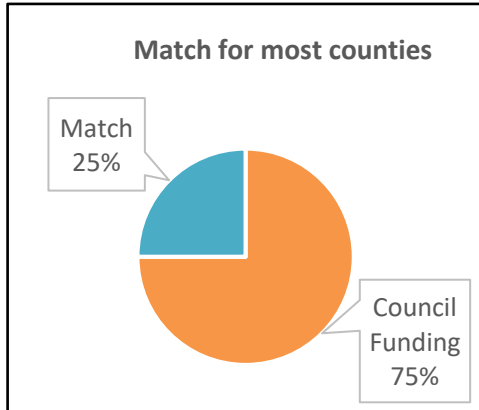




Match Instructions

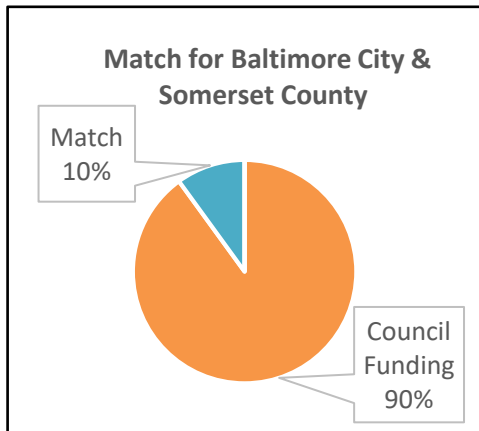
*These requirements are based on federal law.
Contact Council staff for help, if needed.*

Requirements



When the Council funds a grant, we can cover up to 75% of the total cost of the project.

The individual or organization that gets the grant is called the “grantee.” The grantee must provide at least 25% of the total cost of the project. This is called a “match.” There are different ways to provide a match.



If the project will take place in Baltimore City or Somerset County, the Council can provide up to 90% of the total cost of the project. The grantee must provide at least 10%.

Different types of match

Cash match

This is money (funding) you or another organization contributes to the project.

This **cannot** be federal funding.

In-kind match

This includes things that support the project. Examples include:

- Volunteer Hours

- Donated office or meeting space
- Donated materials, supplies, and equipment
- Donated professional services

To be counted as match, these must be directly related to the project.

Your match can be:

- All cash
- All in-kind
- Or a combination of cash and in-kind

How in-kind match is counted

- Volunteer hours: valued at \$27.50 per hour.
 - This includes anyone who contributes directly to the project but is not paid. Examples are advisory committee members and speakers.
 - Example:
5 volunteer advisory committee members x 4 meetings x 2 hours per meetings = 40 volunteer hours. 40 hours x \$27.50 per hour = \$1,100 match.
- Reduced fees from presenters, consultants, and other professionals: the match is the difference between what they usually charge and what they are charging the project.
 - Example:
A consultant will work on the project for 500 hours. Their usual fee is \$100 per hour. They are setting their fee at \$75 per hour for your project. $\$100 - \$75 = \$25$ per hour contribution. $\$25 \times 500$ hours = \$12,500 in-kind match.
- Donated time from professionals: based on their current salary and benefits.
- Donated supplies, materials, and meeting space: what they would have cost if you paid for them.
- Office space: the cost of the office space used for the project. The amount is based on the percentage of space used for the grant compared to how much is used for other activities of your organization.
 - Example: An organization has 20 full time employees in the office and 1 of them will work full time on the Council grant. 1 out of 20 is 5%. So 5% of the entire staff will be working on the Council grant. So up to 5% of the organization's rent can be charged to the Council grant.

- Indirect cost: these are costs that support the project but are not included anywhere else in the budget. They include things like administrative support, utilities, and audits. Indirect costs applied to a Council grant can be up to 10% of the total direct costs listed in the budget.

What cannot be used as a match

- Federal funds.
- Funding or in-kind support that is used to match another federal grant.
- Expenses that are not directly related to the project the Council is funding.
- Expenses related to buying real estate.

How to figure out your total match

You are the “grantee.” This is how you figure out the “grantee match.”

The amount of funding you are requesting from the Council = Funds Requested.

Funds Requested divided by 75% = Total Grant Funds.

Total Grant Funds minus Funds Requested = Grantee Match.

To check that you have the right match amount: Total Grant Funds X 25% = Grantee Match.

Make sure you divide by 75% not 75 and multiply by 25% not 25.

For proposals from Baltimore City or Somerset County, use 10% instead of 25%.

An example of how to calculate your match

If you are requesting \$20,000 from the Council and you are required to provide a 25% match:

- Step 1: \$20,000 **divided by** 75% = \$26,667
- Step 2: \$26,667 **minus** \$20,000 = \$6,667 (grantee match requirement)
- Step 3 (to double check for accuracy): \$26,667 **x** 25% = \$6,667 (This confirms that your match is 25% of the total)