



## **Professional Services Match Report Guidelines**

*“Telling the Whole Story of America’s Greatest Challenge, 1860-1875”*

In compliance with federal reporting procedures, the Tennessee Civil War National Heritage Area is required to track any matching contributions associated with Heritage Area projects. Please document any time, services, cash contributions, and donations of products and services associated with your project on the form below.

Examples of matching contributions include (but are not limited to) volunteer and/or staff time, cash donations, and supplies and services donated from individuals or organizations. Please include copies of receipts if applicable. (Note: the Tennessee Civil War National Heritage Area’s contributions to the project should NOT be included in your match report).

Please be as specific as possible when describing match items. To calculate volunteer hourly rates, visit [http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time) for the current rate. (As of October 2017, the current rate for volunteers in Tennessee is \$22.16/hour). For staff time, please use the staff member’s hourly rate based on that individual’s annual compensation. For professional services such as carpentry, graphic design, etc., use the standard rate that the individual typically charges. An additional timesheet is included on the final page in the event that your project has more than one volunteer or staff member working on it.

If you have any questions, please contact Laura Holder at [laura.holder@mtsu.edu](mailto:laura.holder@mtsu.edu) or 615-217-8013.

**Tennessee Civil War National Heritage Area**  
**Match Report Example:**

**Organization Name:** Friends of Best County Courthouse  
**Project:** Courthouse exhibit panels

<b>Service or item:</b>	<b>Description:</b>	<b>Donated By:</b>	<b>Total Value:</b>
<b>Volunteer Hours</b>	<b>John Doe – 10 hours of research in county archives</b>	<b>John Doe, Local Volunteer</b>	<b>\$221.60</b>
<b>Staff Time</b>	<b>Courthouse Clerk – 10 hours of research into courthouse records</b>	<b>Best County government</b>	<b>\$300</b>
<b>Supplies and Services</b>	<b>Design (\$250) and printing (\$350) for 2 exhibit panels</b>	<b>Johnson Printing Company</b>	<b>\$600</b>
<b>Cash Donation and/or Grant Funds</b>	<b>\$500 grant</b>	<b>Tourism grant from Best County Convention and Visitors Bureau</b>	<b>\$500</b>
<b>Other</b>	<b>Easel to display photographs</b>	<b>Jane Doe, Member of the Friends Group</b>	<b>\$100</b>
<b>Total:</b>	<b>N/A</b>	<b>N/A</b>	<b>\$1,721.60</b>

**Signature**

**Date**

**Signature of Authorized Representative**

**Date**

**Tennessee Civil War National Heritage Area  
Match Report**

**Organization Name:**

**Project:**

<b>Service or item:</b>	<b>Description:</b>	<b>Donated By:</b>	<b>Total Value:</b>
<b>Volunteer Hours</b>			
<b>Staff Time</b>			
<b>Supplies and Services</b>			
<b>Cash Donation and/or Grant Funds</b>			
<b>Other</b>			
<b>Total:</b>			

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**Signature of Authorized Representative**

**Date**

**Tennessee Civil War National Heritage Area  
Match Report Supplement  
Staff/Volunteer Timesheet**

Name and Organization:	Type of work:	# of Hours:	Hourly Rate:	Total:

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**Signature of Authorized Representative** **Date**

\*Please complete this sheet for any staff members or volunteers that contributed time to your project. For staff, please provide documentation of the hourly rate. As of October 2017, volunteer hours in Tennessee are calculated at \$22.16/hour. Please see the Web site [http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time) for any updates to this figure. If volunteers perform specialized work that is valued at a higher rate, please note that in the "Type of Work" section.