

## Ten Ways To Meet Your AmeriCorps Match!

- Staff time spent on project/program—This includes training, member/volunteer supervision and program oversight as well as other staff time working on necessary staff functions related to meeting the goals and objectives of the project/program. Ensure that you keep track of actual time and use salary and benefit amounts paid.
- Space used for project/program services—Ensure that you pro-rate for amount of time the project/program is using the space and the value of using the space can include a portion of the utilities and maintenance costs.
- Variety of supplies necessary to run project/program—This includes photocopying, office supplies and materials, postage, AV equipment, phone, fax. Use the fair market value of these supplies that represents what you would have to pay for these supplies if they had not been donated.
- Indirect or Administrative costs—Organizations that have a federally approved indirect cost rate can use it as match less the amount of the grantee share. Organizations that do not have a negotiated indirect cost rate can use up to 10% of total administrative costs.
- Cash or in-kind contributions from community organizations or individuals.
- Transportation provided at no cost to the project/program—This transportation could be by bus, truck or car. You can use the federal IRS approved mileage rate multiplied by the number of miles traveled.
- Donation of supplies—This includes project/program supplies necessary to accomplish program goals and objectives. For example: plants, seeds, trees, film, masks, art supplies, gloves, books, etc. Use the fair market value of these supplies that represents what you would have to pay for these supplies if they had not been donated.
- Additional discounts given to the project/program above and beyond those available to the general public provided by local vendors. It is best to get the vendor to note the additional discount directly on the invoice.
- Grants or other funds that are obtained and used to further the goals and objectives of the project/program.

- Project/Program Income. Either asking community partners to contribute funds towards the project/program in exchange for an AmeriCorps Member's services or providing a service such as clearing trails in exchange for a fee.

The basic rule of thumb is that you can count most reasonable and necessary items that are used to meet the goals and objectives of the project/program. It is essential that match is appropriately documented. Document the basis for determining the fair market value of personal services, materials, equipment, buildings, and land. Give the donor a receipt signed by the donor that includes: Name of donor, date of donation, description of item/service and estimated fair market value.