

FIRST CATHOLIC SLOVAK LADIES ASSOCIATION GUIDELINES FOR MATCHING FUNDS PROGRAM

1. The Eligibility Form should be completely filled out and submitted at least **30 days** prior to the event.
2. The activity must be **sponsored and planned** by the senior/junior branch submitting the activity. If more than one branch is involved only one branch may submit for the matching funds. Every senior/junior branch is permitted to apply twice in a calendar year.
3. The branch officers/members are responsible for recruiting as many branch members to be involved in the activity. The branch officers may also invite other branches, church members, the community or other organizations to participate in the activity.
4. After your branch has received approval for your activity, it should be publicized on our website, in our magazine, direct mail to branch members, church bulletin, diocesan newspaper or local newspaper. The FCSLA name should be prominently displayed at the site of the activity. Posters are available upon request from Kelly.
5. The maximum amount matched by the FCSLA is \$600.00.
6. The cause must be charitable or benevolent in nature. Phone or email Kelly if you are not sure your charitable or benevolent cause qualifies.
7. **Branches that consider helping an established project at their church or in their community may submit the activity as a matching funds project, providing the branch sponsors the entire activity or in conjunction with the event a branch sponsors a raffle, bake sale, etc. and has a separate table or booth.**
8. The Branch Officers are responsible for taking pictures and keeping receipts that should be submitted with the "Matching Funds Request for Payment Form".
9. Matching Funds Request for Payment Form **must** be submitted for payment no later than **30 days** after the completion of the activity to the Fraternal Department. Payment forms received after the 30 days will not be considered.
10. Join Hands Day, District/Branch Scholarship Funds or direct monetary donations from a branch do not qualify as a Matching Funds Project.

Questions: Contact the Fraternal & Youth Director at 1-800-464-4642, Ext. 1051 or email her at, kelly@fcsla.org.