**Purpose:** This form serves as verification by the legal applicant agent that all matching funds have now been secured through **MOU**, **Letter of Intent**, and/or **Evidence of Funds Already Received**.

**Instructions:**Complete the table below. The dollar amounts and distribution [cash/in-kind] must exactly match the last section of your approved *Budget Narrative*, entitled *Sources and Types of Match Contributions* (if Excel)or *Sources of Funds* (if eGrants). The grand total must exactly match the budgeted total Grantee Share, indicating that all funds committed to match CNCS funding are now secured. Use the example [see page 2] to determine the correct evidence to cite.

Any differences between this Table and your approved budget will delay your contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** Copy exactly from approved Budget Narrative | **Cash** Copy exactly from approved Budget Narrative | **In-Kind** Copy exactly from approved Budget Narrative | **Evidence Available** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Subtotal |  |  |  |
| Grand Total |  | |

Are any of the above funds directly or indirectly coming from a federal grant? Yes  No

If so, attach the match authorization letter from the federal agency.

On behalf of **[LEGAL APPLICANT ORGANIZATION]** I have reviewed and verified each of the documents listed in “Evidence Available” in the above Table. I verify that each document appropriately and accurately states the source, type, and amount of the match cited, and further verify that each document has the signature of an agent of the Source entity. I further verify that all of these funds will be used for **[PROGRAM NAME].** I understand that **[LEGAL APPLICANT ORGANIZATION]** must produce these documents to CV within 24 hours of any request to provide them.

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Print Legal Applicant Agent, Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Legal Applicant Agent, Date

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**For CV use only.**

Please provide evidence of the following within 24 hours:

The Subgrantee must maintain for CVs’ review at any time, written documentation of the match outlined in Exhibit B – Sources and Types of Match Contributions from any party providing the program with matching funds, including cash match, in-kind match, Education Award only (unstipended by the Corporation for National and Community Service (CNCS)) members and/or any costs associated with Education-Award-only members. CV, in its sole discretion, shall determine if the Subgrantee has provided adequate written documentation, and the following forms may be considered by CV for this purpose:

1. **Memorandum of Understanding (MOU).** This is a signed and dated agreement between parties. It typically includes areas such as a description of services, how the cost of services will be funded, duration of the agreement, and consideration. These types of agreements are very common between the subgrantee legal applicant and member placement sites. As long as the MOU clearly has evidentiary statements about the exact amount of matching funds and a schedule of payment, an MOU can serve as evidence of matching funds.
2. **Letter of Intent.** This is a signed and dated document outlining an anticipated agreement between parties *before* a contract is finalized. There are two possibilities for the letter:

**1. A party who is only a contributor to the subgrantee.** This letter would serve to document the intention of contributor to give funds (cash or in kind) to the subgrantee. The letter should include a description of the intention. This should include: the amount of cash or in-kind contribution, at what times these intentions will be executed, and under exactly what circumstances. These terms could also be evidenced by a Board Resolution under the written consent of the Board of Directors.

**2. A party who is both a contributor and a placement site for members.** This letter would serve to document the intention of contributor/placement site to both contribute and host members to the subgrantee. The letter should include a description of the intention. This should include: the amount of cash or in-kind contribution [e.g., staff time committed to supervision], at what times these intentions will be executed, and under exactly what circumstances. These terms could also be evidenced by a Board Resolution under the written consent of the Board of Directors. The letter should also include an intention to complete a MOU with the subgrantee to stipulate placement site requirements.

1. **Evidence of Funds Already Received.** If the subgrantee received matching funds *before* signing a CV contract, then a letter from the subgrantee that states the dollar amount received, from what source, and a schedule of payments would be evidence of matching funds. This document would also evidence matching funds that are a portion of a larger grant received by the legal applicant. This document should be signed and dated. These terms could also be evidenced by a Board Resolution under the written consent of the Board of Directors.

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source-** Copy exactly from approved Budget Narrative | **Cash** Copy exactly from approved Budget Narrative | **In-Kind** Copy exactly from approved Budget Narrative | **Evidence Available on Request** |
| Utah State Park |  | $50,000 | MOU executed 9/1/2015 |
| Utah State Park | $40,000 |  | Board Resolution 7/31/16 [funds already received] |
| US Forest Service | $28,000 |  | MOU executed 9/1/2015 |
| Canyon National Park | $70,000 |  | Letter of Intent 8/1/2015 |
| Girls and Boys Club |  | $2,000 | MOU executed 9/1/2015 |
| Subtotal | $138,000 | $52,000 |  |
| Grand Total | $190,000 | |

Executed = signed by all necessary parties