



## INSTRUCTIONS FOR REQUESTING AWARD FUNDS 1:1 Matching Grant Programs

**IMPORTANT:** In October 2017, the National Forest Foundation amended its matching grant policies and no longer requires grantees to include a physical check for the match when submitting a cash request form and documentation of the origin of the match.

***Be sure you fully understand this document. Skipped steps will delay or prevent payment of award funds.***

### **Requesting Awards Funds**

Challenge grants from the National Forest Foundation require documentation of a 1:1 cash match with eligible nonfederal funds. In-kind contributions and foregone indirect costs are not eligible to serve as match.

Award recipients can request NFF award funds incrementally or in full at any point within the grant's active award period. NFF grants are not reimbursable. Award funds not requested prior to the close of the award period become unavailable and the NFF cannot release them. The NFF will not authorize payment for requests received after award period has ended.

**When your organization is ready to request grant funds from the NFF, please complete and submit the following:**

- 1. NFF Matching Grant Cash Request Form:** Fill in the form to show how your organization will use NFF funds and matching funds. This must correspond to the amount requested at this time and the approved project financial plan. This form **MUST** be manually signed and scanned or use an Adobe Acrobat digital signature. The Matching Grant Cash Request Form is available at <https://www.nationalforests.org/grant-programs/resources>.
- 2. Documentation of original source of the nonfederal funds:** Include a copy of a donor's award letter or check. Include individual donations less than \$500 in list form. If your organization is providing matching funds from an unrestricted fund or project/operating account, you may include a signed letter on your organization's letterhead stating this fact.
- 3. Submit Cash Request via one method:**
  - **Via email to:** [grants@nationalforests.org](mailto:grants@nationalforests.org) with the subject line CASH REQUEST  
or
  - **Via mail to:** National Forest Foundation Cash Request; 27 Fort Missoula Road, Suite 3; Missoula, MT 59804

Typically, the NFF processes funding requests Monday mornings, and transfers funds via ACH no later than the following Monday. Your organization will receive a payment receipt from [payables@nationalforests.org](mailto:payables@nationalforests.org) up to two days before the funds deposit. No confirmation of receipt is required.

### **Example:**

*A private funder has provided \$5,000 to your project. Following a 1:1 ratio of released funds, the amount of NFF funds you can request is \$5,000. Complete all both columns on the Cash Request Form showing a total expenditure of \$10,000. Sign the form and return it to the NFF with documentation of the origin of the funds. The NFF will make a \$5,000 deposit into your account by the Monday that follows the week your request is processed.*

**Questions:** Contact (406) 830-3357 or [grants@nationalforests.org](mailto:grants@nationalforests.org)