# Match Application

The information below will give you an outline of the Match application online. Keep in mind, projects may take between 3-4 weeks to be reviewed depending on the number of applications. Please build that time into your project so you can plan accordingly.

## About your project

1. Project Name
2. Project Country
3. Initiative Category (select one of the following)
	1. Hope (Anti-Human Trafficking)
	2. Clean Water & Sanitation
	3. Disaster Relief
	4. Empowering Women
	5. Global Health
	6. Self-Reliance
	7. Supporting Children
4. Project description (200 characters max)

## Budget and Timeline

1. Purpose of funds (200 characters max)
2. Costing Breakdown
	1. Include an itemized budget and be as detailed as possible
	2. You may choose to either type the budget into the application online or upload a copy of the budget. There is a downloadable template you may use (here)
3. Timeline
	1. Select 3 important dates for your project
		1. **Fundraising end date.** This is the day you want your fundraiser to end. Fundraisers typically run between 30-60 days depending on the project.
		2. **Project completion date.** This is the day you anticipate finishing your project implementation (i.e. building a care facility, delivering materials to children, It must be at least 14 days after your fundraising end date to allow doTERRA Healing Hands enough time to send your matching funds to the organization.
		3. **Follow up date.** This is the last day of the project and the time designated to return a follow up report back to doTERRA Healing Hands.

## Project Sponsor

You will need to select a Project Sponsor, Diamond level or above.

1. Enter full name and doTERRA ID# of Sponsor

## Charity Information

1. Organization Name
2. Registration status
	1. US or International
3. Upload an official document stating the organization’s charitable status. This document must come from the country’s granting body and must declare the organization as tax exempt.
	1. Example: For U.S. charities, his document must come from the Internal Revenue Service (IRS). Registration status can be found online here: [Tax Exempt Organization Search | Internal Revenue Service (irs.gov)](https://apps.irs.gov/app/eos/)
4. Charity Contact – the person you are connected with at the organization to implement your project
	1. Full name
	2. Email address
	3. Phone number
	4. Position in organization

## Review and Submit

Once you’ve filled in all the required fields of the application, it is time to review your application. Once you’ve determined everything is accurate, don’t forget to hit submit!

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