

MATCHING FUNDS REQUEST FY21 – PROCEDURES

Matching Funds has new procedures for FY21. There is a COVER spreadsheet that MUST be submitted along with the claim form(s). Each line of the COVER spreadsheet corresponds to a specific category tab, EXCEPT for the second line that has one for FEDERAL GRANTS and one for TSP. Once you enter the information regarding the funds received, it will automatically calculate the totals not only in that specific category tab but in the COVER tab as well.

Once you have entered all claims, you will email the COVER spreadsheet and the form attached to each category tab that you used to the CLAIMS email

1.) Go to the Financial Form section on our agency's website and open the Matching Funds Request FY21 (Request for Matching Regular and Supplemental Funds). This will open the new COVER spreadsheet.

<https://www.tsswcb.texas.gov/swcds/swcd-resources>

2.) Once opened, there are several category tabs; go to "COVER" tab:

1 REQUEST FOR STATE MATCHING FUNDS FY21

2

3 (check one) Regular Request Supplemental Request

4

5 The _____ Soil & Water Conservation District # _____

6 hereby requests \$ _____ as authorized in the GAA.

7

8 As evidence of the District's eligibility to receive such Matching Funds, we hereby certify the

9 amount requested above has been received from sources other than State funds or earnings

10 from State funds since the beginning of this fiscal year and prior to the date of this request. We

11 further certify that such funds are not to be returned to the source from which they were

12 received if such funds were received in the form of contributions. We further certify that the

13 source of these funds is as follows:

14

15

16 \$ _____ - [Contributions, Gifts, and Donations](#)

17 \$ _____ - [Federal Grants including TSP / Section 319\(n\) Clean Water Act](#)

18 \$ _____ - [Profit on Sale of Goods purchased with Trust Funds](#)

19 \$ _____ - [Income from Equipment Rental - Equipment NOT purchased with State Funds](#)

20 \$ _____ - [Proceeds from Sale of Advertising in Publications or other Media](#)

21 \$ _____ - [Proceeds from Local Activities - Banquets, Tours, Field Days, Book Sales](#)

22 \$ _____ - [Interest Income on Trust Fund Time Deposits](#)

23 \$ _____ - [Other - briefly explain below:](#)

24

25 \$ _____ - Total

26

27 We also agree that official representatives of the State Soil & Water Conservation Board may

28 inspect the District's records at any time for verification purposes. This request was officially

29 approved by the Board of Directors of the District during FY20__ and entered in the minutes on

30 the _____ day of _____, 20__.

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AGENCY APPROVAL

Cover Contributions Federal Grants TSP Seed Tree Sales Equipment Rental Advertising Local Activities Interest Income Other Income

3.) The form looks the same as FY20, the difference is that all you need to do is click on the line representing the funds to be claimed. Ex: if you have contributions to be claimed, click on that line.

REQUEST FOR STATE MATCHING FUNDS FY21

(check one) Regular Request Supplemental Request

The _____ Soil & Water Conservation District # _____ hereby requests \$ _____ as authorized in the GAA.

As evidence of the District's eligibility to receive such Matching Funds, we hereby certify the amount requested above has been received from sources other than State funds or earnings from State funds since the beginning of this fiscal year and prior to the date of this request. We further certify that such funds are not to be returned to the source from which they were received if such funds were received in the form of contributions. We further certify that the source of these funds is as follows:

\$	-	Contributions, Gifts, and Donations
\$	-	Federal Grants including TSP / Section 319(h) Clean Water Act
\$	-	Profit on Sale of Goods purchased with Trust Funds
\$	-	Income from Equipment Rental - Equipment NOT purchased with Trust Funds or Earnings from State Funds
\$	-	Proceeds from Sale of Advertising in Publications or other Media
\$	-	Proceeds from Local Activities - Banquets, Tours, Field Days, Book Sales
\$	-	Interest Income on Trust Fund Time Deposits
\$	-	Other - briefly explain below:
\$	-	Total

We also agree that official representatives of the State Soil & Water Conservation Board may inspect the District's records at any time for verification purposes. This request was officially approved by the Board of Directors of the District during FY20__ and entered in the minutes on the _____ day of _____ 20__.

AGENCY APPROVAL

Cover Contributions Federal Grants TSP Seed, Tree Sales Equipment Rental Advertising Local Activities Interest Income Other Income

4.) This will take you to the Contributions tab:

REQUEST FOR STATE MATCHING FUNDS FY21

(check one) Regular Request Supplemental Request

The _____ Soil & Water Conservation District # _____ hereby requests \$ _____ as authorized in the GAA.

As evidence of the District's eligibility to receive such Matching Funds, we hereby certify the amount requested above has been received from sources other than State funds or earnings from State funds since the beginning of this fiscal year and prior to the date of this request. We further certify that such funds are not to be returned to the source from which they were received if such funds were received in the form of contributions. We further certify that the source of these funds is as follows:

\$	-	Contributions, Gifts, and Donations
\$	-	Federal Grants including TSP / Section 319(h) Clean Water Act
\$	-	Profit on Sale of Goods purchased with Trust Funds
\$	-	Income from Equipment Rental - Equipment NOT purchased with Trust Funds or Earnings from State Funds
\$	-	Proceeds from Sale of Advertising in Publications or other Media
\$	-	Proceeds from Local Activities - Banquets, Tours, Field Days, Book Sales
\$	-	Interest Income on Trust Fund Time Deposits
\$	-	Other - briefly explain below:
\$	-	Total

We also agree that official representatives of the State Soil & Water Conservation Board may inspect the District's records at any time for verification purposes. This request was officially approved by the Board of Directors of the District during FY20__ and entered in the minutes on the _____ day of _____ 20__.

AGENCY APPROVAL

Cover Contributions Federal Grants TSP Seed, Tree Sales Equipment Rental Advertising Local Activities Interest Income Other Income

5.) You will fill out the information needed. In the gray section, enter the information regarding the contribution received and the yellow section is for the deposit information regarding that contribution or donation.

Regarding the Deposit slip or Transaction Number, please use the transaction ID number from the bank's receipt as reference. Please see an example of what to look for.

