

MATCH REQUIREMENT

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By statute, a grant made under the Grants to Combat Violent Crimes Against Women (which includes STOP Violence Against Women Formula Grants, STOP Violence Against Indian Women Discretionary Grants, Grants to State Sexual Assault and Domestic Violence Coalitions, and Grants to Support Tribal Domestic Violence and Sexual Assault Coalitions) may not cover more than 75% of the total costs of the project(s) funded. (42 U.S.C. § 3796gg-1(f).) State and tribal governments may satisfy this match requirement with either cash or in-kind services and may require subgrantees to provide all or part of the match. Match may be made by the grantee or passed on to any or all subgrantees. We encourage states to take into account the ability of subgrantees to match the Federal funds in deciding whether and how much of the required match to pass on to subgrantees.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local, and community resources to the purposes of the project. The costs of activities counted as match must be directly related to the project goals and objectives. In-kind match must be documented in the same manner as grant-funded activities.

Following are specific examples of sources of match and how they should be calculated:

1. For Indian tribal governments, funds appropriated by the Congress for the activities of any agency of an Indian tribal government or of the Bureau of Indian Affairs (BIA) performing law enforcement functions on any Indian lands may be used to provide the non-Federal share of the cost of programs or projects funded under this grant program. (§ 42 USC 3796gg-1(g)). For example, BIA law enforcement funds may be used to the extent that they are being used for violence against women related activities. One way to calculate this would be based on the percentage of cases that are violence against women related (number of violence against women cases divided by total number of cases). Another way would be based on the amount of time spent by the BIA law enforcement investigating these cases. If a tribal government has questions about whether a particular type of Federal funds may be used as match, they should contact their program manager.
2. Funds contributed from private sources or state and local governments may be a source of match. For example, if the program receives cash donations or money from the United Way, this may be used as a source of match. Such funds should be used for program costs which may satisfy the match requirement. If a state has a grant program for purposes consistent with the STOP Program funded through state money, then it may use that program as match at the state level. If it does not do so at the state level, then grantees of that program could use their grants as match. For example, in California, an extra fee is added to the cost for

marriage licenses with the proceeds supporting domestic violence programs. The funds collected through this program could be used for match.

3. If the state, tribe, or another agency (such as a police department, prosecutors office, or local business) provides office or other space for the project, certain costs related to the space may be used as match. If the state, tribe, or another agency owns the building or space, this cost may not be charged in the grant to federal funds or used as match. Costs such as maintenance, utilities, insurance, security, janitorial services and the like may be used as in-kind match. If a leased building is donated, the rent may be used as match. Related expenses such as utilities and insurance should be based on actual cost. Programs also may receive short term donations of space, such as a room to hold a meeting or a training event, which may be used as match.
4. The salaries of any personnel that are working on grant-related purposes but are not paid with grant funds may be used. For example, if the state is paying the STOP administrator out of non-Federal funds, the administrator's salary may be used as match. Also, if any of the administrator's support staff are paid with non-Federal funds, then those salaries also may be used as match to the extent that the staff are working on the grant project. A prosecutor or law enforcement officer who works on violence against women issues but is paid through state, local, or tribal funds (or certain federal funds for tribal grantees- see item one, above) may be used as match. In addition to the salary for such personnel, the cost of fringe benefits may be included in the match. The distribution of salaries and wages to awards must be supported by personnel activity reports and must be maintained for all staff members whose compensation is charged to awards.
5. If the project has an advisory council and the members are not compensated for their time, the time spent by those members may be used as match. In addition, related meeting costs, such as transportation costs and preparation time of the members, may be used as match to the extent they are not covered by Federal funds. Time for advisory members should be consistent with regular rates paid for similar work in other activities of the organization or the rates should be consistent with those paid for similar work in the labor market if these services were not donated. Note, this is based on the work the member is actually doing for the organization, not based on his or her career. For example, an attorney on the advisory board should not count for a higher amount than a victim advocate on the advisory board unless the attorney's role is specifically to provide legal advice.
6. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the program or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match. These services should be valued at the rate of compensation paid for similar work by the organization or the labor market. For example, if an

advisory board member who happens to be an attorney volunteers to review some employment contracts, her time for reviewing the contracts may be valued at her billable rate. However, her time attending advisory board meetings and other tasks related more generally to the advisory board should be calculated as described in item five, above. Volunteer services must be documented.

7. Donations of services can be used as match. For example, a local printing company may agree to print some training materials at no cost to the program. Other examples of donated services may include web space and services, other computer services, legal services, translation services, telephone services and accounting services for the program as well as psychological counseling, job training, medical services, taxi and hotel vouchers, and child care services for victims. The services could be provided by an individual volunteer or by a company. These services should be valued at the fair market value for the services, or what the agency would have to pay for the services if they were not donated.
8. The reasonable value of donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations both from individuals and from companies such as supermarkets of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture or computers. Reasonable value for the items may be determined by the cost of similar items in the locale, considering the nature and condition of the item.