

CERTIFICATION OF EXTERNAL MATCHING FUNDS For Connecticut Humanities Fund Grants

Your grant's required *external cash match* may be achieved with a variety of sources.

- To verify external cash donations please ***include either a copy of the donor check or a letter from your donor*** that states the amount of the contribution and its intended use on your grant-supported project.
- If a single donation is made to your organization for more than one program or purpose the donor must specify the amount of the total gift being dedicated to the grant-funded project.
- The grantee organization must sign an External Cash Certification Letter indicating they have received contributions from sources outside their organization intended for use on a grant-funded project. (See p.2 for a sample certification letter)

1. Donors and Program Sponsors

- For 501(c)3 grantees appropriate sources for external matching funds are:
 - Corporations
 - Foundations
 - Individuals (see below for additional details on individuals)*
 - Federal government
 - Municipal government
 - Ad hoc groups
- For municipal grantees appropriate sources for external matching funds are:
 - Corporations
 - Foundations
 - Individuals (see below for additional details on individuals)*
 - Federal Government
 - Ad hoc groups

2. Fundraisers

The external cash match may also be raised by aggregating small donations from a specific fundraising event.

- The event must be promoted as a benefit for your grant-funded project
- Any donation of \$100 or more made for the event must be recorded separately on our financial report forms.
- Anonymous donations over \$100 are not acceptable as an external cash match.

There are some specific exclusions from external cash matches, such as:

- funds from organizations or individuals that have a financial interest in the grant-funded project (such as a contractor who will be hired to carry out the project)

- persons directly involved in the project such as staff members of the grantee organization, or a spouse or close relative of project staff members
- Cash or resources from the grantee organization may not be used as external cash match
- Funds from the State of Connecticut
- In-kind donations of goods and services made to the grantee organization

SAMPLE DONOR LETTERS

Letters certifying contributions of \$100 or more that will be used as External Cash Match for State funds should follow this format:

1. External Cash Donor Letter – Single Donation

I certify that **(amount of contribution)** has been donated in the form of gifts, grants or sponsorships to **(name of grantee organization)**. The entire contribution was made in support of **(project title)**, **(CTH project number)**.

Signed **(donor)**

2. External Cash Certification Letter – One donation with multiple uses

I certify that **(amount of contribution)** has been donated in the form of gifts, grants or sponsorship to **(name of grantee organization)**. I designate that **(\$##, ###)** of that amount will be used in support of **(project title)**, **(CTH project number)**. These funds meet the criteria for external cash match and they will be expended for project purposes during the grant period.

Signed **(donor)**

Note: ATTACH A COPY OF EACH DONOR CERTIFICATION LETTER WITH YOUR FINANCIAL REPORT FORMS FOR DONATIONS \$100 AND OVER.