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)

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• 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.*