



ADMINISTERING A GRANT AWARDED WITH NEH MATCHING FUNDS

The matching funds program of Humanities Texas (HTx) is made possible by the Gifts-and-Matching Provision of the National Endowment for the Humanities (NEH). Under the terms of the program, Humanities Texas makes NEH matching funds available on a first-come, first-served basis to projects receiving cash from eligible, non-federal, third-party sources.

Eligible sources of outside funding:

- individuals
- corporations and businesses
- private and public foundations
- labor unions and professional associations
- state and local governments
- affiliated groups (members, friends, alumni)
- special fundraisers

Ineligible sources of outside funding:

- the project's sponsoring organization
- the project director
- persons closely related to the project director
- individuals or institutions receiving some cash benefit from the grant
- federal funds, including those disbursed to the applicant by a non-federal agency

All gifts and matching grant funds awarded to a sponsoring organization must be spent exclusively on the approved project and expended within the project's grant period. Payment of matching funds will be made in accordance with the payment schedule outlined in HTx grant agreement ITEM N.

To document gift(s), please send HTx copies of the following information: 1) the donor's gift letter; 2) gift agreements (if any); and 3) the donor check. The following information should be conveyed: the names of the donor and recipient, the amount of the gift that is being conveyed, and whether or not all or a portion of the gift is given for a specific purpose or may be used at the discretion of the sponsoring organization.

The NEH requires that sponsoring organizations receiving matching funds inform donors that their contributions have been matched by the NEH. Please provide Humanities Texas with a copy of the correspondence satisfying this requirement.