

## CERTIFICATION OF EXTERNAL MATCHING FUNDS For Implementation Grants

For Implementation Grants, Connecticut Humanities (CTH) requires the following documents certifying your external matching funds:

1. Either a copy of the donor check(s) or a letter from your donor that states the amount of the contribution and its intended use on your grant-supported project. (See p. 2 for a sample donor letter)
2. 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)

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

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 individually 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 Donor 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)**

## **SAMPLE EXTERNAL CASH CERTIFICATION LETTER**

Your organization must sign a letter stating that the external cash received were intended for use on a grant-funded project.

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 was used in support of **(project title)**, **(CTH project number)**. These funds meet the criteria for external match, and they were expended for project purposes during the grant period.

Signed **(Grantee)**