

IN-KIND MATCH REQUIREMENT

PERSPECTIVES FROM THE FIELD

The information below is offered as example material to help you think through options for meeting match for your federal award. Always check with your federal grant manager to ensure your specific plans work with the program through which you receive your grant funding. In general, changes in how your organization proposes to meet its match requirement must be reviewed and approved through a Grant Adjustment Notice (GAN).

Summary of Joan Brody's Remarks

- Think outside the box about how to legally meet match in a remote environment.
- Use your network to broaden match sources.
- Connect with peers to exchange information and share match ideas with one another.
- Make sure in-kind match strategies fall within scope of the grant.

Think Outside the Box

Start by reviewing a typical week in your organization and write down all the people your organization interacts with in order to provide services to victims. You may be surprised by how many “partners” are involved in your delivery of services. Now quantify how much time these partners spend working with you and you are well on your way to meeting your match requirement.

While working with a victim services agency struggling to find an in-kind match, I asked them to tell me how a victim arrived at their agency. After reviewing a single victim's case, they realized they had not captured any of the time the local police department spent with a victim of human trafficking including finding a safe strategy to meet with them, be referred, and drive to the victim services agency. Today, these detectives track and share their time and costs, often overtime, with their victim services agency. The time is now used as part of this agency's OVC in-kind match contribution.

Use Your Network

People want to help; they often don't know how. By explaining the needs of your organization, to both internal and external contacts, you open a door for others' generosity.

Contact private donors who have supported the organization in the past and explain the requirements of your match. They may be able to assist with a cash match or services to help with an in-kind match. Asking never hurts and can lead to future opportunities.

A nonprofit needed to come up with the remainder of match funding and asked their accountant to run a query of all costs associated with administrative functions or administrative overhead expenses related to developing and carrying out general business policies, secretarial functions, accounting, legal services, and other office-related business costs. Some of these costs could include the following expenses.

- *Rent/mortgage*
- *Office and administrative space expenses*
- *Repairs, maintenance*
- *Office furniture*
- *Copying machine costs*
- *Postage*
- *Cell phones and contracts*
- *Computers and equipment costs*
- *Salaries and benefits for directors, accounting, legal, and non-manufacturing staff*
- *Insurance*
- *Office supplies*

This client ended up with a multi-paged printout and found the needed match via a well thought out and justified percentage of accountant costs (annual audit), their copying machine, and office supplies.

Connect with Peers

This is a good time to remotely brainstorm with others about creative match strategies. Some of the best grant match strategy ideas come from peers in other organizations, especially peers

who have won grants. Peers can provide insight on their successful match ideas and offer an outsider's perspective on possible opportunities for your organization.

A non-profit operates a program in a rural area. The state juvenile justice agency and child welfare agency often refer victims to their program and once admitted drive them to the location. The transportation costs, lodging for the state employee, etc. may count toward their match requirement. Similarly, the state also schedules and funds family visits at a local hotel. These items could count toward the nonprofit's match. Looking at state funding to determine what state-derived revenue supports your program is also a great source for in-kind match, and it can be easily tracked and verified.

Note: State programs funded with federal funding cannot be used towards match.

A Word About Tracking

It is extremely important to track all match items, both cash and in-kind. Start simple, have a plan in place, and work with your grant program manager to adjust your tracking process if additional detail is needed. Your federal grant manager can advise you on how to adequately track the information needed to show you have met your match requirement.

Additional Information

Contact the Office for Victims of Crime, Human Trafficking Capacity Building Center at contact@ovc-htcbc.org or 1-844-682-0411.