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)