

In-Kind Contribution

What is an "In-Kind Contribution"?

In-kind Contributions are an account of your time and expenses that you have contributed to SCC. In-kind contributions are also contributions of goods or services, other than cash grants. You *do not* necessarily have to contribute actual funds. However, if you do incur specific expenses, you can account for them on the In-Kind Contribution Form.

How do I contribute?

Simply complete the form and return. Here are a few items that qualify for in-kind contributions:

- Attending conferences/trainings/coalition meetings,
- Participating in committee activities,
- Contributing resources and/or documents to the Resource Clearinghouse or Sector Hub, and;
- Providing information to be shared among the community.

What expenses and activities count?

- Time and travel to and from coalition, committee of board meetings and conferences.
- Work hours contributed that are NOT paid for out of federal grant funds.*
- Materials and supplies used for coalition activities.

*Include preparation time in office, travel time, time spent working on SCC related project activities, and time spent working at meetings (including conference calls) conferences and SCC sponsored trainings.

Definitions and examples of in-kind include:

- **Goods**, like computers, software, furniture, and office equipment
- **Services**, like meeting space, office space, photocopy and mail services, advertising, marketing, print materials and administrative/financial support
- **Expertise**, like legal, tax, or business advice; marketing and web site development; and strategic planning
- **Time**, like meetings, conferences, travel, training, evaluation compilation
- **Materials**, like paper, merchandise, office supplies.
- **VALUES**: Actual – actual rate at which someone is paid or true cost of an item; Appraised – estimated value of an item or service; Fair Market Value – National Volunteer rate or what an item or service is worth in its current condition.

Return In-kind tracking sheets to Melissa Currier via email: spfccdirector@gmail.com or mail the completed form to PO Box 708, Spearfish, SD 57783.