



Match Report Guidelines

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

May 2020

Each federal dollar received from the Tennessee Civil War National Heritage Area must be matched at a minimum with a non-federal dollar for dollar match. This match can be either a cash match or an in-kind contribution. **Examples of in-kind contributions include (but are not limited to) staff time, travel costs, supplies, and donations from partner organizations.**

Matching funds must be broken down and individually listed in the final report to the Heritage Area before payment can be processed. Please be as specific as possible when describing the in-kind match. Include copies of documentation or receipts for cash and in-kind contributions. An example of a breakdown of matching funds for a \$5,000 collaborative partnership fund allocation is shown below:

	Source:	Amount/Value:	Description:
Cash Match:	Organization A	\$2,500	Cash match
	Partner Organization	\$1,000	Cash donation for project
In-kind Match:	Organization A	\$500	Travel costs including: Mileage \$300 Hotel \$200
	Organization A	\$500	Supplies including: Photos for exhibit \$100 Reproduction artifacts (army uniform) \$200 Misc. supplies (wood, paint, nails) \$200
	Partner Organization	\$500	Donated items including: Printed flyers/posters \$200 Postcards \$200 Postage \$100
	Total Match:	\$5,000	

Please note that there are times when cash or in-kind matches are greater than the funds received from the Heritage Area. Please include ALL costs associated with your project. An example of a breakdown of matching funds for a \$5,000 collaborative partnership fund allocation **with a greater match** is shown below:

	Source:	Amount/Value:	Description:
Cash Match:	Organization B	\$5,000	Cash match
	Partner Organization	\$5,000	Cash sponsorship
	Partner Organization	\$5,000	Cash sponsorship
In-kind Match:	Organization B	\$1,000	Travel costs including: Mileage \$500 Hotel \$500
	Organization B	\$500	Supplies including: Photos for exhibit \$100 Reproduction artifacts (army uniform) \$200 Misc. supplies (wood, paint, nails) \$200
	Partner Organization	\$500	Donated items including: Printed flyers/posters \$200 Postcards \$200 Postage \$100
	Total Match:	\$17,000	

Additional information on what constitutes approved in-kind matching items is outlined in the attached 2-page memo from the National Park Service. If you have additional questions, please contact the Heritage Area at (615) 898-2947.

Below is an interactive match report form. When completed, print out a copy of this page, sign and date, and return to the Heritage Area (along with copies of receipts) when you submit your final invoice.

TENNESSEE CIVIL WAR NATIONAL HERITAGE AREA – MATCH REPORT

Organization Name: _____

	Source:	Amount/Value:	Description:
Cash Match:			
In-kind Match:			
Total Match:			

I certify that this match report is correct to the best of my knowledge and information.

Name (Printed)

Signature

Date