If your grant requires that matching funds be raised, please submit the Matching Funds Request Form in order for the Foundation to release the corresponding grant funds.

To complete the Matching Funds Request form, navigate to the Reports > To Submit section of the Foundation’s Fluxx grantee portal.

Select the Matching Funds Request form from the list for the appropriate grant. Note the grant number at the top, and the report type and due date at the bottom of the report description.

The ▼ Grant Information fields at the top of the form display read-only information about the match from the proposal record.

The Match Details fields that follow are also read only. They include:

- **Match Amount (Mellon):** $100,000.00
- **Amount to be Raised (Grantee):** $200,000.00
- **Payment Threshold:** $100,000.00
- **Match to be Completed By:** 12/31/2018
- **Authority to Designate:** Appropriate Officer
- **Purpose of Matching Funds:** to achieve the aims of the proposed project.

The Match Details fields also include:

- **Amount of grant funds subject to matching condition**
- **Amount to be raised by the grantee to match Mellon’s contribution**
- **Minimum grant funds to be released upon raising corresponding matching funds**
- **Date by which matching funds should be raised**
- **Grantee representative who designates funds to the match**
- **Required purpose for which matching funds are designated**

For Contributions of $5,000 or more, please provide:

- Copies of documentation verifying the receipt of funds
- Evidence of the donor’s intent

Upload documents by clicking on the blue plus icon. Please see the Working with Documents Guide for more information.

Add the name of the Donor, the Donation Amount, and the Payment Date for each contribution of $5,000 or more.

After adding each of the contributions, the Total for all donations of $5,000 or more will appear here.
Contributions Under $5,000

To evidence donations under $5,000, please provide a list of all such donations in a single PDF. The list should include the name of each donor and the form, date, and amount of each donation, with a signed statement from a senior authorized official that verifies all listed donations have been used pursuant to the terms of the Foundation’s matching grant. With this documentation, the Foundation does not require canceled checks, demonstration of wire or credit card payment, or separate documentation verifying the transfer of securities.

Please provide a PDF of the required documentation described above.
Evidence of Donations Under $5,000

For Contributions under $5,000, please provide a list of all such donations that includes:
• The Name of each donor
• The Form of payment (cash, check, credit, securities, etc.)
• The Date of each donation
• The Amount of each donation
• A Signed statement from an authorized official that indicates that all listed donations have been restricted to the purposes of the match
(Please note that additional forms of documentation are not required.)

As above, please see the Working with Documents Guide for more information about adding documents.

Total Donations Under $5,000

Please enter the Total for all donations under $5,000 in the field provided.

Match Request Summary

Match Request Summary

These fields are autopopulated based on the entries in the sections above.

Total of all Donations Received:
Sum of total donations of $5,000 or more, plus total donations of less than $5,000.

Eligible Foundation Match:
Amount of matching funds eligible for release by the Foundation

Amount Requested from Foundation:
Here, please enter the amount of matching funds requested for release by the Foundation. This may equal the Eligible Foundation Match listed above, or may be less depending on your organization’s specific request.

If you need to add additional documents to your request, you can do so here.

To submit the form, select Save and then Submit.

For technical support, please contact fluxxusers@mellon.org or (212) 500-2484, Mon-Fri, 9:00am-5:30pm ET