



Gullah Geechee Cultural Heritage Corridor Match Guide

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Match Guide

The Gullah Geechee Cultural Heritage Corridor (GGCHC) is a National Heritage Area managed by the Gullah Geechee Cultural Heritage Corridor Commission. The purpose of the Gullah Geechee Cultural Heritage Corridor is to preserve, share and interpret the history, traditional cultural practices, heritage sites, and natural resources associated with Gullah Geechee people of coastal North Carolina, South Carolina, Georgia and Florida. We collaborate with our stakeholders on Gullah Geechee education, economic development, preservation and resiliency. Through education, advocacy, and community engagement, we strive to raise awareness about the significant contributions of the Gullah Geechee people to American culture and history. We are committed to empowering Gullah Geechee individuals and communities by providing opportunities for economic development, cultural expression, and environmental stewardship. As stewards of this invaluable cultural legacy, we work tirelessly to ensure that future generations inherit a deep appreciation for the Gullah Geechee heritage. We believe that by honoring the past and embracing the future, we can build a more inclusive and equitable society where the contributions of all cultures are valued and celebrated. National Heritage Areas entities collaborate with communities to determine how to make heritage relevant to local interests and needs. National Heritage Areas are funded through the National Park Service (NPS).

What is match?

For every dollar that the GGCHC receives from NPS, we have to come up with a “dollar.” This is called a 1:1 match. Our dollar can be an actual dollar from a non-federal source, or it can be an in-kind donation or volunteer time. This guide covers the most typical forms of match generated by our partners. The documentation requirements laid out in this guide also cover reimbursable expenses allowed under the partnership or grant you have with the GGCHC.

Why is match important?

Match is important not just because it helps us to fulfill our obligation to NPS, but because it shows the engagement of our communities in projects that help to preserve the cultural, historical, and natural resources of our region. The more match that projects generate, the more we can show NPS and Congress that you care about these resources just as much as we do!

How do I know what match I need to turn in?

Your match is spelled out in your contract. What is submitted as match MUST line up with what is in your contract exactly. If it does not, your payment will be affected. It is important as you work on your project that you refer to your contract to make sure you are staying on target with match generation.

What if my budget or match changes during the project period?

You MUST alert us to changes – whether to your budget or match –as soon as you are aware the change must take place. You must wait for confirmation of the revision from the GGCHC, which may require a revised budget signed by all parties, before proceeding with changes. The budget/match revision must occur within the period of performance of your project. You cannot change your budget or match after the project end date.

What is the project period and what happens if I need more time to complete the project?

The project period for your grant or partnership project is laid out in your contract. Grant contracts have a start date, an end date, and a final report date on the front page of the contract. For partnerships, this information is contained within your addendum for each specific project. All work and payments must

take place during the project period. You cannot pay for something before the start date of the project and expect it to be counted as match. If you need an extension on your project, you must request the extension from the GGCHC in writing and you must receive approval back from the GGCHC before the extension is made official. Pay attention to your deadlines and give yourself plenty of time to complete your project.

Will there ever be times that I need to supply more information than what is laid out in this guide?

Grant projects are complicated and there may be situations that arise which require additional documentation. Make sure to keep good records of your expenses/time/travel, etc. so if additional documentation is required, you will be prepared.

How do I use this guide?

This guide is full of information about match, forms for you to use as you document match, and places to look for more guidance if you come across anything you don't understand. We are also here, of course, to help along the way. The most important thing is to always ask questions if you don't understand something and make sure to alert us to any problems or changes as soon as they arise.

Contracts

Sample Contracts included for your use:

Consultant Agreement

Your organization may have a contract that you normally use – if so, that’s fine (but still review the important things to remember below). If you don’t, you can modify the contractor/consultant agreement on the following page to suit your needs.

Gig Sheet

If you are hosting a musical event with multiple performances, this gig sheet & contract may work better than a regular contract. On the gig sheet, you can lay out performance dates and locations, as well as add production notes. Please remember to have the contract signed BEFORE the performance and BEFORE a check is issued.

