

Matching Funds Guidelines

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, a 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 the National Fraternal & Youth Director.
5. The maximum amount matched by the FCSLA is \$600.00.
5. The cause must be charitable or benevolent in nature. Phone or email the National Fraternal & Youth Director if you are not sure your charitable or benevolent cause qualifies.
6. 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.
7. The branch officers are responsible for taking pictures and keeping receipts that should be submitted with the "Matching Funds Request for Payment Form".
8. Matching Funds **Request for Payment Form** must be submitted for payment **no later than 30 days** after the completion of the activity to the National Fraternal & Youth Director.
9. 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 National Fraternal & Youth Director at 1-800-464-4642, Ext. 1051