



Matching Grant Strategy for Collegiate Staff Expansion 2025

Georgia Region FCA's requirement for any staff receiving matching grant funds is that the staff is able to show they have raised half of the funds needed to cover the annual operating budget they have developed with their Director. Operating expenses include salary, benefits, employment taxes and insurance, office operating costs, travel allowances, and administrative fees to the FCA Support Center as detailed below.

This [Fully Funded FAQ](#) article will be very helpful as you work with your prospective staff.

Operating Expense Categories:

- 7000 Salary
- 7100 Minister's Housing Allowance
- 7110 Vehicle Allowance
- 7400 Payroll Tax (FICA)
- 7410 Minister's Self Employment Tax
- 7420 TSA - Exempt Ministers
- 7500 Employee Medical, Life, AD & D
- 7520 Worker's Compensation Insurance
- 7525 Unemployment Insurance
- 7600 Retirement Plan
- 8000 Travel - Meals
- 8001 Travel - Gasoline
- 8100 Telephone
- 8150 Postage
- 8200 Office Supplies
- 8250 Printing
- 8300 Office Rent
- 8320 Office Utilities
- 8340 Vehicle Lease
- 8345 Vehicle Insurance
- 8360 Equipment Lease
- 8400 I/C Expense - Insurance
- 8640 I/C-Subscrip-FCA Publications
- 8800 I/C-Administrative Support
- 8801 I/C-State Admin Support
- 8850 Interest Expense

Matching Grant Requirements

- 1) The candidate being considered for a matching grant must be:
 - a new prospective full-time candidate in the hiring portal, OR
 - a current part-time staff identified by their Director to move into a full-time position.
- 2) Completion of Boot Camp is mandatory. Home Team Coaching is an extension of Boot Camp. Its purpose is to support a healthy coaching environment for Directors and Prospective Staff in their first season of fundraising which will culminate into fully funded, healthy ministry leaders. Directors are encouraged to take the Home Team Coaching course on FCAU but it is not required to meet the criteria for this grant. *(NOTE: Our goal is to remain focused on strategies designed to help staff grow in their long-term financial stability.)*
- 3) Stuart McLean and Tracy Passmore will oversee the matching funds process in collaboration with the Hiring Manager, Multi-Area Director, RVP and Director of Operations. Tracy will oversee tasks related to recruiting and hiring. Stuart will oversee tasks related to board and donor advancement.
- 4) Matching Grant Allocation Requirements are as follows:
 - a) Each MAD requesting matching funds for collegiate staff expansion will complete a [Matching Funds Request Form](#). Once received, it will be reviewed for approval to start the process. **(See Page 4 below for a worksheet that can be used as needed with Hiring Managers as they gather information for the request.)**
 - b) **The maximum allocation per recipient is half of their annual operating budget (not total budget) not to exceed \$50,000.** This grant is a one-time award given at the time the staff meets all grant criteria.
 - c) This is a dollar-for-dollar matching grant; therefore, the requirement is that **100% of the funds raised by each staff recipient must be a combination of AMP (Automatic Monthly Partners), RFP (Recurring Funding Partners) and recurring monthly org transfer from MAD or Hiring Manager as described in (d) below.** For example, if the staff annual operating budget is \$70,000 then \$35,000 must be from AMP, RFP, and recurring org transfers. *(NOTE: Home Team Training encourages AMP/RFP funding. One-time gifts are welcomed and appreciated but are not eligible for this matching grant.)* The **Staff Fully Funded report (TeamNet)** and the **Home Team (AMP and RFP) report (FCAOne)** will be used to track this requirement.
 - d) **RFPs will be verified.** For any unfulfilled RFP pledge, the staff receiving the matching funds will have 12 months from the date funds were awarded to replace it with a new AMP of the same annualized total as the original RFP pledge. After 12 months, if any unfulfilled RFP pledges have not been fulfilled and replaced, the annualized amount of the unfulfilled RFP will be returned from the staff recipients' org to the Foundation's matching fund to be reallocated and available for other applicants throughout the region.
 - e) Recurring monthly org transfers from the MAD or Hiring Manager's Development Org to the recipient's org are eligible to be matched. This is not a funding requirement but if a

commitment is made, it should be for a minimum of 1 year, and the total annual commitment cannot exceed 12.5% of the recipient's annual operating budget.

- f) Any current part-time staff identified by their Director to move into a full-time position is eligible. Their current AMP and RFP funds would be eligible for matching funds allocation.
- g) All matching fund recipients must submit the following documents for final approval:
 - Home Team (AMP & RFP) Report - FCAOne
 - Home Team Tracker – Bootcamp
 - Annual Actuals Report - TeamNet
 - Annual Budget Report – Budget App or TeamNet
 - My Ministry Game Plan - <https://gameplan.fca.org/Home.aspx>
 - Ministry Impact Report/Newsletter (within 90 days of the matching funds being allocated)
 - Directors Only: Vision Based Staffing Plan and creation of Development Org
 - New staff: completion of New Staff 90 with their Director within first 90 days of employment
 - Part-time staff moving to full-time: completion or plan to complete all required organizational training
- g) The Hiring Manager will submit all supporting documents to Stuart when the requirements are met. Stuart will review and pass along to Randy for grant allocation final approval and funding request to the Foundation. **The window to meet the grant criteria and receive matching funds will be 6 months from the approval date of the request.**
- h) The regional expectation is that there will be at least one new collegiate hire or transition from part-time to full-time in each multi-area by June 2026.

MATCHING FUNDS REQUEST WORKSHEET

Please answer the following and send to your MAD to submit the Matching Funds Request Form:

- ☐ Who is the Hiring Manager?
- ☐ What is the name of the prospective staff?
- ☐ Position Title (must be full-time with a minimum annual salary of \$36K)
- ☐ What is the status of the prospective staff?
 - ☐ New Hire?
 - ☐ Part-time moving to Full-time?
- ☐ What is the collegiate position staff is applying for?
- ☐ Target hire date/transition date?
- ☐ Annual Operating Budget for this position? (have a digital copy ready to upload with the request)
- ☐ ORG number for this position?
- ☐ Recurring monthly org transfers from the MAD or Hiring Manager's Development Org to the recipient's org are eligible to be matched. **This is not a funding requirement but if a commitment is made, it should be for a minimum of 1 year, and the total annual commitment cannot exceed 12.5% of the recipient's annual operating budget.** Will the MAD or Hiring Manager be making this commitment?
 - ☐ If yes, list the monthly amount committed and the development org to be used for this commitment.
- ☐ What is the vision for this collegiate position?
- ☐ What is the status of the Advisory Team (Area Rep) or Leadership Board (Director) for this position?
 - ☐ Never had one
 - ☐ Previously had one but no longer active
 - ☐ Has current active Advisory Team/Leadership Board
- ☐ What is the current funding strategy for this position? (ex. Funding prospects - AMP/RFP's, Board/Advisory Team, Event(s), Major Donor(s), etc.)

- Additional comments you would like to include. Please use this section to also let us know if you want the Hiring Manager (if it's someone other than the MAD) to be included in all communications through the approval/allocation process. It would also be helpful to know if the staff is aware that they may be receiving matching funds.