

# Northampton County Department of Community & Economic Development

## In-Kind Contribution Form

### Instructions

Use the IN-KIND CONTRIBUTION FORM template to document in-kind contributions. In-kind contributions are third-party donations of volunteer services, goods or facilities used to meet the matching requirement of a Northampton County DCED grant award.

Do not include property, facilities, or services contributed by your own organization. The third party donations must be necessary and reasonable for the project.

On the form(s), show how the value of each contribution was determined by filling in the appropriate boxes.

Please follow the criteria and directives listed below:

#### For Volunteer Services

- \$20.00 per hour for Tier 1 event assistance volunteer services provided, i.e. cashier, ticket handler, setup/breakdown, food service, groundskeeper, etc.
- \$40.00 per hour for Tier 2 professional/specialty services provided to the entity as donation, i.e. specialized legal, architectural, engineering, accounting, medical, etc.)

List Volunteer's name and phone number

Date(s) of service

Hours worked and location

Service(s) performed

Value of Service/Full rate of pay

#### For donated goods

List Donor's name and phone number

Provide description of item and number of items

Date provided

Total fair market value of the item(s) (fair market value of goods must be documented)

#### For facilities

List Donor's name and phone number

Provide name of facility(ies) & address

Date provided

The published rental rate for date(s) the facility was used.

As per DCED grant agreements, recipient shall contribute matching funds of which no more than 50% of the RECIPEINT's matching funds may be in-kind services or goods.

Please refer to your matching funds requirements found within your executed grant agreement under "Terms of Agreement," #8, Page 3 of 13.

IN-KIND CONTRIBUTION FORM templates and examples are available at <http://www.northamptoncounty.org>.

*For questions regarding your grant agreement and in-kind services, please contact your grant administrator.*