

State Matching Funds Program

General Guidelines

Funding granted to Districts on a dollar/dollar matching basis not to exceed \$7,500 per year per district (GAA). The District must raise funds from sources other than State funds or earnings from State funds. The initial allocation will not exceed the amount reported in the survey used to prepare the TSSWCB biennial budget request, will be approved by the State Board, and will be provided to Districts at the beginning of each Fiscal Year. Supplemental allocations may be made later in the year if funding becomes available.

Funds Eligible for Matching

1. Contributions and Gifts
2. Federal Grants including those Passed Through the TSSWCB
3. Profits on Sale of Goods purchased with Trust Funds
4. Local Grants and Donations
5. Rental Income from District owned Property acquired with Trust funds
6. Proceeds from the Sale of Advertising in Publications and other Media
7. Proceeds from Local District Activities (Area and Regional Activities are not Eligible) including Banquets, Tours, Field Days, etc.
8. Interest on Time Deposits including Savings and Certificates of Deposit

Funds **NOT** Eligible for Matching

1. State Funds or Earnings from State Funds
2. Proceeds from Area or Regional Activities
3. Proceeds from Sales where the District acts strictly as a Clearinghouse
4. Contributions, Gifts, or Donations received by the District to be returned to their Source at a later date
5. In-kind or Non-Cash Contributions
6. Funds raised Locally in a Previous Fiscal Year
7. Proceeds from Rentals where the District acts strictly as a Clearinghouse

Some Examples of Methods used by Districts to Raise Matching Funds

1. Contributions, Gifts, or Donations
 - a. Counties
 - b. Cooperators
 - c. Banks
 - d. Businesses
 - e. School Districts
 - f. Other Governmental Units
2. Rentals
 - a. Real Estate
 - b. Conservation Equipment
3. Sale of Goods
 - a. Fish
 - b. Seedlings
 - c. Seed
 - d. Pipe
 - e. Conservation Materials
 - f. Surplus Equipment Purchased with Trust Funds
4. Sale of Data
 - a. Soil Surveys
 - b. Studies
 - c. Photographs
 - d. Maps
5. Promotional Activities
 - a. Awards Programs
 - b. Banquets
 - c. Publications
6. Sale of Advertising Space
 - a. Newsletters
 - b. Annual Reports
 - c. Special Reports
7. Interest Earnings
 - a. Savings
 - b. Certificates of Deposit
8. Federal Grants
 - a. Technical Service Provider Grants Passed Through the TSSWCB
 - b. 319 Clean Water Act Grants Passed Through the TSSWCB
 - c. Federal Grants Applied for and Received Directly by the District

Policy and Procedures for Submitting Claims

Locally raised funds must be deposited into the District's Trust Fund. After depositing into the Trust Fund, the District will approve, in a scheduled board meeting, and submit a claim for Matching Funds to the TSSWCB using the appropriate form ("Request for State Matching Funds FY____ or Request for Supplemental State Matching Funds FY____"). A duplicate copy of each submitted claim should be kept in District files. Upon receipt of a claim, the TSSWCB will review for approval and cause payment within 30 days after approval. Payment will be made to the District's State Fund account and should be spent according to the rules and regulations governing the use of this account.

Claims for matching funds should be submitted as soon as the District's share of funds has been deposited to the Trust Fund account, but District's should not submit claims at less than 30 day intervals. The TSSWCB will not approve a request for matching funds unless the District has a current approved audit on file with the TSSWCB as required by State Law. Claims for matching funds must be dated within the Fiscal Year for which they are being claimed.

Important Dates and Deadlines

- September 15 – Notification of Fiscal Year allocated amounts mailed to Districts
- May 15 – Deadline for claiming 2/3 of the District's allocation for the Fiscal Year
- August 31 – Deadline for claiming 4th Quarter and Supplemental for the Fiscal Year

Forms

Request for State Matching Funds FY2009

Request for Supplemental State Matching Funds FY2009