



## Non-Federal Cash Commitment Documentation Checklist

### **Funding Source: Individual Donor**

According to *Section IV.2. Content and Form of Application Submission* of the AFI Funding Opportunity Announcement (HHS-2015-ACF-OCS-EI-1005), documentation of non-federal cash commitment(s) for an AFI application must meet universal and source-specific requirements. Documentation will be reviewed by an objective review panel, according to *Section V.2. Review and Selection Process* of the Funding Opportunity Announcement.

This checklist explains the universal and source-specific requirements for documentation of non-federal funding committed to the AFI project directly by an **individual**.

#### **Universal Requirements:** *The documentation must:*

- Specify that the non-federal funds are committed as match for the five-year grant period for this specific AFI grant application submitted by the applicant.
  - Does the documentation state the specific AFI grant application for which the commitment is being made?
  - Does the documentation specify that the commitment will apply to the grant period if an award is made based on this application?
  - Example: "I commit \$3,000 for [applicant's] June 2015 application and, if this application is funded, the period of the grant awarded."
  
- State the total amount of the cash commitment.
  - Is the total amount of the non-federal cash commitment stated clearly as a specific dollar amount?
  - Commitment should not be stated as a range, an estimate, or an annual amount
  
- Indicate when the cash will be available for the applicant to use for project implementation.
  - Does the documentation state when the cash will be available for the applicant to use for project implementation?
  - Examples:
    - o "The full non-federal cash commitment amount will be provided to the applicant upon award of an AFI grant."
    - o "The full cash commitment will be donated to the applicant on [date]."

#### **Source-specific Requirements:** *The documentation must:*

- Include individual donor's contact information

- Does the documentation list the donor's name, mailing address, telephone number, and/or e-mail?
  
- Be signed by the individual donor
  - Is the documentation signed by the individual making the commitment?
  
- Be notarized
  - Is the cash commitment documentation notarized?

November 30, 2015

Mr. Matthew Ortiz  
Executive Director  
AFI Project Agency  
1234 Main Street  
City, State 54321

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Dear Mr. Ortiz,

I am pleased to commit \$1,500 to *AFI Project Agency* for its Build Your Future Matched Savings Program. This commitment shall be used to support the December 2015 application to the Administration for Children and Families (ACF) Assets for Independence Program. These funds will be provided to *AFI Project Agency* within 60 days of the issuance of the AFI award and will apply to the five-year period of that grant.

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Sincerely,

{Signature}

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Erica Gallagher  
1234 River Avenue  
City, State 54321  
[sample@gmail.com](mailto:sample@gmail.com)  
(555) 555-5555

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## Key to Documentation Requirements

### Individual donor sample:

- 1) Total amount of the commitment
- 2) Date when funds will be made available to the applicant
- 3) Specific AFI grant application date for which the commitment is being made
- 4) Includes individual donor's contact information (name, address, telephone number, and/or e-mail)
- 5) Documentation signed by the individual donor
- 6) Documentation notarized