



KITTATINNY RIDGE CONSERVATION LANDSCAPE 2019 - 2020 MINI-GRANT PROGRAM MATCH RECORDING AND REPORTING GUIDELINES

What is match?

All Kittatinny Coalition mini-grants require a dollar for dollar local match. This match can be in the form of cash, materials, services performed by the Grantee, volunteers and professionals or a combination of all. The match must originate locally; no portion can originate from DCNR funding.

How do I report and document match?

When you submit a Kittatinny Coalition mini-grant invoice you will include the invoice total and match total and provide proof of match obtained such as copies of paid invoices, letters describing provided match, time sheets, cancelled checks, etc.

Donated Grantee Services

Eligible in-kind values are for services, support and/or labor provided by the Grantee organization or paid staff of the Grantee to perform all/part of the approved activities as stated in your Grant Agreement. Only the value of the services, support and/or work tied directly to these activities will be eligible for in-kind credit. Examples may include: a portion of the salary and benefits for Grantee's employee assigned to manage the Kittatinny Coalition project; the portion of rent, office supplies, etc.; or cost of administrative support to manage grant (should not exceed 5% of total award amount).

How to report (examples):

- Staff services: Total number of hours provided @ normal hourly rate = Total Donated Value.
Documentation: Employee time sheet showing hours devoted to grant.
- Service/support: Phone - \$ 20 a month X 16 months = \$320.
Documentation: Phone bills indicating percent being charged to the Kittatinny Coalition.
- Adm. Support: Cost of administrative support – not to exceed 5% of total PFW CL award.
Documentation: Letter describing this support and donated value.

Donated Professional Services

Eligible in-kind values are for donated materials/items and professional services provided at no cost to the Grantee by firms or individuals possessing specialized/expert skills and knowledge to perform professional services related to the approved activities as stated in your Grant Agreement. Examples may include: qualified design professionals preparing construction or planning documents, speakers for educational programs, website design and maintenance, the cost of a heavy equipment operator to do excavation or items or materials donated specifically for the Kittatinny Coalition project.

How to report (examples):

Services: Total number of hours provided @ normal billable hourly rate = Total Donated Value.
Documentation: Letter from donor stating details of donation: description of work performed (where, when, what, who) and dollar value of donated hours/services.

Materials: The exact value of donated materials/items.
Documentation: Copy of paid invoice or receipts for donated materials.

Donated Volunteer Services

Eligible in-kind volunteer values are for services and labor NOT PAID by the Grantee to perform all or part of the approved activities as stated in the Grant Agreement. Only the value of tasks related to the Grant Agreement will be considered eligible for donated volunteer services credit. The Volunteer In-kind rate for Pennsylvania may be found here: <https://independentsector.org/resource/the-value-of-volunteer-time>. (Be sure to select PA on the map.) Generally, volunteers should be familiar with the project and able to provide related services.

How to report (examples):

Volunteer: Total number of hours provided @ \$ XX.XX an hour. = Total Donated Value.
Documentation: Volunteer in-kind sheet (provided by Kittatinny Coalition) showing hours donated and description of work accomplished.

Cash match

Eligible values for cash may originate from fundraising, donations and/or other non-DCNR grants.

How to report (examples):

Cash: Total of cash available/donated to project = Total Donated Value
Documentation: Letter from donor/funder or list of donors/funders documenting gift(s)/grant(s).

Project expenses must be incurred between contract date and 12/15/20.

All projects, related costs and funding must conform to PA DCNR Community Conservation Partnership Program Guidelines: <http://www.dcnr.state.pa.us/brc/grants/index.aspx>