

Guidelines for in-kind Contributions

Contributions matching CYFF funding can be made in the form of either "in-kind" or cash. In-kind contributions are normally in the form of assets or services, toward a project (ie labour, materials/supplies, existing equipment and facility use). In accordance with the CYFF Agreement, in-kind contributions must be supported by actual receipts signed by the donor of the contribution (see attached example). The in-kind statements must be submitted at the completion of the project with the invoices and other year-end documentation. The estimated worth of in-kind contributions must be justifiable in terms of current market value for the item provided. **All projects must have at least 50% of the total project expenses matched by in-kind contribution.**

Labour: the time spent on the project and valued according to current salary rates

Materials/Supplies: the fair market value for the purchase

Existing Equipment: the standard rental rate

Facility use: the market rental rates

If assistance is needed for determining the in-kind contribution, contact the CYFF office.

An example of an in-kind contribution receipt

Date: _____

(Name) _____ has provided the (name of project/organization) with services, materials/supplies, equipment or space listed below as a "gift in-kind" - worth as estimated as:

(i.e. Development of conference agenda) 10 hours @ \$15 per hour)	Total value
_____	<u>\$150.00</u>

Signature: _____

Name of Organization: _____