



# Grant Match Explanation

## Summary of Match

Many Federal, State, and Foundation grants require a match. Match requirement is based on a percentage and vary based on the Notice of Funding Opportunity (10%,20%,50%). Match is calculated from the total project cost. Many of the rules governing matches are consistent but can vary by funding source.

### **Cash Match:**

The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization's own funds (general revenue) or cash donations from non-federal, non-state third parties (i.e partner organizations). A cash match contribution is an actual cash contribution

### **In-Kind Match:**

Third-party goods/services/time/expertise. The fair market value of goods and services must be documented and to an extent feasible supported by the same methods used internally by the non-federal or non-state entity.

### **Examples:**

- Voluntary Labor
  - Based of the general volunteer rates (unless specialized)
    - Independent Sector
  - <https://independentsector.org/research/value-of-volunteer-time/>
  - Based off of the granting agency

- Allowable volunteer wage rate may be determined by the granting agency
- Travel Nevada uses the Volunteer time worksheet for recipients to complete and attach as their match.
- Donated Goods
  - Computers, software, furniture, office equipment
- Donated Services or Property/Space/Land
  - Mail services, transportations services

## Accountability and Match:

Volunteer services need to be documented and to the extent feasible supported by the same methods used by the recipient for its own employee's time and attendance records.

**Code of Federal Regulation: 2 CFR 200.333** requires that recipients of federal funds retain records in order to: Provide historical evidence and proof of accomplishments, verify matching share requirements are met and documented the exact source of match, track and review information for future reference and program evaluation, prepare for an audit and other accountability measures.

## Sample Grant Match Calculations:

### Example:

- You were awarded by Travel Nevada \$20,000 and your Match Percentage is 50% (cash or in-kind contributions)
- Travel Nevada's Share percentage is 50%

### Math Problem:

- **Determine total project cost (awarded amount)**
  - \$20,000
- **Determine Travel Nevada Share (ie: 50%)**
  - Total project cost multiplied by Travel Nevada Share percentage
  - $\$20,000 \times .50 = \$10,000$
- **Determine Cost Share/Match (recipients responsible match)**
  - Total project cost multiplied by recipient match percentage
  - $\$20,000 \times .50 = \$10,000$

- **Check the math!**
  - **Travel Nevada share plus cost share/match equals total project award**
  - $\$10,000 + \$10,000 = \$20,000$
- **You can do this math with whichever percentage your Notice of Funding is mentioned on a grant.**

### Reimbursements:

Reimbursements are a detailed account that justifies claimed expenses, including description of the expenses, their alignment with grant objectives, and supporting documentation. This process promotes transparency and accountability in the use of grants funds.

Example: The recipient is requesting a reimbursement of \$15,000 from Travel Nevada, which represents a share of the total expenses. To qualify for this reimbursement, the recipient had to spend a total of \$30,000 as indicated by a paid invoice associated with their grant submission to Travel Nevada. Allowing the recipient to recoup a portion of their costs while fulfilling the grant's requirements. The match can also be volunteer hours at the rate of \$34.79 an hour and must submit a worksheet reflecting the volunteers worked.

Description of Costs	Reimbursement Requested (\$)	Total Expenditures (Include both grant funds and your matching funds)
a. Paid Advertising		
b. Public Relations		
c. Travel Trade		
d. Organization assets	\$15,000	\$30,000
e. Conferences		
f. Travel Nevada Co-op		
g. Market Research/Strategic planning		
h. Administrative (Territories only)		
i. Other (please describe)		
<b>TOTAL COSTS:</b>	<b>\$15,000</b>	<b>\$30,000</b>