**Teacher Quality Partnership (TQP)**

**Examples of How to Provide Evidence of Matching Contributions**

Consistent with 20 USC §1022b(c)(1), each grant applicant must provide from non-Federal sources, an amount equal to 100 percent of Federal funds provided under the TQP grant, which may be provided in cash or through in-kind contributions, to carry out activities supported by the TQP grant.

An applicant must provide evidence of their matching contributions for the first year of their grant in their grant application, including a letter(s) from an authorizing official committing to the match. Below we have provided sample letters that may be used as evidence to demonstrate that applicants have secured matching funds. Because evidence of the first-year commitment is needed, applicants should ensure the letter(s) indicates what matching funds will be available for the first year of the grant project.

In Section B, Budget Summary Non-Federal Funds, of the ED 524 form, an applicant must show the monetary or in-kind donations it proposes to use to meet the matching requirement as well as the sources of any other matching funds or in-kind donations that it proposes to use to support its TQP project. The ED 524 form can be found at <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>.

Additionally, the applicant must provide a budget narrative that indicates how the matching funds will be used. If a third party is providing a monetary or in-kind contribution, then the applicant would show this in their budget narrative and the third party may use one of the example letters to show their commitment.

**SAMPLE LETTER #1: Funder Commitment Letter (Simple)**

*Entity Letterhead*

(Date)

Dear (Applicant),

The (Entity) is pleased to provide a (# of years) grant of $(amount) to (Applicant) for the project (insert project name) as outlined in the application to the U.S. Department of Education’s Teacher Quality Partnership (TQP) program. These funds can be used only toward project activities as proposed in the TQP application.

The grant commitment of $(amount) will be disbursed in installments over a (# of years) period, as outlined in the following payment schedule. The funds will be disbursed annually to your organization with the first payment being made within 30 days of the signed grant agreement.

|  |  |
| --- | --- |
| Project Year | Award Amount |
| 1 | $ |
| 2 | $ |
| 3 | $ |
| 4 | $ |
| 5 | $ |
| Total | $ |

We are confident that this program will have a sustained impact on the student population being served, and look forward to reviewing the evaluation results and program reports, consistent with the application requirements and the grant agreement.

Sincerely,

(President or other authorized individual),

(Entity)

**SAMPLE LETTER #2: Funder Commitment Letter (Contingent on receipt of TQP grant)**

*Entity Letterhead*

(Date)

Dear (Applicant):

It is my pleasure to inform you that a grant of $(amount) has been authorized to (Applicant). This grant is to be used to (grant purpose), as described in your application of (date). This grant is intended to serve as a portion of the match required for (Applicant)’s Teacher Quality Partnership (TQP) application to the U.S. Department of Education.

The grant commitment of $(amount) will be disbursed in installments over a (# of years) period, as outlined in the following payment schedule.

|  |  |
| --- | --- |
| Project Year | Award Amount |
| 1 | $ |
| 2 | $ |
| 3 | $ |
| 4 | $ |
| 5 | $ |
| Total | $ |

This grant funding is contingent upon confirmation of the (Applicant)’s receipt of the TQP award from the U.S. Department of Education.

It is understood that these grant funds will be used in accordance with the budget included with your application. It is further understood that no substantial changes in the budget or the grant period may be made without prior written approval from (Entity).

A condition of this grant is that you submit to us a final report by (date). This report should contain a fiscal accounting of grant expenditures and a narrative describing the following: (a) the objectives of the project supported by the grant, (b) activities carried out to meet each objective, (c) results accomplished, and (d) any problems encountered and how they were resolved. Please note that reports are an integral part of our monitoring and evaluation process; release of any future payment or review of any future grant request will be contingent upon our receipt and satisfactory review of the information provided.

This grant is subject to financial audit upon our notification during or immediately following the grant period. A separate bank account for the grant is not required, but it is necessary that a separate accounting of this grant be maintained.

Best wishes for the success of this effort.

Sincerely,

(President or other authorized individual),

(Entity)

ACCEPTED BY:

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHIEF EXECUTIVE OFFICER, GRANTEE

**SAMPLE LETTER #3: Traditional Foundation Grant Agreement**

*Foundation Letterhead*

(Date)

Dear (Applicant):

I am pleased to inform you that The (Foundation name) has authorized a grant of $(amount) over (# of months or years) to (Applicant) for (project name), an effort for which you are seeking funds from the U.S. Department of Education’s Teacher Quality Partnership (TQP) program. The grant will be paid in (xxx) installments. In order for us to make payment, we require that you accept the terms of the grant as set forth in the following paragraphs.

|  |  |
| --- | --- |
| Project Year | Award Amount |
| 1 | $ |
| 2 | $ |
| 3 | $ |
| 4 | $ |
| 5 | $ |
| Total | $ |

The grant funds and any income earned from any investment of the grant funds may be used only in support of the activities described in your TQP application of (date). Funds not used for the purposes of the grant within the grant period (date to date) must be returned to the Foundation unless an extension is approved at your request and in the Foundation’s discretion. We will require narrative and financial reports on your activities during the grant period. All reports must be received within 30 days of due date.

