OFCY MATCHING FUND REQUIREMENTS

OFCY funded programs must have other funding sources for their programs in addition to the OFCY grant. This projected match is shown in the Projected Match column in the Scope of Work – Budget.

Grantees may not use one OFCY grant as a match for another. For example, if a grantee has a $150,000 grant from OFCY directly and subcontracting agreements on another OFCY grant for $30,000, the subcontracting agreement dollars may not be used as a match for the direct grant. Further, a collaborative may not use an OFCY grant received by one of its partners or subcontracting agreements as a match.

Cityspan Quarter 3 Match Report
At the end of Quarter 3, grantees must complete the Match Report as part of their Quarter 3 Progress Report. In this Match Report, grantees are responsible for accounting for **ALL (100%)** of matching funds reported in the Projected Match column in the Scope of Work – Budget. For each source of funding, grantees will be required to enter the Source, Amount, and Type of Funding. The Type of Funding field will be a drop-down list consisting of Philanthropic Grants, Contracts/Service Agreements, Corporate Donations, Individual/Private Donations, In-kind Donations, Volunteer In-kind Support and Program Fees.

Submission of Hardcopy Supporting Documentation
Additionally, grantees are required to upload support documentation into Cityspan accounting for at least 25% of the OFCY grant award by the Quarter 3 Reporting deadline.

Applicant Type	Minimum Match Documentation Requirement
Single/Lead Applicant	**25% of OFCY grant award** (up to 5% in-kind and minimum 20% cash match)
Collaborative	**25% of OFCY grant award** (up to 5% in-kind and minimum 20% cash match)
Small and Emerging	**25% of OFCY grant award** (up to 15% in-kind and minimum 10% cash match)

Acceptable match documentation for uploading into Cityspan include:
Philanthropic Grants
- Copies of award letters from foundations or private donors on donor's organizational letterhead.
- Copies of checks, bank statements or payment schedules with grant identified.

Contract/Service Agreements
- Copies of Contract/ Services agreements with funding amount
- Copies of checks, bank statements or payment schedules with the grant agreement/service agreement identified

Corporate Donations
- Copy of letter documenting the donation on donor's organizational letterhead
- Copies of accompanying checks, bank statements or payment schedules
- If you received funding from a philanthropy setup by a corporation, please label it as a Philanthropic Grant instead of a Corporate Donation. For example, a grant you proposed and

received from Salesforce Foundation, the philanthropic arm of Salesforce.com, should be designated as a Philanthropic Grant.

Individual/Private Donations
- Submit a ledger or financial report from your accounting software showing a list of donations received with dates
- Proof of deposit per each donation. This could include copies of checks, bank deposit slips or bank statements.

In-Kind Donations
- Definition - donations of space, services or supplies provided by another organization at no cost to the grantee project.
- The in-kind donor cannot be the same as the grantee organization.
- A copy of letter on donor's organizational letterhead documenting the monetary value of the in-kind donation must be submitted.

Volunteer In-Kind Support
- The default rate for calculating the value of volunteer time is the current City of Oakland minimum hourly wage. If the volunteer services provided are professional in nature, (such as mental health counseling, legal assistance or health care) a higher cost per hour can be used to calculate value.
- Volunteers cannot be a consultant or employed by the grantee organization.
- Documentation – a copy of the volunteer sign-in.

Program Fees
- Submit a ledger or financial report from your accounting software showing a list of program fees collected with dates
- Proof of deposit per each program fee collected. This could include copies of checks, bank deposit slips or bank statements.