

First **Catholic** Slovak **Ladies** Association

24950 Chagrin Blvd.
Beachwood, OH 44122
Phone : 1-800-464-4642 Ext. 1051
Email: sueann@fcsla.org

Guidelines for Matching Funds Program

- 1.** This Eligibility Form (attached to this guideline page) should be entirely completed and submitted **at least 30 days prior to the event.**
- 2.** The activity **must be planned** by a senior/junior branch. 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 should recruit the assistance of the Branch Members. The Branch may also invite church members, the community, or other organizations to participate.
- 4.** Before the activity it should be publicized on our website, in our magazine, by direct mail to branch members, in a church bulletin, diocesan newspaper or the local newspaper. The FCSLA name must be prominently displayed at the site of the activity. Posters are available at the Home Office.
- 5.** The maximum amount matched by the FCSLA will be **\$500.00.**
- 6.** The cause must be charitable or benevolent. Examples are; a life threatening health issue, a tragedy, or a community/church project. The activity for a specific individual or cause may be repeated by another branch and submitted for consideration.
- 7.** If there is an established project at your church or in your community your branch can consider helping that cause. Your branch must be involved in creating an activity that assists the cause in raising funds for the project. An example would be a "Race for A Cure" or a church fund raiser.
- 8.** Pictures should be taken and records kept to be sent in with the **"Matching Funds Request for Payment Form"**.
- 9.** **Matching Funds Request for Payment Form** *must* be submitted no later than **30 days after the completion** of the activity for the charitable or benevolent cause.
- 10.** **Join Hands Day Projects or direct donations from a branch will not be considered.**

REMEMBER:

**Mail only the attached page at least
30 days prior to your activity for approval**