



Tracy Family Foundation

MATCHING GRANT (MG) POLICY

Originally Approved: 2000

Revised & Approved by TFF board: Dec. 7, 2020

Program Description| Eligible participants may apply for grant funds on behalf of a nonprofit organization if the trustee, staff, or family member personally contribute to the nonprofit organization.

Purpose of Matching Grant Program| The Matching Grant program is designed to encourage eligible participants to replicate Robert and Dorothy's personal dedication to generosity and service. The program multiplies the time, talents, and resources of eligible participants in the communities they live and on the issues they care about.

Eligible Participants| a) Tracy family members 16 years old and above b) Tracy family members step-children that become such before their 18th birthday of direct descendants & legally adopted children of direct descendants of Robert and Dorothy Tracy c) Current non-family TFF trustees d) Former non-family TFF trustees for the number of years they served on the TFF board, up to a maximum of 3 years after their board service ends e) Full-time TFF staff members, after 1 year of full-time employment.

Allowance per Eligible Participant| \$60,000/participant

In addition to the Allowance per Eligible Participant, all age groups are eligible to qualify for and apply for Volunteer Incentive Dollars.

Eligible Organizations| 501(c)(3) organizations USA based charities, including schools and churches. Government entities, if grant is for a charitable purpose (such as libraries)

Must an Eligible Participant make a personal donation to the Eligible Organization to qualify for a TFF Matching Grant? Yes

What qualifies as a personal donation? Cash – provided via a check, credit card, or donor-advised fund

Do Eligible Participants need to provide documentation of their personal donation? Eligible Participants are required to submit information regarding their personal donation.

Must requests to TFF be made in the calendar year of the Eligible Participant personal donation? Yes

Match Ratio| Age dictates the ratio options for eligible participants. See below. As an example: if an eligible participant that is 18 years old chooses a 5:1 option, then the eligible participant would write a personal check for \$50 and request \$250 from TFF. The eligible participant will request the ratio option preferred when submitting the matching grant application.

Eligible Participant Age	Ratio Options				
	1:1	2:1	3:1	4:1	5:1
16 – 30 years old	✓	✓	✓	✓	✓
31 – 39 years old	✓	✓	✓	✓	
40 years and older	✓	✓	✓		

Can Eligible Participants pledge TFF matching dollars to a non-profit? No. Eligible Participants can make a personal pledge to an organization, but cannot make a formal commitment from TFF to match a personal pledge. Example: An Eligible Participant cannot pledge \$15,000 to an Eligible Organization and communicate to the Eligible Organization that the Eligible Participant will donate \$5000 and TFF is responsible for \$10,000.

Minimum Grant Request to TFF from Eligible Participant| \$50

Must grant be in keeping with TFF Focus Areas? No.

Must the grant be in keeping with the mission of TFF and Values of Robert and Dorothy Tracy? Yes. To view the Mission Statement and Values, see <https://tracyfoundation.org/about-us>

Application Period| January 1 - December 1

Once the application is submitted to TFF when can the nonprofit expect to receive the grant award? This process normally takes between 2 – 4 weeks.

What does TFF require from a nonprofit that receives a Matching Grant? The funds must be used as stipulated by the Eligible Participant. If the nonprofit receives a single grant that is \$20,000 or more, the organization will be required to submit a Matching Grant Report within 6 months of receiving the TFF grant. This will be handled by TFF staff and the Eligible Participant will be copied on the completed report.

Process for submitting a Matching Grant request|

- Apply on www.tracyfoundation.org. Click on Members / Tracy Family Members. When new page opens, click on the appropriate grant link.

Problems submitting requests? Contact Kim Bielik at kbielik@tracyfoundation.org, Jean Buckley at jbuckley@tracyfoundation.org, or Dan Teefey at dan.teefey@tracyfoundation.org