



Procedure for Matching Funds in Grant Requests

[Proposal Preparation and Grant Management Guide \(PPGMG\)](#): (once policy is approved it will go in the PPGMG)

Institutional Matching Funds

For all grants that include an institutional match, requests for approval and identification of these funds must be submitted 14 days in advance of the internal clearance process. This internal review clarifies from which institutional budgets or discretionary funds the match will be designated/made.

If a grant seeker's institutional match will come from a Division leader's budget, approval must be given by the Division leader along with a FOPAL at least two weeks prior to the internal clearance process.

If a grant seeker's institutional match falls outside a Division leader's fund allocations, approval must be given for an institutional match by Macalester's VP of Finance and Administration no later than two weeks before the internal clearance process.

As in all grant requests, grant seekers should schedule a visit with the Foundation, Government & Corporate Relations (aka: grants office) as they begin their grant request process.

Matching Funds from External Sources

Proposals that require a match from external sources (some granters prohibit institutional matches) must be reviewed by the grants office staff in order to determine which funding can be sourced for the match. Grant seekers must schedule a visit with the grants office at least three weeks prior to the internal clearance process (and four weeks prior to the submission date) to build the matching funds section of the budget. This additional time is necessary to schedule and discuss the project with external program officers who will be key to the success of the project/program/initiative. Note: obtaining institutional matching funds is not guaranteed.