MATCHING GRANTS MANAGEMENT: HOW A GRANT BECOMES A PAYOUT

This document provides details on managing Matching Grants from submission to payout. The contents of this document include day-to-day Matching Grants management, vetting, and the final steps for distribution.

Day-to-Day Matching Grants Management

Once a Matching Grants program is established for a campaign, there are additional tasks that must be completed regularly to ensure accuracy and a successful Matching Grants campaign. Please complete the following tasks throughout the campaign and during distribution.

1. **Review the 'Ready for Approval' Direct Matches** – Prior to close of a distribution period (monthly, quarterly, etc.), Account Managers must review the 'Ready for Approval' Direct Matches. Matches associated with payroll, check, credit card, etc. do not have to be reviewed by Account Management and are matched without a status change from Pending Approval.

   Tip: To avoid buildup, review weekly.

2. **Mark Direct Match *Overall Status* as "Approved"** – The *Overall Status* for all Direct Matches that have been approved in vetting must be changed to "Approved." Ensure that match calculated properly based on client rules.

   Updating the Direct Match overall status to "Approved" can be completed either manually by accessing each donor's match request, or it can be accomplished via an import. To create an import, take the following steps:

   a. Create/Save a text file with two columns. The first column should include the transaction ID. The second column should include the number 6, which corresponds to the "Approved" status in the match program.
   b. Log in to OPPS, select the *Company Importing* node. Click the "Add a New Import" link.

      - Import Type: Matching Grant Status Import
      - Import File: Select the file created in Step a, above.

3. **Review any 'Grant Amount Discrepancy' Direct Matches** – If the claimed amount is less than the pledge amount, change the match amount to reflect the claimed amount.

    - If Vetting Status is marked as "Approved," change Overall Status to "Approved."
    - If Vetting Status is marked as "Not Vetted," change Overall Status to "Ready for Approval."

      This will verify that the charity has been ported over to the CVT for Compliance Review. Once the Vetting Status has been marked as "Approved," follow step 2 above.

      Note: Account manager can cancel the direct match request that has been rejected, if needed.

Vetting

During the vetting process, designation information is submitted for review and goes through Standard Vetting. During Standard Vetting, designation record information must meet the Standard Vetting Criteria (see further documentation, *FrontStream Vetting Policy*, for details). The record is then marked as either "Accepted" or "Rejected." Both rejected and accepted records are then submitted for Standard Vetting QA. During Standard QA, the record is reviewed a second time. During the review, it is determined if the record's status will be "Approved" or "Denied." If the record is "Approved," it is added to the system, mapped to an existing NPO, or it is formally rejected. If the record is rejected, the donor will receive an email notifying them that their designation was rejected and their match request has been cancelled. There is not a redesignation process for DDP campaigns. If the record status is "Denied," it is sent back through the Standard Vetting process.

Note: When a match request has been rejected, it cannot go through the vetting process a second time. A new match request must be made.