



Understanding Grant Match Requirements

How is “grant match” defined?

Grant match is the portion of projects costs that is not covered by grant funding provided by the Harbor Centre Business Improvement District. The applicant(s) must contribute the balance to complete the project. Every Harbor Centre BID grant requires a 1:1 match, which means that for every dollar of grant requested funds, there needs to be a dollar of matching funds provided.

What counts as a grant match?

Match can either be cash or an in-kind contribution.

Cash - the most common type of match, and the easiest to track, is a cash match. Cash match is either the grantee organization’s own funds or cash donations from third parties (partner organizations). A cash match is project cost actually paid for by the project applicant.

In-Kind Contribution - in-kind contributions are project contributions other than cash. Examples of in-kind contributions include value of:

- Donated labor from project applicants, employees, or volunteers
- Donated professional services
- Donated supplies or construction materials
- Donated equipment
- Free usage of privately owned equipment

In-kind contributions can come from project participants or from third parties. For grant purposes, “third parties” are neither the State of Wisconsin agency nor the project sponsor. Common examples of third-party match include:

- A local volunteer donates her time to prepare swag bag hand-outs for the grant project event. The donated value of the volunteer’s time (based on an hourly rate) can count as grant match.
- Local contractor donates his services to complete work directly related to the grant project. If the contractor does not charge for his services, the donated value of the contractor’s time (based on his normal hourly rate) can count as grant match.
- The local hardware store donates nuts, bolts, and other construction materials for a grant project. The retail value of those materials is allowable third-party in-kind contribution to the project.

How do project sponsors properly document grant match?

1. Develop accurate project budget that shows total project costs, grant amount, cash match, and in-kind contributions.

NOTE: Cash or in-kind contributions used as grant match for one grant project shall not be used as match for another grant project.

2. Track expenditures based on established budget.
3. Maintain proofs of purchase and proofs of payment for all project expenditures.
4. Maintain documentation that shows value for all in-kind contributions.