



## **National Active and Retired Federal Employees Association**

### **GUIDELINES FOR MATCHING FUNDS REQUESTS**

#### **DESCRIPTION AND APPLICATION PROCEDURES**

The Matching Funds Program is a 50-50 match incentive designed to encourage NARFE federations and chapters to implement projects that enhance membership prospecting and recruiting marketing strategies. It recognizes the outstanding contributions of federations and chapters by partially offsetting the cost of prospecting and recruiting NARFE members.

All federations and chapters are eligible to apply for matching funds. However, because of limited funding, applications are approved on a first-come, first-served basis. Examples of projects that may qualify for matching funds are: placing ads in local newspapers or other local publications; and/or acquiring a booth at a local fair, festival or other scheduled event in your area.

#### **PROCEDURES FOR SUBMITTING PROPOSALS**

Once a project has been decided upon, please submit a proposal by providing:

- A detailed description of the project, including how this may impact efforts to prospect and recruit members.
- Please include the time frame and intended goals of the project.
- The actual cost of the project.

Chapter proposals must first be forwarded to the respective Federation President for approval. After the Federation President signs the proposal (both federation and chapter proposals), it should be forwarded to NARFE Headquarters.

E-Mail Your Proposal To: [jbryant@narfe.org](mailto:jbryant@narfe.org)

OR

Mail Your Proposal To: Jackie Bryant  
NARFE Recruitment and Retention Department  
606 N. Washington Street  
Alexandria, Virginia 22314

## **FINAL STATUS REPORT**

Both federations and chapters must send a final status report to NARFE Headquarters stating outcomes, lessons learned, whether the established goals were met, etc. Copies of receipts must accompany the final status report.

Chapters should include the respective federation in the distribution of this report. If there are funds remaining once the project is completed, please return the unused portion obtained from headquarters to the Office of the National Treasurer.

## **CONTACT US**

The Recruitment and Retention Department staff is available to provide information, discuss proposals and assist in offering guidance for submitting a matching funds request. Please contact Jackie Bryant by phone at 703-838-7760, ext. 277, or by email at [jbryant@narfe.org](mailto:jbryant@narfe.org).

## **TO LOCATE THESE GUIDELINES**

- Login as a member
- Click on Officer Resources
- On left hand tool bar – click Tips, Tools, and Templates
- The Matching Funds is the last link on the page