

### Overview

Habitat Chicago is so excited that you have taken the time to submit a matching gift request with your company – thank you! Below please find instructions and some things to keep in mind during the process.

### Instructions

1. After a donation is made, the donor will receive an email prompting them to look up their company and submit a matching gift request.
  - a. If they don't receive an email, or they cannot find their company using our [lookup tool](#), the donor can check with their company regarding matching gifts policy. Typically, your HR department is the best place to start.
2. Most companies who have matching gifts available will use a third-party donation platform like Benevity or Cybergrants. These platforms serve as a way to track requests for both the donor and their company, as well as the non-profit organization.
  - a. If your company does not use a third-party platform but still has a matching gifts program, please email us at [Gifts@habitatchicago.org](mailto:Gifts@habitatchicago.org) with your name and donation details so we know to look for for the matching funds.
3. Submit your matching gift request.
  - a. **Please be sure to indicate your name if you are the donor and the team or team member that you are donating to (you can put this in the notes section). This will help ensure that once the match is received it is credited to the right place.**
  - b. **If we receive a matching gift that has anonymous information or does not indicate who the donation was made to, we will NOT be able to credit it to you and it will be added as a general gift.**
4. Once a matching gift request has been submitted, we will receive a notification to verify the amount and approve the request.
5. Once the request is approved the company will then send us an electronic distribution.

### Keep in Mind

1. **We will only be able to enter the amount of the matching gift toward the fundraising goal once we receive a notification and have approved the matching gifts request.** If we don't have a way to verify that the matching gift has been approved, it will be entered once the actual funds have been received.
2. It takes anywhere from 2 to 3 weeks to receive a notification that a match has been submitted and to approve it, and an additional 4 to 8 weeks for us to receive the funds for the matching gift.
3. If you don't see your matching gift show up toward your fundraising goal right away after all of the documentation has been received, please allow for a few business days for our team to process all incoming requests.

### Tips

1. Submit your matching gift request as soon as you can – it typically takes a few weeks and the sooner you start the better.
2. If you know that your company will be making a lump sum payment of all matched donations for your fundraising, it would be helpful to provide [our team](#) a list or spreadsheet with donor names and amounts so that we can easily know whom to credit.
3. If your company uses the Benevity platform, we are able to set up a specific campaign just for your fundraising and matching gifts efforts. Please reach out to us at [gifts@habitatchicago.org](mailto:gifts@habitatchicago.org) to set that up.

Thank you again for taking this extra step in support of our mission! If you have any questions regarding matching gifts, please contact [gifts@habitatchicago.org](mailto:gifts@habitatchicago.org).