



Children's Trust of Alachua County Matching Funds Requests

Purpose: To maximize Federal, State, and Private Revenue opportunities to bring new resources to Alachua County that benefit children & families in our community.

Eligibility Criteria

- Agencies must be a governmental entity or registered as a 501(c)(3) organization
- Applicants should be currently qualified to conduct business in the State of Florida, under the laws of Florida per Chapter 607, Florida Statutes, and must be qualified to conduct business on or before the service and contract start date(s)
- Eligible applicants must remain qualified to conduct business in the State of Florida for the duration of the funding cycle
- All match funding requests must be submitted to address the issues in the Children's Trust of Alachua County's (CTAC) strategic funding plan
 - All children are born healthy and remain healthy
 - All children can learn what they need to be successful
 - All children have nurturing, supportive caregivers and relationships
 - All children live in a safe community

- Agencies applying for match funds must bring new funds to Alachua County (i.e., not simply replacing an existing match or matching local dollars that already exist in the community)
- Requests shall not exceed 25 percent of the total program budget
- All awards must be approved by the Board
- CTAC will accept only one (1) match fund request per agency. However, in the case of large entities with multiple, distinct departments or units, such as municipalities and universities, the limit of one proposal will be applied to the department or unit level
- Agencies preparing for competitive or non-competitive grant(s), for which they plan to seek matching funds from CTAC, should include CTAC in the application process prior to the grant proposal submission, whenever feasible
- Agencies may also request match funding after the primary funding source has confirmed the award
- Eligible applicants may only request matching funds annually, per fiscal year
- Agencies requesting funds from CTAC must submit a copy of their most recent 990 and financial audit completed by an independent Florida Certified Public Accountant (CPA), including single audit and management reports if applicable to demonstrate fiscal solvency. Smaller agencies can submit compiled financial statements

Non-Eligible

- Individuals
- Programs serving children outside Alachua County
- Programs with religious affiliation are eligible if they support a secular community program and do not propagate a belief in a specific religious faith

Application Procedure

- Submit a letter on your organization's official letterhead signed by an authorized signer. Letter must include the following:
 - Name of the funding organization or grantor
 - Copy of grant narrative with budget
 - Summary of goals and outcomes of the proposed program/project
 - Narrative describing how CTAC funds will be spent. ***(Use CTAC's budget and budget narrative forms, Attachment I & Attachment II)***
 - Match request amount and its percentage of the full budget
 - Submit a copy of the organization's Articles of Incorporations
 - Provide a link to the organization's www.sunbiz.org record
 - Include completed W-9 Request for Tax Payer Identification Number and Certification

- Email all requests to Kristy Goldwire, Director of Program Operations, at kgoldwire@childrenstrustofalachuacounty.us
- Applications are reviewed on a first come, first served basis. Applications for FY21 will not be received after August 31, 2021
- Communication guidelines for providers can be found in the [Provider Resources](#) section of the Trust website

Funding Procedure

- Match fund requests are reviewed by the Executive Director or their designee. Recommendations are forwarded to the Board for approval
- If awarded funds, organizations will be required to enter into contract with CTAC. Contract terms will include all clauses in 6.70D of CTAC's policies
- Program funds not actually received will result in a reduction of matched funds and/or the return of match funds previously disbursed