Calculating the Local Match for an LSTA Grant

The value of your local contribution to the funding of a project must be 34% of the total project budgeted cost. The contribution, or local match, can consist of:

- Project items purchased by the Library
- Cash contributed by your Friends group or other donor, and used to purchase items for the project
- The cost of hourly wages for existing Library staff participating in the project (including project administration as well as direct project activities)
- Some indirect costs, such as meeting room rental fees forfeited as a result of project events scheduled in the meeting room

In your LSTA grant application you are required to fill out a budget spreadsheet showing grant funds and local matching dollars in several categories. The totals from the spreadsheet are used to show that the 34% match requirement has been met. The following instructions appear below the spreadsheet:

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LSTA funds requested: $_________ + Local funds committed $ _______ =
TOTAL: $_____ Multiply by 34% (.34) = Required match $_______
```

(must be less than or equal to "Local Funds Committed" amount)

The calculation for the match can be confusing. You will need to adjust, up or down as necessary, either your LSTA funds requested or your local funds committed to reach the required match amount. You can estimate your project total and then work the numbers until you get the right percentages, but you must always have at least one fixed cost included in the calculation.

Never start your plans for a grant-funded project by thinking only about dollar amounts; always start with an actual project plan, and estimate your costs realistically. With this information in hand you will be able to calculate your grant and your matching funds.

Here’s a couple easy ways to figure out the required local match for an LSTA grant.

**EXAMPLE 1: Start with fixed costs and grant request**

Let’s say you know what items you want to purchase for your project with grant funds. You have obtained realistic estimates, you have calculated the wages for project staff, and you have added all of these expenses up to a total which will be the amount of your LSTA grant. That amount (which is your fixed cost) will be 66% of the project total. Enter that amount on your calculator, and divide it by 66% (in other words, divide the amount by .66).
For example: After costing out equipment and supplies and staff hours, you have calculated an estimated total of grant-funded expenditures at $18,000. Do the calculation to show that this grant request is 66% of the total cost:

\[
\$18,000 / 66\% = \$27,272 \quad (18000 \text{ divided by } .66 = 27272)
\]

$27,272 is therefore the project total in this example, and the $18,000 grant is 66% of that.

Now you can find your local contribution (your match). The match must be at least 34% of the project total, so multiply the project total by 34%:

\[
\$27,272 \times 34\% = \$9272 \quad (27272 \times .34 = 9272)
\]

Or, simply subtract: $27,272 total - $18,000 grant = $9272 match

The minimum match in this example is $9272 (has been rounded). You may contribute more to that total, but $9272 is the minimum amount.

**EXAMPLE 2: Start with total costs**

Let’s say you have priced out ALL aspects of your programs expenses, regardless of where the money is coming from. So your total cost is $34,500.

To find your 34% match minimum:

\[
\$34,500 \times 34\% = \$11,730 \quad (34500 \times .34 = 11730)
\]

Your library must put at least $11,730 in matching funds to meet the required match. So then you can take your budget and move whatever line items your library can cover (in a lot of cases it includes full-time program staff salary) that add up to $11,730 or more into the “Match” column.

If you cannot meet the amount needed for your local contribution, you will need to reduce the amount of the LSTA grant you are requesting, by eliminating some planned expenditures, which will lower the project total and therefore the required match.

Feel free to contact the State Library for assistance in calculating your match.

Halie Brazier  
LSTA Coordinator  
SCSL  
(803) 734-0436  
hbrazier@statelibrary.sc.gov