

SPECIFIC INSTRUCTIONS FOR PROSPECTIVE RECIPIENTS OF MATCHING FUNDS FROM THE POTTS AND SIBLEY FOUNDATION

As part of its program of Challenge Grants, the Potts and Sibley Foundation will "match" funds up to the specified amount stated in our cover letter if the following conditions are met inside the time period specified in said cover letter:

- (1) The prospective recipient must furnish proof that the funds to be matched were secured within the specified time period from the general public or from other foundations and were given to the prospective recipient for the purpose or purposes that were specified in the prospective recipient's original proposal to the Potts and Sibley Foundation, or for such later needs that may arise if such is agreed to in writing by the Potts and Sibley Foundation.

Proof of receipt of valid funds as specified in the preceding paragraphs can be accomplished by

Furnishing copies of valid checks accompanied by bank stamped deposit slips showing deposit to the prospective recipient's account for the stated purpose along with an affidavit from the prospective recipient that they are within the scope of the Potts and Sibley Foundation's instruction letter and/or

A statement or affidavit from either a senior bank officer or a Certified Public Accountant stating that the funds were obtained for the specific purpose or need for which the prospective matching grant is to be made and were obtained within the specified time period.

- (2) Unless prior written arrangements have been made, the Potts and Sibley Foundation will only consider matching funds for the prospective recipient's unfilled needs. The Potts and Sibley Foundation will rely on the prospective recipient to state what its unfilled needs are before such a grant will be considered.
- (3) The above items are a necessary part of the process in securing matching funds from the Potts and Sibley Foundation.