

## Contributed Goods & Services (In-Kind)

### Definitions and Examples

**In-kind contributions** are defined as gifts of goods or services instead of cash. They can include donated space, materials or time. An example of donated goods is an artist who donates a painting for a fundraising auction that would cost \$600 if you bought it from a gallery. An example of services would be the donation of bookkeeping services by a professional accountant who normally charges \$75 an hour but is donating her time. Volunteer hours are not counted unless you can document a professional fee for service donated that is figured at a rate that corresponds to your local "going rate."

In-kind contributions can be important by showing panelists all the ways in which the community is supporting your project, even though not everyone is giving cash. It also shows the true cost of the project--what you would have to spend without the community support.

**If you list in-kind contributions as income in your budget, you must also show the corresponding expenses.** If someone gives you something at a major discount, such as rental of a theatre for \$1,000 that would normally cost \$3,000, you would show the whole amount in expenses (\$3,000) and then list the portion being donated (\$2,000) under in-kind contributions. Here are some examples:

For Proposed Activity (What you would normally pay)		For Proposed Activity (In-Kind Contributions)	
Festival Director (100% time)	\$12,000	Donation of Festival Director's Salary (25%)	\$3,000
Sound Technician	\$1,500	Sound Technician donation	\$1,500
Set Builders (4x20 hours each x \$10 hr)	\$800	Wood Expressions employee donation (4) - set building	\$800
Ticket Printing	\$400	Rockville Times newspaper -ticket printing (50%)	\$200
For Proposed Activity (What you would normally pay)		For Proposed Activity (In-Kind Contributions)	
Classroom rental	\$1,500	Red River Community College (classroom rental)	\$1,500
Curriculum consultant	\$2,000	Jane Doe (curriculum consultant) 50%	\$1,000
Teacher aides (2x20 hours each x \$12/hour)	\$480	Parents of students (teacher aides)	\$480