



Matching Funds Project Guidelines

1. A Matching Funds Eligibility form must be submitted for approval at least 30 days prior to the event.
2. The project must be sponsored and planned by the branch submitting the project. If more than one branch is involved, only one branch may submit for the matching funds. J and S branches are permitted to hold 2 Matching Funds projects per calendar year. U, W, and Z branches may do four.
3. Branch officers/members are responsible for recruiting branch members to be involved in the project. The branch officers may also invite other branches, church members, community groups, and other organizations to participate.
4. After your project has been approved, it should be publicized in our magazine, direct mail to branch members, church bulletin, diocesan newspaper or local newspaper. The FCSLA Life name should be prominently displayed at the site of the event. FCSLA Life posters are available from the Fraternal Department.
5. The maximum amount matched by FCSLA Life is \$600.00.
6. The cause must be charitable or benevolent in nature. You may contact the National Fraternal and Youth Director if you are unsure if your charitable or benevolent cause qualifies.
7. Branches that consider helping an established project may submit it as a Matching Funds project, providing the branch sponsors the entire activity or, in conjunction with the event, a branch sponsors a raffle, bake sale, etc. that has a separate table or booth.
8. Branch officers are responsible for obtaining some form of verification that must be submitted with the Matching Funds Request for Payment.
9. The Matching Funds Request for Payment form must be submitted no later than 30 days after the completion of the project along with some type of document verifying your project such as a photo, copy of receipts, financial report, screenshot of social media announcement, newspaper or church bulletin ad, event flyer, etc.
10. Join Hands Day, District/Branch Scholarship Funds or direct monetary donations from a branch do not qualify as a Matching Funds project.

Questions?

Contact the National Fraternal & Youth Director
(fraternal@fcsla.com or 800-464-4642, ext. 1051)