

Using the Match/Challenge:

1. What is the difference between a matching grant and a challenge grant?

A matching grant is a grant intended to encourage and incentivize members of the community to donate to an organization. It requires a specified amount of funds to be raised from other sources on a dollar for dollar basis or another stated matching factor. The matching grant is paid in equal amount(s) to the funds raised from other sources.

A challenge grant is a grant intended to help an organization reach a specific fundraising goal. It requires a specified amount of funds to be raised from other funding sources before TLLF's grant is released. If the specified level is not met, the grant is not paid.

2. What does it mean when a match is for new, increased and lapsed donations?

Matching grants for new, increased and lapsed donations are intended to encourage and incentivize donors to give to your organization for the first time, increase their current donation above the prior year's donation and return givers after two fiscal years without giving to your organization.

For new donations, the entire donor's gift qualifies toward the match total.

For increased donations, only the increased portion of a donor's gift may be counted toward the match. *An example:* Last year a donor gave \$25 to your organization. This year, as a result of TLLF's match, the donor increased his/her gift to \$75. In this case, only \$50 of the donation would qualify toward the match total.

For lapsed donations, only donors that have not given in the current fiscal year or given in the immediate past fiscal year may be counted. *An example:* In FY2013, a donor gave your organization \$25. He/she did not give any amount to your organization in FY2014, but responded to the match in FY2015 with a gift of \$25. In this case, the entire \$25 donation would qualify toward the match total.

3. Can we count pledges towards the match/challenge total?

No, unless otherwise notified by your Program Officer. This will also be specified in the terms of your grant agreement.

4. When can our organization begin publicizing the match/challenge?

Your organization can begin publicizing the match/challenge as soon as it is officially awarded. Please note that your Program Officer must approve the language for all marketing and communication materials (including press releases).

5. How do we know when our match/challenge grant time period is over?

Your match/challenge time period is specified in the terms of your grant agreement. Please note that once match/challenge terms have been successfully met, you may no longer leverage (advertise) the grant, regardless of the stated deadline in your grant agreement.

6. What happens if we don't meet the full match or the challenge?

If your organization does not meet the full matching grant, you will receive an equal amount to the funds raised from other funding sources based on a dollar for dollar requirement or other stated matching factor.

If your organization does not meet the full challenge, your organization will not receive funds from TLLF.

7. Can we request an extension if we have not met the match/challenge in the original designated time period?

If your organization has not met the match/challenge due to extenuating circumstances, please contact your Program Officer directly to discuss the possibility of an extension. All match/challenge grant extensions are exceptions and must be approved by TLLF's Board of Directors.

8. Is there a geographic limitation to gifts that can be counted towards the match/challenge?

There is no geographic limitation on gifts that can be counted towards the match/challenge grant, unless indicated by your Program Officer or indicated in the grant agreement.

9. Can we count gifts made at 3rd party events towards the match/challenge total?

No, unless otherwise notified by your Program Officer.

10. If we achieve the match/challenge, when will we receive payment?

This information will be provided by your Program Officer and included in the terms of your grant agreement.

Match Documentation & Reporting:

11. How do we report our match/challenge grant results?

TLLF has a match/challenge grantee report that will be assigned to your organization when the grant is awarded. Your organization will be expected to provide a full report of the match/challenge using TLLF’s grants management system. Please see the [“Upload & Report”](#) page of the TLLF website. A reminder with the report’s due date will be sent to the reporting contact of your organization 30 days prior to it coming due. Please note that no funds will be released prior to proof of achievement through appropriate documentation.

12. How do we document that we met the match/challenge?

Proof requirements for your match/challenge gift will be specified by your program officer and reiterated in the terms of your grant agreement.

For a detailed list, the final documentation should be provided in excel spreadsheet format and include the names of donors, their amount credited toward the match and a final total of donations raised towards the match/challenge. Matches for new, increased, and lapsed donations should be reported in the format below (*this spreadsheet can be found on our [website](#) under the Path to Funding tab*):

Name of Organization:	
Match/Challenge Terms:	
Match/Challenge Expiration Date:	

Donor Last Name	Donor First Name	New, Increased, Lapsed	Last FY Gift Amount	This FY Gift Amount	Qualified Gift Received Date	Qualified Amount
<i>Doe</i>	<i>John</i>	<i>New</i>	<i>\$0.00</i>	<i>\$100</i>	<i>6/21/2017</i>	<i>\$100</i>
<i>Smith</i>	<i>Jane</i>	<i>Increased</i>	<i>\$50</i>	<i>\$100</i>	<i>7/30/2017</i>	<i>\$50</i>
<i>Thompson</i>	<i>Suzy</i>	<i>Lapsed</i>	<i>\$0.00</i>	<i>\$200</i>	<i>8/15/2017</i>	<i>\$200</i>

Total:
\$350

13. When is our grant documentation due?

The due date for your match/challenge documentation can be found in the cover email sent to your primary contact along with TLLF’s grant agreement. We encourage your organization to report results of your match/challenge grant to TLLF as soon as possible following achievement.