The narrative report should demonstrate your progress on achieving proposed activities, outputs and outcomes. In your financial report you should present the entire project budget (all sources of revenue and all expenditures, not only the Foundation grant) as included in the original application, as well as the actual revenue and expenditures for the project in total.

You acknowledge that we have not designated or earmarked any part of the grant funds for the carrying on of propaganda or attempting to influence legislation (within the meaning of Internal Revenue Code Sections 501(h), 4945(d)(1) and 4945(e) and related regulations; these provisions include state, federal or foreign legislation).

You shall notify the Foundation of any organizational changes during the term of the grant, including, but not limited to, changes in key personnel, changes in tax status, and changes in the project timing or goals.

Use of any of the grant funds (a) to influence the outcome of any specific public election of any candidate for public office or to carry on, directly or indirectly, any other activity that is prohibited to a public charity, or (b) to provide material support to any person or entity that engages in violent or terrorist activities, is prohibited.

The Foundation’s disbursement of payment is contingent upon the Foundation’s review of your work in connection with this grant and its determination (a) that you are in compliance with all terms and conditions of this grant agreement and (b) that satisfactory progress and performance has occurred and is likely to continue to occur. Funding may be modified, curtailed, or discontinued, and any unexpended grant funds must be repaid, if at any time the Foundation determines that the purposes of the grant are not being met.

Payment will be made within 30 days of receipt of the signed letter agreement and then within 30 days of approval of satisfactory interim reports and expenditures going forward.

Except for simple statements indicating that the Foundation has provided the Grantee with funding, the Foundation name and logo may be used only with the written permission of a Foundation representative.

Please have the appropriate corporate officer sign and return this letter, indicating acceptance of the terms of the grant.

We are pleased to be able to assist you with your project.

Sincerely,

(President or other authorized individual),

(Foundation)

ACCEPTANCE: On behalf of the [Applicant legal name], I hereby accept and agree to be legally bound by the terms of the grant as set forth herein.

Date: \_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE LETTER #4: Commitment of In-Kind Contribution (Specific Service)**

*Entity Letterhead*

(Date)

Dear (Applicant):

We are pleased to confirm that we will provide in-kind contributions of a value totaling (amount in dollars) for your project (project name) as proposed for funding under the U.S. Department of Education’s Teacher Quality Partnership (TQP) program.

The contribution (name of Contributing Entity) will provide is our service (description of service) to the project. The value of our contribution reflects the amount of funds budgeted for project services in the proposed budget in your application and represents the amount we would customarily charge to conduct a service of the nature, size, and scope of the service described in your TQP application.

|  |  |
| --- | --- |
| Project Year | In-Kind Contribution Amount |
| 1 | $ |
| 2 | $ |
| 3 | $ |
| 4 | $ |
| 5 | $ |
| Total | $ |

(Provide a breakdown that documents the name and description of the good or service that will be provided, the unit price or amount customarily charged for the service or goods that will be provided, and the number of units that will be provided. If the service involves donated time, also provide the number of hours or time provided and the hourly rate that is customarily charged for such a service(s). Applicants or contributing entities may refer to the Department’s regulations on matching funds, including in-kind contributions, which are set forth in 2 CFR 200.306 for clarification on requirements pertaining to in-kind donations.)

We are confident that the project (project name) will have a dramatic impact on the student population being served and look forward to conducting the project evaluation, consistent with the application requirements and the grant agreement.

Sincerely,

(President or other authorized individual),

(Contributing Entity)

**SAMPLE LETTER #5: Commitment of In-Kind Contribution (Discount off Costs for Goods or Services Purchased)**

*Entity Letterhead*

(Date)

Dear (Applicant):

We are pleased to confirm that we will provide in-kind contributions of a value totaling (amount in dollars) for your project (project name) as proposed for funding under the U.S. Department of Education’s Teacher Quality Partnership (TQP) program.

|  |  |
| --- | --- |
| Project Year | In-Kind Discount Amount |
| 1 | $ |
| 2 | $ |
| 3 | $ |
| 4 | $ |
| 5 | $ |
| Total | $ |

In order to carry out your proposed project, you have agreed to purchase from (name of Contributing Entity) (number/amount and name/description of good or service). The contribution we will provide is a discount off the cost of this good/service. We customarily charge (customary amount) but will provide an in-kind contribution of x% discount off of the list price that we customarily charged for this good/service; for your project only, we will charge a discounted amount of (discounted amount), providing a total discount of (amount of discount) per good/service.

(Applicants or contributing entities may refer to the Department’s regulations on matching funds, including in-kind contributions, which are set forth in2 CFR 200.306, for clarification on requirements pertaining to in-kind donations.)

We are confident that the project (project name) will have a dramatic impact on the student population being served and look forward to reviewing the evaluation results and program reports, consistent with the application requirements and the grant agreement.

Sincerely,

(President or other authorized individual),

(Contributing Entity)