If you have a contract as part of your budget, either for reimbursement or match, there are a number of important things to make sure of.

1. Make sure contracts are signed BEFORE checks are issued/dated.
2. Make sure the name on the contract matches the name on the check.
3. Make sure check amounts match the amounts specified in contracts.
4. If there are multiple payments on one contract, specify that in the contract.
5. If travel/hotel is being covered under the contract, include that information, as well as the dates of travel/hotel in the contract. We cannot count meals as match or reimburse for them.
6. If you are reimbursing travel in addition to the contract (e.g. mileage), please include a Google map documenting the mileage from the address listed on the contract to the location of the event/program.
7. Contracts require an invoice from the contractor and a legible copy of the cancelled check (front and back) to count as match.

ORGANIZATION NAME
Contractor/Consultant Agreement

This agreement, together with the detailed information provided in the referenced attachments (if any), constitutes the entire consulting agreement between the ORGANIZATION NAME and _____ hereinafter referred to as the consultant and supersedes all prior agreements, either written or verbal. Consultant is not an employee or agent of ORGANIZATION NAME is a private contractor. Further, consultant agrees to indemnify, defend, and hold ORGANIZATION NAME harmless along with its trustees, officers, and employees for and from suit, liability, injury or other loss arising from the acts of the contractor, whether as the result of negligence or otherwise.

Name: _____

Address: _____

Start date: _____ end date: _____

Section 1 – Description of Services: _____

Section 2 – payment rate and terms:

\$ _____ one-time payment or

\$ _____ per hour for _____ hours per week for _____ weeks

Will ORGANIZATION NAME be paying or reimbursing travel expenses?

no:

Yes: **if yes, provide detail in section 5

Section 3 – payment method: _____

Section 4 – consultant qualifications:

Section 5 – additional conditions or terms: _____

The signatures below indicate acceptance of this agreement as of the date specified.

Consultant

ORGANIZATION NAME

Signed: _____

Signed: _____

Name: _____

Name: _____

Phone: _____

Title: _____

Email: _____

Date: _____

Date: _____

REQUIRED DOCUMENTS:

- W-9 form
- Invoice upon project completion

“Organization Name” Gig Schedule & Contract 2023

Performer or Group Name: _____

Members of Group: _____

Authorized Contact: _____

E-Mail: _____ **Phone:** _____

Address (City, State, Zip) _____

DAY	DATE	TIME	EVENT	PLACE	FEE
Sat					
Sun					
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
			Total Performance Fees		
			Travel Reimbursement		
			Total		
				Paid Check #	
				Paid Check #	
			Balance		

Production requirements:

Travel to be covered under contract including mileage:

Notes:

Performer: _____

Date: _____

Representative from Organization: _____

Date: _____

Travel

Many times, people must travel to complete work with a grantee. This travel is eligible to count as match or may be submitted for reimbursement if it appears in your project budget. However, there are some important things to remember.

1. If the person traveling has a contract with your organization, the travel must be spelled out in the contract. Please check the contract carefully and make sure your organization's contract allows for travel – if it does not, we will not be able to reimburse you for travel expenses.
2. If someone is traveling to participate in an event/program/project and are staying in a hotel on days that they do not appear on an agenda/program/schedule, etc., (for example, they are performing on May 13, 15, 21 and staying in a hotel from May 13-22), the entire length of their hotel stay should be specified in their contract.
3. If you, another staff member, or a volunteer are completing travel for your organization that is laid out in your contract with the GGCHC but does not require a contract with an outside person, please include a written explanation of the travel, including dates/method of travel/location of travel in lieu of a contract, as well as the other back up required by each category below.
4. If mileage is being counted as match please include a google map outlining total mileage.

