

## OFCY Matching Fund Requirements

Matching funds refers to all program funding above the OFCY award that is necessary to provide the services at the proposed levels. Grantees must show funding that equals at least 25% of the OFCY grant award as a program match. This minimum 25% match of OFCY program funding must be a cash match and must support the costs of the OFCY funded program. This projected match amount 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. Additionally, school site facility or regular school costs may not be used as match.

### Cityspan Match Report

At the end of Quarter 3, grantees must complete the Match Report as part of their Quarter 3 Progress Report. For grantees only operating and reporting summer programming, the Match report will be due as part of the Quarter 1 Progress Report.

In this Match Report, grantees are responsible for accounting for **ALL (100%)** of matching funds 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.

- **Source** – Type in the full proper name of the funding entity or source. Do not use acronyms.
- **Amount** – Enter the dollar amount that supports the OFCY funded program.
- **Type of Funding** – Choose from a drop-down list of choices consisting of Philanthropic Grants, Government Grants and Contracts, Corporate Donations, Individual/Private Donations, and Program Fees.
  - If you received funding from a philanthropy setup by a corporation, please label it as a **Philanthropic Grants** instead of a Corporate Donations. For example, a grant you proposed and received from Salesforce Foundation, the philanthropic arm of Salesforce.com, should be designated as a Philanthropic Grant.
  - If you received funding from an individual who setup a donor advised fund through a foundation, please label it **Philanthropic Grants** instead of Individual/Private Donations.

### Submission of Supporting Documentation

Additionally, grantees are required to upload support documentation into Cityspan Match Report accounting for at least 25% of the OFCY grant award in the Cityspan Match Report. Acceptable match documentation for uploading into Cityspan include:

### **Philanthropic Grants**

- Copies of award letters from foundations or private donor-advised funds setup through a foundation on donor's organizational letterhead.
- Copies of checks, bank statements or payment schedules with grant identified.

### **Government Grants and Contracts**

- Copies of government grant or contract agreements with funding amount and date term.
- Copies of checks, bank statements or payment schedules with the government grant or contract agreement identified.

### **Corporate Donations**

- Copy of letter documenting the donation on donor's organizational letterhead.
- Copies of accompanying checks, bank statements or payment schedules.

### **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.

### **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.