

## **2017 Saints MatchGrants Program**

### **Financial Support from the Saints: Volunteers for the Performing Arts**

#### **Information for Organizations Using the Saints**

**BACK AGAIN FOR A THIRD YEAR!** Due to its success in 2016, we are offering an additional opportunity for giving through our Saints MatchGrants Program. This program is meant to foster and encourage voluntary donations by individual Saints members in our mission to support the performing arts.

When our members donate directly to organizations that use the Saints, those donations will be matched (up to \$100 per member per company). This program applies to donations made between September 1 and December 31, 2017 to not-for-profit organizations that Saints serve.

***⌘ A total of \$15,000 has been appropriated to the 2017 MatchGrants Program ⌘***

#### **Here's How It Works**

1. A Saints member makes a voluntary donation to an eligible organization (listed on our website) between September 1 and December 31, 2017.
2. Saints members need to download the two-part form from the Saints Member website.
3. The member completes the top portion of the MatchGrants Form and forwards it with their donation (or online donation information) to the eligible organization.
4. The organization verifies the tax-deductible qualifying donation, completes their portion of the form (including their EIN) and sends the form to [MatchGrants@saintschicago.org](mailto:MatchGrants@saintschicago.org) or mails to MatchGrants, c/o the Saints, 2936 N. Southport Ave. - Room 224, Chicago, IL 60657-4120
5. Completed MatchGrants Forms must be emailed or postmarked by the deadline of January 10, 2018 - but don't delay, as funds may be exhausted late in the donation cycle.
6. Make sure to let your donor know that you have submitted your part. They will appreciate it!

**That's it. First come – first served.**

#### **Important!**

**Donations are considered *in order of receipt* of complete paperwork and only until the maximum appropriated amount has been reached. Make sure to return the required documentation to the Saints as quickly as possible to be considered for matching funds. Emailing of completed forms is the preferred method but not required.**

Beginning in late January of 2018, the Saints will begin the process of forwarding checks to the organizations with the total of the match donations. These are unrestricted donations from the Saints (not additional donations from the donor and are not tied to any restrictions which the donor may have stipulated). No subsequent reporting is required back to the Saints but checks should be deposited as soon as possible.

**ANOTHER SAINTS GRANT OPPORTUNITY!**

**Watch for details about our annual Saints Grants Program later this fall.**

## 2017 Saints MatchGrants Program Q & A

**Q: There are companies that are not directly listed as Saints venues but which perform at Saints venues and use Saints as ushers. Do they qualify?**

**A: YES.** Itinerant 501(c)(3) arts companies performing at Saints-served venues that use Saints as ushers are qualified for this program.

**Q: Can donations made prior to September 1, 2017 be counted for the MatchGrants Program?**

**A: NO.** The rules must apply equally for all.

1. The eligibility period is quite clear, September 1, 2017 – December 31, 2017
2. The program expires at midnight on December 31, 2017, or after the \$15,000 allocation has been used, whichever comes first.

**Q: Can the companies directly solicit MatchGrants donations from Saints' members, through direct emails, whether sent by the company or by the coordinator on behalf of the company?**

**A: NO.**

1. The emails of individual Saints are protected by the Saints privacy policy and may not be given to the company/venue/producer for any purpose, including donations.
2. Companies should not solicit donations from individual Saints when they are on an ushering assignment. This is likely to make some Saints uncomfortable, which is NOT the design of the program.
3. Direct solicitation of donations might call the entire program into question, and could call for review of any grant to an offending company.

**Q. What if the company doesn't respond back by December 31, 2017 to claim the match?**

**A. IT MAY NOT BE MATCHED** if funds are exhausted. While the MatchGrants Program donation window expires December 31, 2017 and organizations have until January 10, 2018 to submit their documentation, prompt return of qualifying documentation is your best chance to have funds matched.

**Q. Can companies who receive MatchGrants funds still participate in our annual Saints Grants Program?**

**A: ABSOLUTELY.** They are totally separate programs. Companies may participate in either one or both. Watch for details about the Saints Grants Program later in the fall of 2017.

**Check Out Complete Details & Updates at [www.saintschicago.org](http://www.saintschicago.org) Under Grants**

**Were You Saints-Served in 2017 But Don't See Your Organization on Our List? Let Us Know.**

**Question? Contact Us at [MatchGrants@saintschicago.org](mailto:MatchGrants@saintschicago.org)**

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