



Section 5: GEAR UP Iowa Match Requirements Match Documentation and Reporting Procedures

GEAR UP Iowa is required to collect a dollar-for-dollar match, meaning that for every dollar of federal grant money spent on the project, we must collect an equal dollar amount of match in the form of state, local or in-kind funds. It is our responsibility to collect and document this match with the same care and attention to accuracy, accountability and timeliness as documenting the use of federal grant funds. If we do not meet the match requirement, we could have our federal funds reduced or our award could be terminated. Qualifying match contributions are necessary to accomplish program activities, are verifiable and will only be allowed according to GEAR UP Iowa guidelines.

Match will be reported through the budget submitted on IowaGrants.gov. Documentation must be submitted monthly with claim reimbursements.

School District Partner Match Requirement

GEAR UP Iowa school district partners are strongly encouraged to collect and document a dollar-for-dollar match of their total grant award. It is not required to be accumulated in full each year; however, partner schools must make a significant progress in match each year to ensure access to current year funds and future allocations. Additionally, the match requirement may be fulfilled in advance, so that it would not be required in subsequent years.

Definition of Match

“Match” is a general term that refers to good, services or staff time donated to the project. In the case of GEAR UP grants, it means the non-federal share of program costs. If your organization purchased the goods or services but did not request reimbursement from the grant, then the generic term “match” applies. If another person or organization donated the goods or services, then both the generic term “match” and the more specific term “in-kind” applies. Allowable match contributions may be paid for by state or local funds or donated.

Definition of In-Kind

“In-Kind” refers to non-cash contributions of goods or services made by third party individuals or organizations to GEAR UP Projects. Examples of in-kind include work done by unpaid volunteers in support of GEAR UP, fee waivers, and donations of supplies, facilities or equipment.

How to meet the required match

Collecting and documenting match on an ongoing basis is wise, efficient and much less stressful than attempting to catch up or go back and document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant’s match requirement on a monthly or quarterly basis makes it manageable and attainable. Grantees may choose to assign a staff person or team to coordinate the match. Some schools have found it helpful to create match binders or folders for staff to keep with them as they do their GEAR UP work with information on match documentation. When considering whether or not goods or services qualify as allowed match, if it is an allowable expenditure, it is also an allowable match item. Remember: If a cost is not allowable then it is not allowable as match.



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Other federal funds

Match cannot be claimed from other sources/programs that are federally funded. In other words, if you receive other federal grants, it cannot be used as match to the GEAR UP program. Note: AmeriCorps is a federally funded program and AmeriCorps member time cannot be counted as match.

Match can only be counted once

If you have one or more federal grants, you can only count a match contribution once. Additionally, if you partner with another federal program and provide goods or services jointly, and both programs are collecting match, you must determine which program gets the match. You may split it out and share it or one program may use it. If you have more than one grant that requires match, you cannot move match from one project to another. Each must be documented separately and the match must be used for the grant to which it was contributed.

Discounts may be counted as match

Discounts can be counted towards match, if the discount is not available to the general public. If the discount is given specifically for the GEAR UP purchase, then you may apply the discount as match. For example, if you order pizza for a parent meeting and the restaurant has a special of two pizzas for the price of one, you may not apply it as match. If a restaurant is willing to give you two pizzas for the price of one, and is not offering the same deal to the general public, you may apply it as match. This must be documented by the donor, just like any other match.

Volunteer services

When members of the community, families or students volunteer to support GEAR UP students and activities, GEAR UP recommends using the standard volunteer value set by www.independentsector.org. Per the website, the current rate for Iowa is \$20.93 per hour (2013), which includes benefits. This would include guest speakers, parent chaperons, cross-age tutors and others. This rate is updated annually in January. The rate for the previous year is used for the current calendar year.

College campus staff and military recruiters

College campus staff, when working with GEAR UP students, should document their actual salary with benefits for match purposes. They are assisting you in accordance with their regular job duties, so their normal rate applies.

Guest speakers and career fairs

Guest speakers and career fair presenters who are providing job and career information to GEAR UP students may document their actual salary and benefits for match purposes. If a donor does not provide their actual rate of pay, you must use the volunteer rate of \$20.93 per hour (2013).



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School staff time

- Teacher time outside of their contract day may be counted as match, when they are engaged in GEAR UP activities. This includes planning time for GEAR UP activities, including prep time for subs when a teacher is going on a field trip.
- Teacher time attending GEAR UP sponsored professional development may be counted as match, regardless of whether or not it is during or outside of their regular contract day and includes travel time.
- Administration (building and district) and classified staff time in support of GEAR UP activities always counts as match.
- A school counselor's time may be counted as match when engaged in GEAR UP activities, if they are categorized by your district as an administrator and not as a certificated staff member (teacher). If they are classified as a teacher, then they are only eligible for match if it is performed outside of their contract day.
- Substitute pay for GEAR UP activities may count as match, if it is being paid by a non-GEAR UP source.