Lodging

If you are counting lodging of performers, speakers, etc. as match, please make sure you have the following information:

1. A contract with the person with dates of lodging specified
2. Lodging receipt proving payment that has the name of the guest listed – this name must match the name on the contract and show that payment has been made.
3. Copy of agenda/program/schedule/event announcement showing the person's involvement in the event/project/program
4. Brief explanation of why travel was necessary

Plane tickets

If you are counting plane tickets for performers, speakers, etc. as match please make sure you have the following information:

1. A contract with the person flying with the dates of travel specified
2. A receipt from the airline that shows the name of the person flying – this name must match the name on the contract and show that payment has been made.
3. Copy of agenda/program/schedule/event announcement showing the person's involvement in the event/project/program
4. Brief explanation of why plane tickets were necessary

Mileage

When mileage is being submitted as match, please submit the following:

1. A contract with the person driving with the dates of travel specified. If the person traveling is a member of your organization, a brief explanation of why the travel was necessary on an GGCHC timesheet will suffice.
2. A map (Google or Mapquest works fine) showing the starting and ending location of travel being counted as match. See page 10 for an example.

Other travel expenses

Other travel expenses may qualify as match or may be reimbursed under your contract with the GGCHC – e.g. parking at airport or a taxi to and from the airport. Please submit the following:

1. Proof of payment (e.g. receipt, e-receipt)

Payment for Services

If you are counting payment for services (for example, sound equipment or stage rental for a concert, or rental of a bus for a tour) to a company as match or you are submitting for reimbursement, please make sure you have the following documents:

1. Original quote for services secured before event
2. Invoice
3. Copy of cancelled check, front and back

Please remember:

1. The invoice must be dated before the date of the check and must provide a description of services.
2. The payment must match what is in your budget. If the amount due changes, please contact the GGCHC to adjust your budget accordingly ahead of your project end date.
3. If a company name is included in your budget, you must use that company.

Social Media Advertising

If social media advertising appears in your budget, you will need to provide the following documents:

1. Proof of payment/receipt
2. Copies of social media advertisements.

In-kind Donations

If someone is providing an in-kind donation of goods and services that you are counting as match you must document this donation on an in-kind donation form. For example, if you are hosting an event in a city park and the city is providing a tent and chairs or if a local museum is giving your group comped admission, this is the form you need to use.

Things to remember:

1. The value of the donation should be equal to fair market value. What would it cost to obtain a similar good or service?
2. The value of the donation should be placed by the donor, and should not exceed fair market value.
3. If your in-kind donation includes comped admission, please include the number of people admitted and the normal cost of admission. Also, attach a list of names of people admitted to the form.



GGCHC In-Kind Contribution/Donation Form

Project/event name:

Organization name:

- 1 Description of contribution:

- 2 Date(s) contributed:

- 3 Real or estimated value of contribution:

- 4 How was value determined?

- 5 Who made this determination?

- 6 Is there a restriction on the use of this contribution? No ___ Yes ___
If “yes,” what are the restrictions?

- 7 Was this contribution obtained with or supported by federal funds? No ___ Yes _
If “yes,” list name of federal agency and grant or contract number:

Signature and date: _____

GGCHC Timesheets

Hundreds of people contribute to the work of the GGCHC each year, generating hundreds of thousands of dollars in match. Properly documenting this time is very important.

Things to do:

1. Review your contract with the GGCHC! Your contract budget includes information about the amount of time volunteers, staff, or consultants will spend on a project, as well as the rate at which their time is to be valued.
2. Be sure that the time staff or volunteers are spending on the project is what is outlined in the contract budget. For example, if a volunteer is supposed to be working on event promotion according to the contract but instead works on event clean up, the time cannot be counted (unless you submit a budget revision request). Once confirmation has been received from the GGCHC, the budget revision is allowed.
3. Time must be explained clearly. For example, if someone is working on an event promotion poster don't just write "event poster" – write "worked on designing event poster for XYZ event" or "reviewed and revised event poster for XYZ event" – the more detail, the better! Think about "who, what, when, why, where" when you write time entries.
4. If you travel to a conference to make a presentation about the project the GGCHC and your organization are working on together, the time you spend traveling cannot be used as volunteer time.
5. We cannot count the time of federal employees as match.
6. Remember, if you have changes that arise as your project moves forward – let us know! If your number of volunteers drops or you find you need more volunteers in one category than you do in another, we can make that adjustment as long as we know the changes before the end of the project period. Once confirmation has been received from GGCHC, the budget revision is allowed.

