2027-2028 YOUTH-LED FUNDING OPPORTUNY QUESTIONS AND ANSWERS

1. **I am curious if we do submit an application for funding how that funding works. Is this fee-for-service or how does it work?**

   Youth-Led Funding is not a fee-for-service funding model, so organizations will not be reimbursed on a per-participant or per session basis. Applicants will submit a Budget Request with their proposal, outlining how they plan to spend St. Louis County Children's Service Fund (CSF) funds to support the proposed program. Organizations awarded funding will receive funds to spend on items included in the budget approved by CSF and included in their contract.

2. **We have continued to talk about our expansion into Saint Louis County, but we still serve mostly Jefferson County. If we utilize this funding for any of our programming will Jefferson County teens be allowed to attend the program if it is funded by Saint Louis County CSF?**

   CSF expects that its support be limited to those who are eligible according to our published "Residency and Eligibility Policy." However, with group work, eligible participants and non-eligible (non-residents, age non-eligible, etc.) participants may be present. In this case, CSF asks that you assign costs according to the proportion of eligible participants, as accurately as reasonably possible. Also, if awarded funding, please make sure to clearly report to CSF demographic and impact information only for those participants who are CSF-support eligible.

3. **Can you tell me if my organization is chosen to receive funds through the Youth-Led Funding Opportunity, will a follow-up report be required? If so, when and what will be required to report use of funds?**

   Yes, organizations awarded Youth-Led Funding will be required to submit reports demonstrating both impact and use of funds. Specific formats and processes for these will be shared after funds are awarded.

   Awarded organizations will be required to report all expenses on a monthly basis. Agencies must maintain complete records aligned with their approved budget.

Uploaded documentation will be reviewed during periodic desk reviews, and examples of acceptable records include payroll documents, receipts, and proof of payment with the following: invoices and contracts. (Examples of proof of payment include: bank or credit card statements, cancelled checks, etc.)

4. **Would CSF consider a culturally responsive youth wellness model that combines mental health education, African cultural arts, noncompetitive recreation, STEM enrichment, youth leadership, and intergenerational activities to be responsive to the funding priorities?**

   Yes, we would consider this program opportunity. However, for more details on the Youth Advisory Council's (YAC) funding interests, review the Notice of Funding Opportunity and feel free to submit an application and we can go from there.

5. **Would youth who are trained as Teen Mental Health First Aiders, prevention educators, or youth advocates be considered youth leaders for the purposes of this opportunity?**

   Yes, youth who hold positions in organizations are considered youth leaders for this opportunity. However, this only applies to programs who meet the qualifications of our funding opportunity. Please review the Notice of Funding Opportunity for further details.

6. **Can an existing youth leadership program serve as part of the youth-led structure for this new program?**

   Without further information on the program, we cannot provide an answer on this topic. Feel free to submit an application for further review.

7. **Would youth-led mental health and prevention education delivered through peer activities qualify as mental health programming, even though it is preventive rather than clinical?**

   Under our definition of mental health programming, anything that exposes youth to new experiences and helps build skills while also being easily accessible to underserved youth and can help improve mental health is eligible to apply. There are no specified requirements about the funded program needing to involve clinical mental health programming.

8. **Can immigrant and refugee youth be specifically prioritized while maintaining an open program that welcomes youth from all backgrounds?**

Yes. Indicating a target population to be served within your proposal does not mean that you cannot serve other youth as well.

9. **What distinguishes a proposal that is genuinely youth-led from one that is simply youth-serving, and what evidence of youth decision-making will reviewers look for?**

   To us (YAC), youth-led means that a person facilitating the activity has to be under 25 years old.

10. **Are youth stipends, instructors/teaching artists, sports equipment, cultural arts supplies, transportation, food, evaluation, and outreach allowable expenses?**

    Transportation is not an allowable expense. The rest of these expenses are likely allowable, but their relationship to the program should be justified within the Budget Request spreadsheet. Youth stipends may not be offered as gift cards or cash payments.

11. **Our organization is a current Core Partner of the St. Louis County Children's Service Fund, and I am reaching out today to learn if we would be eligible for this new opportunity. The program we would write for would be a summer camp program. This program does not fall under our current Core contract scope. If we do not intend to request reimbursement for these services as a part of our Core contract, may we apply for this funding for our summer camp program?**

    Yes. Organizations currently funded by/contracted with CSF are eligible to apply but may not apply for funding for programs and/or services that CSF is already funding. Organizations previously funded by/contracted with CSF are also eligible to apply.

    a) **To gain further clarity, are you saying that CSF would view our summer camp as a new service not already covered under our current award?**

       Please see the Notice of Funding Opportunity for information regarding eligibility. If you choose to apply for this opportunity, you may use the proposal to demonstrate the distinction between the program already funded by CSF and the proposed program for which you are requesting Youth-Led Funding.

12. **We're curious if there is a cap to the admin/operational costs for this grant, like the CSF Grassroots Grant?**

    No. Applicants may request funding only for the portion of the expense that directly supports this program. Each line-item description should clearly explain what the expense is and how it supports the program as described in your application.

13. **May we pay instructors $50 per hour for classroom instruction and $25 per hour for preparation and planning? Are there restrictions on using different rates for these duties or having two to three paid instructors supporting a class of eight students?**

    The Budget Request should reflect all items an organization is requesting to use CSF funding for during the contract period (March 1, 2027, through February 29, 2028). Each line-item description should clearly explain what the expense is and how it supports the program as described in your application. Applicants may request funding only for the portion of the expense that directly supports this program. Ineligible expenses are listed within the Notice of Funding Opportunity.

    The Youth-Led Funding Opportunity does not have required staff to student ratios.

14. **Are snacks budgeted at $5 per student per session eligible? May we also fund a closing showcase for each cycle, including food for students and invited guests, venue rental, and display materials?**

    The Budget Request should reflect all items an organization is requesting to use CSF funding for during the contract period (March 1, 2027, through February 29, 2028). Each line-item description should clearly explain what the expense is and how it supports the program as described in your application. Applicants may request funding only for the portion of the expense that directly supports this program. Ineligible expenses are listed within the Notice of Funding Opportunity.

15. **Could we budget an average of $300 per student, with individual purchases up to $500, for project supplies, prototype materials, domains, and website subscriptions? Our organization would purchase approved items directly from vendors and retain receipts. Students would not receive cash, gift cards, or reimbursements.**

    The Budget Request should reflect all items an organization is requesting to use CSF funding for during the contract period (March 1, 2027, through February 29, 2028). Each line-item description should clearly explain what the expense is and how it supports the program as described in your application. Applicants may request funding only for the portion of the expense that directly supports this program. Ineligible expenses are listed within the Notice of Funding Opportunity.

16. **May students retain materials purchased and own the resulting websites after completing an entrepreneurship program? May purchased materials be used to create products they sell, or must they be limited to instructional demonstrations?**

    Without further information on the program, we cannot provide an answer on this topic. Feel free to submit an application for further review.

17. **Although schools cannot apply directly, may the organization operate the program in donated school space and recruit through school referrals? What documentation is required to verify participants' St. Louis County residency?**

    Yes, partnerships with schools through use of space or referrals are allowable. Funded organizations should maintain registration or intake records to document participant eligibility in alignment with this funding opportunity and CSF policy. Further information regarding participant eligibility can be found in the CSF Residency and Eligibility Policy.

18. **I am 16 and would lead the program's design, with adult instructors providing on-site supervision. How do the Family Care Safety Registry requirements apply to youth leaders and any participating youth volunteers?**

    The Family Care Safety Registry screening requirement applies to all staff or volunteers over the age of 18.

19. **What minimum insurance coverage would this program require?**

    - Organizations must carry the following insurance coverage during the period of this contract:
        - Commercial General Liability (CGL):
            - Minimum limit of $1,000,000 per occurrence.
            - If necessary, commercial general umbrella liability insurance shall be maintained to meet this requirement.
            - Coverage shall be written on ISO occurrence form CG 00 01 04 13 (or an equivalent substitute form) and include: premises and operations liability, independent contractors' liability, products–completed operations liability, personal and advertising injury liability, contractual liability (including tort liability of another assumed under a business contract)
        - Workers' Compensation and Employer Liability Insurance: Coverage and limits as required by law in the State of Missouri, or in the state where the organization employs workers.

- Funding contracts will include additional information regarding optional coverage as applicable.
- Additional Requirements
    - St. Louis County and St. Louis County Children's Service Fund (CSF) shall be endorsed on the CGL policy as additional insureds.
    - Policies must provide thirty (30) days' written notice to CSF prior to cancellation or any material change in coverage.
    - The additional insured endorsement shall read as follows: *St. Louis County Children's Service Fund,* 6763 Page Ave., Ste. 201, St. Louis, MO 63133

20. **Is entrepreneurship enrichment an eligible approach when it includes structured wellbeing activities and mental health awareness education? Must those components be delivered by a licensed mental health professional?**

    Please review the funding priorities and eligibility requirements in the Notice of Funding Opportunity. Wellbeing activities and mental health awareness education, if provided within the proposed program, do not require a licensed mental health professional.

21. **If our organization currently has no employees and plans to hire contract instructors, what E-Verify enrollment and documentation are required?**

    Organizations that have no paid employees are not required to participate in the E-Verify program.

22. **Are indirect costs allowable in the budget? If they are allowable, what is the maximum rate that can be included?**

    An indirect rate may not be applied in this budget, but indirect costs may be listed. Each line-item description should clearly explain what the expense is and how it supports the program as described in your application. Applicants may request funding only for the portion of the expense that directly supports this program.

23. **If the program operator is a Missouri nonprofit corporation whose federal 501(c)(3) determination is pending, may it apply through a qualifying Missouri 501(c)(3) fiscal sponsor under the eligibility language in the NOFO?**

    Yes.

24. **If using a fiscal sponsor, should the fiscal sponsor hold the required 2026 Candid Gold Seal of Transparency, or must the sponsored organization also have its own Gold Seal?**

    The fiscal sponsor should hold the required 2026 Gold Seal of Transparency.

25. **Whose E-Verify MOU (memorandum of understanding) and notarized Work Authorization Affidavit should be uploaded — the fiscal sponsor's, the sponsored organization's, or both?**

    Both. Both MOUs will need to be combined into one PDF in order to upload to SurveyMonkey, as well as both affidavits.

26. **If using a fiscal sponsor, may the applicant organization remain the program operator while the fiscal sponsor serves as the eligible contracting/fiscal entity?**

    Yes.

27. **If a fiscal sponsor charges an administrative/fiscal-sponsorship fee, is that fee an allowable cost in the Youth-Led Funding budget request? If so, which budget category should be used?**

    Yes. This can be included on the "Contract Services" sheet. Please describe the responsibilities of the fiscal sponsor and how they relate to the proposed program in detail in the column "Activities Related to This Program."

28. **Our proposed youth-led programming would specifically serve youth who reside in St. Louis County. We are considering hosting one of the grant-funded activities an at our organization's home office, which is located in St. Louis City. Would programming funded through the Youth-Led Funding Opportunity be eligible if the participants are St. Louis County youth but some activities are held at our St. Louis City office? If the location of the programming must be within St. Louis County, could you also clarify whether there are any exceptions for organizations whose offices are located outside of the County but whose programs specifically serve County residents?**

    There is no requirement as to where programming occurs.