

REQUEST FOR MATCHING FUNDS

ARKANSAS SINGLE PARENT SCHOLARSHIP FUND

INSTRUCTIONS:

- complete all sections of this form,
- obtain official signatures at bottom of this form,
- attach appropriate documentation of monies raised according to policy outlined on page 2,
- attach copies of news articles or other publicity describing event (if available)
- mail, fax or email** completed form and supporting materials to: **Pat Schram, pschram@aspsf.org ASPSF, 614 East Emma Ave., Suite 119, Springdale, AR 72764 FAX: (479) 927-0755**
- Maximum matching funds available for each affiliate is \$7,000 (Non-Delta counties) or \$8,000 (Delta counties) per year. *See the matching grant policy on pg. 2 for more information.*

1. County represented: _____

2. Person preparing request:

Name	Phone	Email

3. Name and address of requesting organization:

4. List the source(s) of contributions and/or the event(s) from which donations were raised:

SOURCE (S)	DATE	AMOUNT RAISED
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TOTAL AMOUNT RAISED TOWARD THIS REQUEST: \$ _____

5. Percentage of local donations/contributions to be used for administration: _____%

6. Percentage of matching funds to be used for administration: _____%

CERTIFICATION

The persons whose signatures appear below certify that all information contained on this Matching Funds Request Form is accurate as reflected in the records of the requesting organization. Signatory agrees to provide additional documentation upon request by ASPSF.

Signature of person submitting request	Title	Date

Signature of fiscal officer	Title	Date

ARKANSAS SINGLE PARENT SCHOLARSHIP FUND MATCHING GRANT POLICY

Donation checks dated ten (10) days before December 31st may be matched **either** in the year stated in the issue date of the check **or** in the following year, as follows:

To request a match of funds in the year stated in the issue date of the check, the matching funds request and applicable documentation must be faxed or post-marked **on or before December 31st of that year**.

To apply the funds toward the following year's match, the money **MUST be deposited on or before January 10th of the following year**. Matching funds request documentation **MUST** include both: (1) photocopy of the donation check or payable instrument, (2) copy of the deposit slip.

Funds issued for all other dates must be requested for match within the year they were issued. All requests must be postmarked by December 31st of the aforementioned issue year to be accepted, except as stated in the first paragraph.

Matching funds will only be awarded upon submission of a complete request packet. A complete request packet includes a completed matching funds request form that is signed and dated by authorized SPSF officials and acceptable documentation supporting the request. Documentation must show proof that donations were actually received by the affiliate and/or deposited into a checking account for the benefit of an affiliate scholarship fund.

Matching grant requests may be made based on total proceeds raised before expenses (gross proceeds). ASPSF does not limit matching grants to only the amount of profit received (net proceeds).

Acceptable documentation includes the following items:

- Photocopy of bank deposit slip showing the affiliate name and address as the account holder. Deposit slips must be filled in and dated. They must also be encoded by a bank teller machine or bank teller stamp. Deposit slips which do not indicate the bank has processed them are not acceptable forms of documentation.
- Photocopies of checks issued to the affiliate. **Checks issued to the fiscal agent must include a memo line or payee line that indicates the donation is intended to benefit the affiliate scholarship fund.**
- Photocopy of official minutes of meetings held by fiscal agency which indicate approval of a donation or transfer of money from the fiscal agency to the scholarship fund.
- Official copies of bank statements or fiscal financial statements **if accompanied by other items as stated above**. Official statements must be dated and labeled with the name of the affiliate scholarship fund.

Documentation which is **not acceptable**:

- Receipts of donations where the receipt is issued by the affiliate scholarship fund or its representatives.
- Photocopies of actual currency or coins without supporting documentation that shows the amount was deposited into the affiliate/fiscal agency checking account for the benefit of the affiliate (see above list of acceptable items).
- Written or verbal pledges from individuals, foundations or businesses.
- Flyers, newspaper articles, photographs or other marketing material indicating a fundraising event did or will take place. **NOTE:** We request these items to be included as secondary material within the matching funds request packet so we may highlight the efforts of affiliate scholarship funds in promotional publications, as well as to archive the history and success of the entire organization.
- Bank statements or fiscal financial statements that are not accompanied by adequate supporting documentation (see list of acceptable items above).
- Deposit slips or deposit receipts which do not have the appropriate information as described in the list of acceptable supporting documentation above.

Failure to provide adequate documentation with the matching funds request will delay fulfillment of the request until adequate documentation is received and/or cause the request to be denied. The original request may be denied if the matching grant application is not completed or supporting documentation is not received by the ASPSF foundation office on or before December 31st of the year for which a matching grant is being requested.

Affiliates that have not submitted previous year Annual Follow-up Reports on or before the report deadline are not eligible to receive matching grants from ASPSF until the report has been submitted. Once the report has been submitted, provided the report is submitted before December 31st of the current year, the matching funds may be released.