

WORKSHEET FOR IDENTIFYING MATCH CONTRIBUTIONS

(yellow areas open for you to enter data)

This worksheet is only a guideline and tool to help you identify and categorize possible match contribution sources - although you may need to be in detail to calculate the category costs for your particular project. It is not part of the application form, nor does it necessarily contain all the possible contributions. But you may find it useful in identifying where your match sources might be and their estimated value. When you actually raise match to keep match tracking records to justify the match you reported as raised in case of an audit. The other pages of this workbook give you some options to use to track different kinds of match - although you can also use your own methods.

NOTE: Every grant is different in what you may or may not be able to use as match or what constitutes "hard cash" or "in-kind match" - this worksheet is designed for the CSCB Natural Resources Matching Grants Program Rules.

IMPORTANT GUIDELINES FOR MATCH:

You cannot use contributions if they are of State origin (cash, time or materials) - except CSCB Direct Assistance.

You cannot use contributions if they have already been used in a match elsewhere by anyone - that would be "double dipping".

You must apportion contributions where they are not 100% attributable as valid match

eg. A meeting attendance being used as match was only 40% time about your Matching Grants project, the remaining time was spent on other top of the time/costs can be used as match

HARD CASH MATCH

	<u>Method of Calculation to \$</u>	<u>Total \$ Value</u>
District General or other non-state funds for:		
Project Materials	\$ amount	
Project labor (non administration)	hrs x hrly rate	
Project equipment leasing	\$ amount	
Project travel costs (mileage, meals, accommodation)	rate x mileage/\$ amount	
Cash donations to District from non-state partner A for project costs	\$ amount	
Cash donations to District from non-state partner B for project costs	\$ amount	
Cash donations to District from non-state partner C for project costs	\$ amount	
District grant administration time - paid District personnel max 30hrs at hourly rate	hrs x hrly rate	

District project administration - paid District personnel at hourly rate	hrs x hrly rate	
Indirect Costs - District owned building spcae	\$ amount	
Indirect Costs - District paid utilities	\$ amount	
Indirect Costs - District paid insurances	\$ amount	
Landowner purchased materials (for cost-share projects)	\$ amount	
Landowner work time (for cost-share projects)	hrs x hrly rate	
Total Cash Match		\$0

IN KIND MATCH

Board member labor - administration	hrs x hrly rate	
Board member labor - non-administration	hrs x hrly rate	
Donated labor from partner A	hrs x hrly rate	
Donated labor from partner B	hrs x hrly rate	
Donated labor from partner C	hrs x hrly rate	
Donated materials from partner A	\$ amount	
Donated materials from partner B	\$ amount	
Donated materials from partner C	\$ amount	
Donated travel costs from partner A	rate x mileage/\$ amount	
Donated travel costs from partner B	rate x mileage/\$ amount	
Donated travel costs from partner C	rate x mileage/\$ amount	
Donated equipment costs from partner A	\$ amount	
Donated equipment costs from partner B	\$ amount	
Donated equipment costs from partner C	\$ amount	
Donated indirect costs from partners	\$ amount	

Total In-kind match	<u> \$0</u>
Total match	<u> \$0</u>
(must = or + award request)	
Award request	<u> \$200</u>
cash match % of match reqt.	<u> 0</u>
(must be 50%+)	

NOTES:



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