



HOW TO CALCULATE MATCH GUIDANCE – Small Grants

Requirement:

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

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

Formula:

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

Funds Requested divided by 75% = Total Grant Funds

Total Grant Funds minus Funds Requested = Grantee Match

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

Examples of how to calculate:²

If requesting \$5,000:

Step 1: \$5,000 **divided by** 75% = \$6,667 (total cost of grant)

Step 2: \$6,667 **minus** \$5,000 = \$1,667 (grantee match requirement)

Step 3 (to verify calculation accuracy): \$6,667 **x** 25% = \$1,667 (grantee match is 25% of the total)

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

² The amount requested is provided for purposes of illustration only. The amount of Council funding actually requested should be substituted for \$5,000.