

SAMPLE IN-KIND CONTRIBUTION FORMS

Instructions:

Use the templates, or a similar form, on pages 2 and 3 to document in-kind contributions. In-kind contributions are third-party donations of goods, facilities, or services used to meet the matching requirement for an NEA award. Your organization is not required to use these exact forms if your organization has other means to record the data.

Do not include property, facilities, or services contributed by your own organization. The third-party donations must be necessary and reasonable for the project, and allowable per [2 CFR 200 Uniform Guidance Subpart E – Cost Principles](#).

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

- For donated goods,
 - provide a description and number of items,
 - date provided, and
 - the total fair market value of the items;
- For facilities,
 - the published rental rate and hours or dates the facility was used.
- For volunteer services (one person per form),
 - list the number of hours worked,
 - date(s) of service,
 - type of service, and
 - rate of pay.

Examples of completed in-kind contribution reports are on pages 4 and 5 – **Example A** and **B**.

All in-kind items reported must:

- Be provided by a third-party, either an individual or an organization, not the grant recipient.
- Be for allowable costs and activities that were included in your approved project budget.
- Be supported by documentation that corroborates the fair market value of the goods or services provided.

While you may use allowable third-party in-kind contributions to meet the matching requirement for your award, you cannot be reimbursed by the NEA for in-kind donations.

Additional guidance regarding in-kind contributions is located in [2 CFR 200 Uniform Guidance](#). See especially, §200.306 Cost sharing or matching (b), (d) – (j).

See also the “General Terms and Conditions” and “How to Manage Your NEA Award Handbook” at <http://arts.gov/grants/manage-your-award>.

If you have questions, please contact the Grants & Contracts Office at grants@arts.gov or (202) 682-5403.

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GRANTEE ORGANIZATION:

Organization: _____ **NEA Award #:** _____

Project: _____

Authorizing Official: _____ **Email:** _____

Contact Person: _____ **Email:** _____

To the best of our knowledge the below goods and/or services were donated to our organization in support of the project and are allowable costs per the approved project budget and 2 CFR 200 - Subpart E Cost Principles.

DONOR DATA:

Donor's Name (Print): _____

Donor's Email: _____ **Phone #:** _____

Description of Donated Goods or Facilities	Date Provided or Used	Fair Market Value

TOTAL: _____

2 CFR §200.306

(j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity.

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GRANTEE ORGANIZATION:

Organization: _____ **NEA Award #** _____

Project: _____

Authorizing Official: _____ **Email:** _____

Contact Person: _____ **Email:** _____

To the best of our knowledge, the below volunteer performed the listed service(s) on the specified date(s) and times.

VOLUNTEER DATA:

Volunteer's Name (Print): _____

Volunteer's Email: _____ **Phone #** _____

Date(s) of Service:	Total Hours Worked:	Location(s) of Service:	Service Performed:	Fair Market Value of Service:

TOTAL _____

Rate based on:	
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2 CFR §200.306

(e)... Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those instances in which the required skills are not found in the non-Federal entity, rates must be consistent with those paid for similar work in the labor market in which the non-Federal entity competes for the kind of services involved.

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EXAMPLE A

GRANTEE ORGANIZATION:

Organization: Museum of Art **NEA Award #:** 12-3456-7891

Project: Exhibition and workshops

Authorizing Official: Tom Thumb **Email:** thumb@otto.net

Contact Person: Marcy Toe **Email:** toe@otto.net

To the best of our knowledge the below goods and/or services were donated to our organization in support of the project and are allowable costs per the approved project budget and 2 CFR 200 - Subpart E Cost Principles.

DONOR DATA:

Donor's Name (Print): Joe's Supply Company. Owner Joe Smith

Donor's Email: joe@joessupplycompany.bus **Phone #:** 555-555-5555

Description of Donated Goods or Facilities	Date Provided or Used	Fair Market Value
Paper	4/12 - 16/16	\$50.00
Table Rentals	4/12- 16/16	\$250.00

TOTAL: \$300.00

2 CFR §200.306

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EXAMPLE B

GRANTEE ORGANIZATION:

Organization: Art Center **NEA Award #** 19-8765-4321

Project: Summer Festival

Authorizing Official: Tom Thumb **Email:** thumb@artcenter.net

Contact Person: Marcy Toe **Email:** toe@artcenter.net

To the best of our knowledge, the below volunteer performed the listed service(s) on the specified date(s) and times.

VOLUNTEER DATA:

Volunteer's Name (Print): Sally Doe

Volunteer's Email: doe@otto.net **Phone #** 555-555-5555

Date(s) of Service:	Total Hours Worked:	Location(s) of Service:	Service Performed:	Fair Market Value of Service:
8/1/16-8/5/16	20	Art Center Gallery	Docent	\$200.00

TOTAL \$200.00

Rate based on:	Center's written policy of \$10.00 an hour for tour leaders and docents.
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2 CFR §200.306

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(j) For third-party in-kind contributions, the fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity.