



Minnesota DEED Grant Reimbursement Information

Please submit a monthly submission by the 15th of each month.

Please submit your reimbursement form (FSR) to Don Seemann via email at dseemann@bgc-tc.org when possible. His direct phone number is 651-200-4109.

[Download Club-specific reimbursement forms](#)

- Below are the categories that your club will use when filling out your report:

881 - Participant Wages and Fringe Benefits: Wages and benefits paid DIRECTLY to youth participants while engaged in program activities. Benefits should typically include (where applicable) workers' compensation, Medicare and FICA. Stipends provided for participating in approved program activities should be included in this category.

885 - Direct Services to Youth: Costs associated with providing direct service to youth, *EXCLUDING* costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

891 - Support Services: Items that are necessary for a youth to participate in the program, such as transportation, clothing, tools, childcare, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor

Please note that these definitions above are the State's definitions of allowable expenses in each category.

- **Clubs cannot exceed their annual grant budget without approval of the Alliance Distribution Committee.**
- When submitting your FSR for both Participant Wages and Direct Service, clubs will need to submit the following documentation:
 1. [Timesheets /activity sheets](#) for each person charged to the grant. Please make sure that your columns and rows add up correctly, if applicable.
 2. Payroll register for each person charged to the grant

3. Insurance invoices (health, dental, life, LTD) and 401 K or 403 b

- When submitting your FSR for Support Services, clubs will need to submit the following documentation:
 1. Receipts or invoices for non-payroll items. Please ensure that the receipts / invoices are legible and remember that sales tax is not an allowable reimbursable expense.
- After the first submission, please remember to UPDATE Column B each time with the numbers from Column D so that the year-to-date is accurate.
- In your FSR form file are detailed instructions on how to fill out the FSR, but if you still have questions, please contact Bryan, Don or Jackie.

Contact Information:

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