

## Match Report Guidelines

Date:

Organization:

Primary Contact:

Telephone:

Email:

Website:

Grant Period:

Listed below are the guidelines needed to submit the Match Report, **due on or before assigned due date**. The match payment will be released upon receipt and approval of your report indicating that you have matched the challenge portion of this grant.

The report should include:

- ✓ Statement on company letterhead stating that the match was met;
- ✓ Copy of appeal letter or donation solicitation (if applicable);
- ✓ List of individuals and organizations who contributed to the match, including amounts;
- ✓ Copy of the contribution cover letter (if provided) and a copy of the check, if the funds contributed are from a single organization or donor.