

# NEW MEXICO HIGHER EDUCATION DEPARTMENT

SUSANA MARTINEZ  
GOVERNOR



DR. BARBARA DAMRON  
CABINET SECRETARY

Dear Contributor:

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) would like to request that you complete the attached Certified Contributor Form to assist New Mexico Higher Education Department (NMHED) GEAR UP in reaching our match obligation. Below are some frequently asked questions and answers which may be helpful in understanding the importance of match in order to retain funding for NM students.

### **What is Match?**

For each dollar of federal funds received, one dollar of state or nonfederal funds must be contributed. These contributions can be in the form of cash or documented as in kind (non-cash) contributions from individuals and/or organizations.

### **Why is this needed?**

The U.S. Department of Education requires that GEAR UP submit match contributions for the all grant funds received. Failure to meet this requirement could result in reduction, refund, or termination of the grant funds.

### **What can be contributed?**

Items that are a federal allowable within the grant can be contributed such as materials, supplies, salaries, fringe benefits, travel, consultants, contractors, equipment, indirect costs, and scholarships.

### **What CANNOT be matched?**

Contributions previously claimed; NOT considered a grant federal allowable; paid from another federal funding source; from another federal award; NOT supplanted;

### **How is this captured?**

Using the NMHED GEAR UP contributor certification form listing who provided the contribution, when it was provided, what was provided, where it was provided, and how it was provided.

For more information please feel free to contact the GEAR UP NM Fiscal Officer Brianna Roper-Willis via phone, text message, or email at 505-660-6335 [Brianna.Roper@state.nm.us](mailto:Brianna.Roper@state.nm.us) or the GEAR UP NM State Director Melanie Granito at 505-819-7933 [Melanie.Granito@state.nm.us](mailto:Melanie.Granito@state.nm.us)

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**GEAR UP New Mexico Non-Federal Matching Funds  
Contributor Certification**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Contributor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Category	Description of services provided to GEAR UP New Mexico	Qty Hrs	Unit Price	Total Value
	<b>TOTAL:</b>			

Is the source of these funds federal?      Yes      No

*I, the undersigned acknowledge by my signature that the information contained in this report is accurately represented to the best of my knowledge. The amount claimed was captured during the current period according to all policies, procedures, rules, regulations, State, and Federal laws.*

Contributor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GUNM Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SAMPLE REFERENCE

1. Enter the name of the organization making the contribution
2. Enter the date the contribution was made
3. Enter the name of the individual signing the contributor certification form
4. Enter the title of the individual signing the contributor certification form
5. Enter the work address of the organization or contributor
6. Enter the phone number for the individual signing the contributor certification form
7. Enter the email for the individual signing the contributor certification form
8. Select the associated category with the contribution
9. Enter what was contributed, how it was contributed, and where the contribution took place.
10. Enter the number of items or hours contributed
11. Enter the hourly rate or cost for items contributed
12. Total value should auto calculate. Qty/Hrs multiplied by unit price
13. Check yes or no
14. Sign and date next to contributor signature
15. Signed at NMHED

