

NEW YORK STATE OFFICE FOR THE AGING

GRANT POLICY MEMORANDUM

USE OF STATE FUNDS FOR TRIPS

**TRIPS MUST BE OPEN TO ANY INDIVIDUAL, 60 YEARS OF AGE OR OLDER.** Trips must be planned and organized to meet the interests and needs of all older adults who reside in your organization's service area. Participation in trips may not be limited to members or other exclusive groups. Trips may not be limited to a group that requires participants come from specific religious, political, or ethnic groups. Furthermore, grant funds cannot be used for trips that in any way can be construed as supporting or furthering a set of religious or political beliefs.

**TRIPS MUST BE MADE AVAILABLE ON A FIRST COME, FIRST SERVED BASIS.** Exceptions can be made when a waiting list is created for a particular trip. If it is not possible to accommodate all individuals interested in a particular activity, your organization may wish to give individuals on the waiting list the first opportunity to attend a subsequent trip.

**PARTICIPANTS MUST BE GIVEN AN OPPORTUNITY TO VOLUNTARILY CONTRIBUTE TOWARDS THE COST OF TRIPS.** Contributions must be voluntary and participation cannot be contingent upon payment. A contribution amount for the entire trip can be suggested; however, grant funds cannot be used to pay part of the cost of a trip with older adults required to pay the remaining cost. **For example, a grantee cannot provide bus transportation with grant funds and require older adults to pay for their own meals or admission fees.**

**GRANT FUNDS WILL SUPPORT TRIPS TAKEN ONLY WITHIN NEW YORK STATE.** There will be no reimbursement with grant funding for any out-of-state travel costs.

**IN ORDER TO ENSURE OPENNESS AND AVAILABILITY, ORGANIZATIONS MUST PUBLICIZE TRIPS THROUGHOUT THE OLDER ADULT COMMUNITY.** This may be done through social media (e.g. Facebook), distributing of posters or leaflets, or public announcements at local congregate meal sites, houses of worship, older adult housing complexes, etc.

**TRIPS SUPPORTED WITH GRANT FUNDING MUST BE REASONABLE IN TERMS OF COST.** Grant funds must be used for trips that allow all older adults desiring to participate an opportunity to do so (subject to the limitation of available funds). Costly activities, such as overnight travel, tend to restrict participation and are not reimbursable with grant funding.

If you have questions concerning trips using state grant funds, please contact our office at (518) 473-4808.