



BOARD POLICY YOUTH TRAVEL TRUST FUND REQUIREMENTS

Section:	Administration	
Subject:	Youth Travel Trust Fund	
Effective Date:	February 25, 2026	Review Date: February 18, 2026
Approved: February 25, 2026		

AUTHORITY

Section 111.850(8) of the Kids Hope Alliance enabling Ordinance Code designates the Kids Hope Alliance Board of Directors as "the agent of the City for purposes of determining and authorizing the allocation of a travel grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients." The Ordinance further directs the Board that "procedures shall be established and amended as necessary to meet the mission of the program and the current needs of the community."

PURPOSE:

The purpose of this policy is to delegate authority to the Chief Executive Officer (CEO) of the Kids Hope Alliance (KHA) to administer and implement the Youth Travel Trust Fund in accordance with the provisions of the City Ordinance. This delegation enables timely, consistent, and equitable review and allocation of travel funds to eligible youth-serving organizations.

POLICY

1. Delegation of Authority

The Board of Directors authorizes the CEO to allocate funds from the Youth Travel Trust Fund to requesting organizations in a manner consistent with the requirements of Section 111.850 of the Ordinance Code and any other applicable City regulations, in an amount not to exceed \$10,000 per applicant.

2. Eligibility and Allocation Criteria

In administering the Youth Travel Trust Fund, the CEO shall ensure that each request is evaluated using the factors outlined in the Ordinance, including but not limited to the following:

- **Organizational Qualifications**
 - Evidence of the organization's formation or structure.
 - Current proof of all required licensure.
 - Verification that the organization operates within Duval County.
- **Public Access**
 - Membership or participation must be open to as large a portion of the public as possible.
- **Financial Requirements**
 - The organization must receive at least 50% of its travel funding from sources other than the Youth Travel Trust Fund.
- **Purpose of Travel**
 - Travel must be connected to an invitation recognizing and resulting from outstanding performance or achievement **or**
 - Travel must be educational or developmental in nature and provide participants with unique experiences.
- **Community Benefit**
 - The organization must provide a service to the community upon return from travel.
- **Prohibited Uses**
 - Travel funds may not be used for ongoing program costs or general operating expenses.

3. Equitable and Consistent Review Process

The Board directs the CEO to ensure that all allocation requests are reviewed in an equitable, transparent, and consistent manner, using standardized procedures and documentation.

4. Conflict of Interest Review

- If a requesting organization has involvement from an employee of the Kids Hope Alliance, the request must be submitted to the City's Ethics Department for review of any potential conflict of interest.
- Any KHA employee with an affiliation to a requesting organization shall not participate in any portion of the application review, evaluation, or decision-making process.

5. CEO Recommendation Requirement

The CEO shall be required to review all Youth Travel Trust Fund committee evaluations and provide a written recommendation to the Board concerning each request prior to any Board action.

6. Opportunity for Presentation

The Board shall afford each requesting organization an opportunity to make either an oral or written presentation to further justify or explain its respective appropriation request. Such presentations may be scheduled at the discretion of the Board.

7. Board Approval Requirement

All requests for funding from the Youth Travel Trust Fund must receive formal approval by the Board before any funds are awarded or disbursed.

Board Secretary's Signature: _____

(In the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: Meredith Feiscu

Date: 3/19/24