

Demystifying Match

Types and Sources of Match: Match may be provided in cash or as an in-kind contribution in any budget category.

- **Cash Match:** A specified amount of ***non-federal dollars*** budgeted for the funded project in addition to the grant award amount. Any items paid for with dollars are cash match such as personnel expenses.

Possible Sources of Cash Match: Local VALE funds, United Way funds, District Attorney's local budget, annual fund raiser, other non-federal funds used to pay a portion of the supervisor's salary for the grant funded position, the non-grant funded portion of the grant project employee's salary, or other non-grant funded portions of the project. ***Federal funds can never be used as match for CVS grants.***

- **In-Kind Match:** A specified amount of ***non-cash contributions*** (assigned a dollar value) designated for the funded project in addition to the CVS grant award amount. A good example of in-kind match is unpaid volunteer time that has been assigned a dollar value, based on the agency or market value of the services in your community.

Possible Sources of In-Kind Match: Volunteer hours valued at a reasonable hourly rate considering the services provided (if using volunteer hours for match, explain how you established your hourly rate for volunteer hours), or office space valued at \$15 per square foot that has been donated to the project.

Helpful Information About Match:

- Federal funds may **never** be used as match.
- Round **up** to the nearest dollar if the cents is **\$.50 or more**.
- **Do not over-match.**
- **Do not under-match.**
- Because it is simpler to track, you are encouraged to use either cash **OR** in-kind match (not both) whenever possible.
- You are not required to have match in every budget category for which you request grant funds, in fact, it is recommended that you limit match to one budget category, whenever possible. Personnel and volunteer hours used as match should all be entered into the personnel match field, not spread out among various budget categories.
- Your accounting system must be able to track the exact matching funds, so it is in your best interest to keep the match as simple as possible.

Calculating Match for Your CVS Application:

- OVP requires applicants to provide 25% match when applying for CVS funds.
- To calculate the total match required, you should follow the following formula:
 - *Total Amount Requested* divided by 3 = *Total Matching Funds Required for Application Purposes* (cash, in-kind or combination)
 - **Example:** $\$75,000/3 = \$25,000$
- If you think of your project and the total amount of money you will need to fully carry out your project, then match is part of that money (or in-kind service) that is essential to reaching 100% of what your project needs.
 - *Total Amount Requested* plus *Required Match* = *Total Project Costs*
 - **Example:** $\$75,000 + \$25,000 = \$100,000$