



## HOW TO CALCULATE MATCH GUIDANCE– Education and Training Event Sponsorship (ETES)

### **Requirement:**

You must provide 25% of **total** ETES costs, so 25% of the total ETES costs come from grantee and 75% from the Council.

If the applicant is in Baltimore City or Somerset County, the match required is 10%.<sup>1</sup>

### **Formula:**

(Be certain to divide by 75% not 75 and multiply by 25% not 25)

Funds Requested divided by 75% = Total ETES Funds

Total ETES Funds minus Funds Requested = Grantee Match

Verify accuracy: Total ETES Funds X 25% = Grantee Match

### **Examples of how to calculate:**<sup>2</sup>

If requesting \$3,000:

Step 1: \$3,000 **divided by** 75% = \$4,000 (total cost of the event)

Step 2: \$4,000 **minus** \$3,000 = \$1,000 (grantee match requirement)

Step 3 (to verify calculation accuracy): \$4,000 **x** 25% = \$1,000 (grantee match is 25% of the total)

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<sup>1</sup> For proposals from these areas, substitute 10% for 25% in the examples.

<sup>2</sup> The amount requested is provided for purposes of illustration only. The amount of Council funding actually requested should be substituted for \$3,000.