**Standard Operating Procedure for Providing a Match in Public Grant Applications**

**1. Purpose** To ensure compliance with public grant requirements, this Standard Operating Procedure (SOP) outlines the steps necessary for identifying and documenting matching funds prior to submitting grant applications.

**2. Scope** This SOP applies to all departments, teams, or individuals involved in applying for public grants that require a financial or in-kind match.

**3. Definitions**

* **Match:** A contribution of cash, in-kind services, or resources that meets the requirements of the grantor and is used to complement grant funding.
* **Written Commitment:** A formal document, such as a letter of commitment, signed by an authorized individual or organization, confirming the provision of the match.

**4. Responsibilities**

* **Grant Manager or Coordinator:** Responsible for overseeing the identification and documentation of matching funds.
* **Finance Department:** Ensures the availability and proper allocation of cash matches.
* **Program Director:** Confirms the valuation and compliance of in-kind contributions.

**5. Procedure**

**5.1 Preliminary Planning**

1. Review the grant’s guidelines and requirements to determine the specific match type, amount, and acceptable sources.
2. Convene a meeting with relevant stakeholders to discuss potential sources for the required match.

**5.2 Identifying Match Sources**

1. Determine the potential sources of matching funds, which may include:
   * Internal budget allocations.
   * Third-party contributions (e.g., private donors or partner organizations).
   * In-kind services or resources.
2. Confirm the availability and compliance of each match source with grant requirements.

**5.3 Securing Written Commitments**

1. For cash contributions, obtain a formal letter or documentation from the funding source indicating the amount and availability of funds.
2. For in-kind contributions, secure written documentation specifying the nature, value, and timing of the contribution.
3. Ensure all written commitments are signed by an authorized representative of the contributing entity.

**5.4 Documenting the Match**

1. Maintain a record of all written commitments, including:
   * Source of the match.
   * Type (cash or in-kind).
   * Valuation and supporting documentation.
   * Contact information for the source.
2. Store all documentation in a centralized, secure location accessible to relevant personnel.

**5.5 Pre-Submission Review**

1. Conduct a final review of the match documentation to ensure completeness and compliance with grant requirements.
2. Include a summary of the match in the grant application as required by the grantor.

**5.6 Post-Submission Monitoring**

1. After submission, monitor the availability and utilization of the match throughout the grant period.
2. Notify the grantor of any changes to the match source or amount, if required.

**6. Records Management**

* Retain all match documentation for the duration specified by the grantor or organizational policy, whichever is longer.