

## 2017 Saints MatchGrants in Brief and Q & A

**➤ 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 (must use Saints as ushers; a list appears on our website) between September 1 and December 31, 2017.
2. Saints members need to download a 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. Make sure your donor lets you know that they have submitted their part. It's a win-win!

**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 the required documentation is sent to the Saints as quickly as possible to be considered for matching funds.**

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.

### Q. Who is eligible to receive Saints MatchGrants?

A. THE RECIPIENT MUST BE 1) A PERFORMING ARTS COMPANY WITH 501(C)(3) TAX-EXEMPT STATUS (verify online at: <https://apps.irs.gov/app/eos/> ) PLUS 2) BE AN ORGANIZATION THAT UTILIZES THE SAINTS SERVICES.

### Q. Can I donate to any not-for-profit performing arts company in the Chicagoland area?

A. SORRY, NO. They must have been listed in a 2017 Spotlight or CyberLine as a Saints-served organization. This is a special thank you to companies who make their performances available to the Saints. Other performing arts companies are welcome to apply for our regular grants program which is based on application and evaluation / recommendation of the Saints Grants Commission.

### Q. Are my donations limited to \$100?

A. NO, BUT THERE IS A \$100 MATCH LIMIT *PER SAINT DONOR PER ORGANIZATION*. Donations will only be matched up to the maximum allowed.

## 2017 Saints MatchGrants Q & A (continued)

**Q. Can I make more than one donation to a company and have the Saints match them?**

A. YES, YOU CAN GIVE UP TO \$100 PER DONOR PER COMPANY IN TOTAL. If you send \$50 in September and another \$50 in December, \$100 will be matched by the Saints, funds permitting.

**Q. I make monthly automatic donations – can I get the donation matched?**

A. ONLY DONATIONS MADE BETWEEN THE SEPTEMBER 1, 2017 AND DECEMBER 31, 2017 date restrictions can be matched. For example, if you give \$10 a month in the automatic donations, the company would verify \$40 (Sep, Oct, Nov, and Dec) during the applicable time period of this program and the Saints would match the \$40.

**Q. I'm giving a donation specifically to pay actors. Can Saints MatchGrants be restricted to my wishes?**

A. NO. You can certainly restrict your donation, but the Saints donation is an unrestricted donation to the company to use as they determine.

**Q. What if I send one payment for a ticket subscription (\$100) and a \$50 donation?**

A. THE COMPANY WOULD CERTIFY ONLY THE DONATION of \$50 for which the donor received no personal benefit.

**Q. If I make a maximum match donation of \$100, will I get a tax receipt for \$200 – my portion and the match grant?**

A. NO. YOU SHOULD GET A RECEIPT FROM THE COMPANY FOR YOUR DONATION OF \$100. The Saints make their matching donation of \$100 and the Saints receive 'credit' for their \$100 donation.

**Q. If I donate online through a company's website, do I still have to submit a form?**

A. YES. FILL IN YOUR PORTION OF THE FORM from the Saints website and send it along with information about your qualifying donation to the company. The receiving company will complete the form and submit it to the Saints.

**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. The MatchGrants Program donation window expires December 31, 2017 but organizations have until January 10, 2018 to submit their documentation.

**Q. If the company fails to send back the verified form, what do you do?**

A. THE RULES ARE VERY CLEAR. If the donation does not meet the restrictions and/or all required documentation is not returned by the deadline, the Saints cannot make a matching donation. The Saints member may want to encourage the organization to get in the documentation as soon as possible before the deadline.

**Q. If the full \$15,000 appropriation is not claimed, will companies get bigger donations?**

A. MONEY NOT CLAIMED IN THE MATCHGRANTS PROGRAM ARE TURNED OVER TO THE GENERAL GRANTS FUND to be awarded in our annual arts grant program with recommendation by the Saints Grant Commission and approval of our Board.

Questions? Contact Us at [MatchGrants@saintschicago.org](mailto:MatchGrants@saintschicago.org)  
Check Out Full Details at [www.saintschicago.org](http://www.saintschicago.org) under Grants  
or click here to see the [full list](#) of MatchGrants files