

In this presentation, we will explore the match funding element of a federal RFP, including the sources and types of funds that the match component can be derived from.

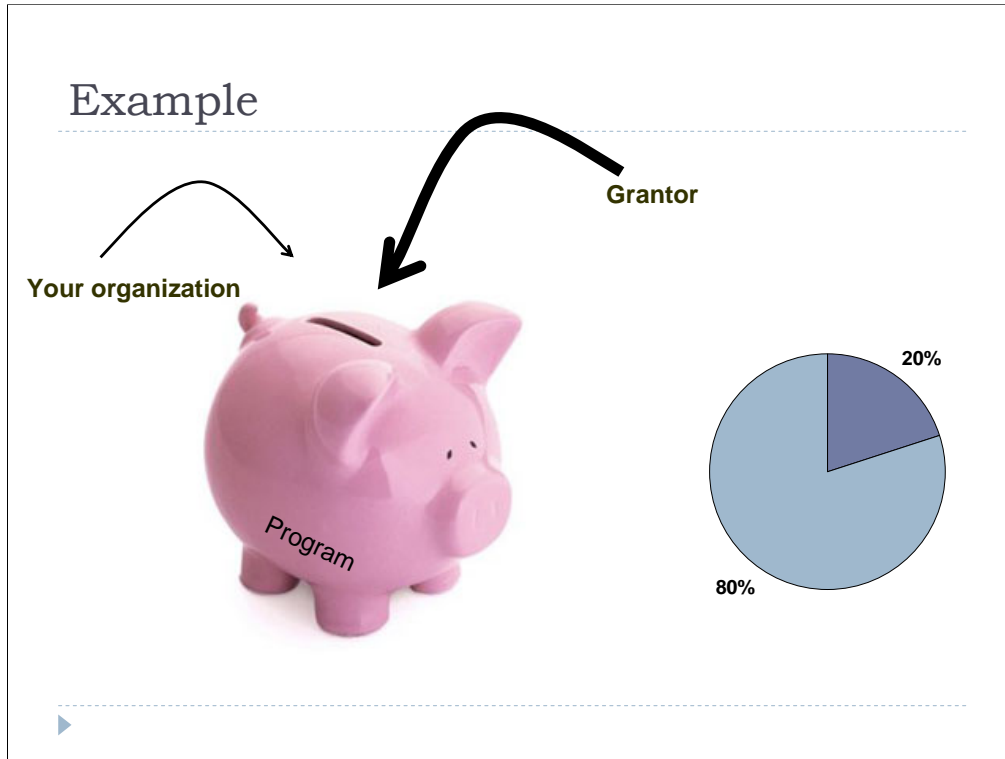
What is matching?

- ▶ You pay for a set portion of project
- ▶ May be required
- ▶ Cash matching always works



You will want to check the RFP early in the review process to see if a match is required. If so, this means that your organization must come up with a portion of the cost of the project. **This matching component assures the funding agency that there is more support for the project than just the funds they provide.**

Matching works on a percentage basis of the total project. Although matching may translate to an automatic “no” to applying if the organization does not have the funds to provide the match, cash matching from your organization’s cash flow or from state and local funds always works as long as these funds have not been earmarked by any other federal matching arrangements.



For example, if the total project will cost \$100,000 and the RFP matching component is 80/20, your organization must come up with 20%, or \$20,000, and the federal grantor will cover 80%, or \$80,000. Likewise, if the matching component is 50/50, the grantor would cover \$50,000, and your organization would be required to come up with \$50,000. The source(s) of your organization's match percentage must be identified and documented in the RFP response.

In-Kind Matching



▶ Some RFPs allow matching “In-Kind”

▶ Examples:

- ▶ Retired school teacher’s time
- ▶ Hours devoted to the project by staff
- ▶ Other overhead costs
- ▶ Foundation grant funds



Aside from liquid cash funding, there may be other possibilities to satisfy the match requirement. In-kind, or non-cash, contributions may be a permitted source of reaching the match threshold. An example of an in-kind match might be the donation of time by a retired school teacher helping with after-school tutoring. Depending on the RFP, the cost of her time may be allowed as a matching component.

Matching might also be in hours devoted to the project by staff paid by your organization or a partner organization. Donated contributions to overhead costs such as a portion of utilities, office rent, etc. might also be allowed.

Multiple Match Sources

Always have a back-up plan for match requirement

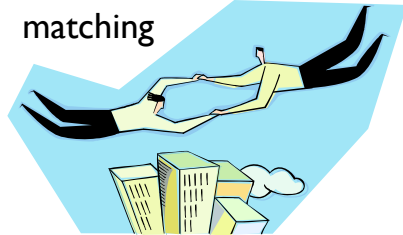


You may be able to fulfill a federal grant matching requirement with foundation grant funds, but there are not guarantees with any grant submissions. So it is very important that you don't rely on getting one grant to fund another's matching requirement.

In any event, you will need a backup plan for your match requirement. A contingency plan of this type can also contribute to the legitimacy of your RFP response.

Optional Matching

Possible “Extra Credit” for matching



Check RFP-Some do not want the additional paperwork.

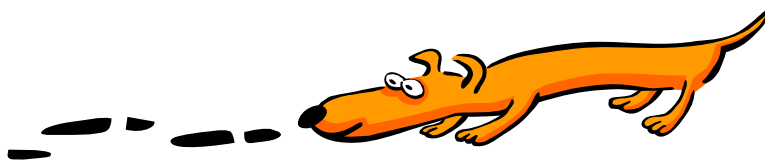


On the other hand, some grants do not require a match but give “extra credit” if you provide it. Usually that is outlined in the RFP. If it is not specified in the RFP, keep in mind that some grants do not want to mess with the paperwork of optional matching. Ask the grant administrator if it is not specified in the RFP.

Tracking Expenditures



Systematically record all expenditures that make up your percentage of the match



Tracking your expenditures on a specific program for which you will be matching funds for a federal grant will likely be more detailed than for other grants that do not require matching. You must show the exact composition of your match percentage of the program budget.

A system should be put into place prior to beginning the grant so that this critical piece is executed properly. Often an excel spreadsheet can be set up to track items.

Review

- ▶ Always consider matching
- ▶ In-Kind
- ▶ Review the specific RFP requirements



Whether or not it is required, matching will usually strengthen your proposal so make sure to consider it as an option. Matching can come in many forms so be sure to examine your options when trying to put together the match. And, finally, make sure you understand what the RFP says about matching as sometimes it is not wanted for a grant.