
Resources/training provided toward Project Lead the Way that goes beyond funding amounts provided by the YCC Grant; <b>-*PLTW Teachers that teach YCC Students</b>	Invoices from the high school/district stating the cost (signed & dated by high school/district administrator) <b>-*KEDC will gain documentation for the YCC Grant-</b>
<b>-*Funding that goes beyond the amount provided for (1) career counselor and (1) academy teacher</b>	<b>-*KEDC will document for the YCC Grant-</b>
Transportation for students to experience job shadowing opportunities, internships, or apprenticeships not provided by the YCC Grant	Invoices from the high school/district stating the cost (signed & dated by high school/district administrator)