Volunteer time

Volunteer time is important to the National Heritage Area program. Volunteer time shows community engagement with your project or organization. We track volunteer time at the GGCHC and every year we are able to show the National Park Service just how many thousands of hours volunteers are donating to projects! For such volunteer time to count as match volunteers must be working on projects directly related to the project activities – we cannot count “regular” volunteer time (e.g. answering phones, giving tours, providing lawn care for a historic site). Volunteer time is ordinarily calculated at \$32/hr. Please make sure to check the volunteer box on the ggchc timesheet. If the volunteer traveled to an event or a meeting, please include mileage as well as the starting/ending location on the timesheet. Mileage can be counted as match for the GGCHC as long as it appears in your contract. Travel time cannot be counted as match.

Paid time

The time staff of your organization work on projects in partnership with the GGCHC may also be counted as match. Many of our partners contribute many hours working on projects with the GGCHC. This time, like that of volunteers, must be directly related to the project your organization and the GGCHC are working on together or is being funded through an GGCHC grant. On the GGCHC timesheet, please check the box “I completed this work while being paid by my employer.” It also asks for hourly rate. This information is kept confidential. Employee time traveling to work cannot be counted as match. However, if an employee makes a special trip for the project being conducted in partnership with the GGCHC or for a GGCHC grant, mileage can be counted as match. Work completed outside of regular hours will be counted at the \$32/hr volunteer rate.

Consultant time

If you are a GGCHC consultant, you must report all time – paid and volunteer – on an GGCHC timesheet, broken down by project. Please check the consultant box on the GGCHC timesheet and include your rate. If the consultant traveled to an event, a meeting, or on a fieldwork trip, please include mileage as well as the starting/ending location on the timesheet. Mileage can also be counted as match.

In-Kind Timesheet

Thank you for reporting your time to the GGCHC!

- Please complete timesheets with as much detail as possible, see example in each category.
- As indicated, total the length of time and mileage amount columns.
- If traveling within the same zip code, please list the start and end locations.
- Travel time should not be included in length of time worked.
- Attach supporting documentation when required.

Name: _____ **Signature:** _____ **Date:** _____

- I completed this work as a volunteer.
- I completed this work while being paid by my employer (non-federal payroll). My hourly rate is: \$ _____
- I am a GGCHC consultant and this work was volunteer time over my contracted time with the GGCHC. My hourly rate is \$ _____

Date <small>mm/dd/yy</small>	Project	WorkDescription	LengthofTime	RoundTripMileage	Start&Endzipcodes
06/06/20 EXAMPLE	Trail Workdayz- Wildwood Park	Provided maintenance to the Wildwood Park, Mow/ cut weeds, brambles, briars, and high grass encroaching on the trail. EXAMPLE	2.50	10.00 EXAMPLE	35645 (Killen, AL) to 35630 (Florence, AL)
&					
Grant or Partnership Coordinator Signature: _____			TOTAL		

Partner name

Partner address
Partner email
Partner website

Volunteer Sign In Sheet

For collaborative *PARTNER NAME* and Gullah Geechee Cultural Heritage Corridor programming, GGCHCA may match its federal grant(s) with the fair value of contributed volunteers' time, hours worked on another organization's non-federal payroll, donated professional services, material goods and donated mileage, provided that the goods, services, and time are not reimbursed from a federally funded source. This private investment in heritage programs enables GGCHC to fulfill its requirement to match every federal dollar 1:1 with non-federal dollars and to continue working on important local programs.

Event name
Event date
Event location
Event time

EVENT DESCRIPTION:

Print Name	Time in	Time out	Subscribe to our newsletters with email

