Community Grants Program

In-Kind & Voluntary Support

Example & Proforma

# What is in-kind and voluntary support?

# In-kind and voluntary support are contributions to a project other than cash money. Many projects are assisted through different groups within the community. Some support can be in-kind in nature like voluntary labour or donated goods and services.

# How do I calculate the value of in-kind and voluntary support?

The calculation of your in-kind contribution is based on your best estimates.

The following figures may help guide you:

|  |  |  |
| --- | --- | --- |
| **Labour Type** | **Hourly Rate** | **Examples** |
| Volunteer general labour | $20 | * Demolition of club rooms * Preparation works for laying a concrete slab * General clean up following completion of works |
| Specialist labour & support | Up to $45 \* | * Qualified tradesman * Architect * Engineer |
| Donated goods | The price you would pay for them if they were not donated | Any items donated to the project – Kitchen appliances, concrete, building products etc |

\*Costings should be based on reasonable commercial rates.

# Examples of how to calculate your in-kind contribution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name/s of those who will undertake task** | **Number of hours** | **Rate per hour** | **Total cost** |
| Demolish existing kitchen | Joe Bloggs  John Smith | 5  5 | $20  $20 | $100  $100 |
| Donation of new kitchen equipment | Commercial Kitchens Ltd | n/a | n/a | $4,000 |
| Install new kitchen equipment | Gippsland Kitchen Installations | 15 | $35 | $525 |
|  | Total: |  |  | $4,725 |

Community Grants Program

Voluntary & In-Kind Support Example

The following is an example of how Community or Club representatives can record details of voluntary labour.

|  |  |
| --- | --- |
| **Organisation** | Local Football Netball Club |
| **Project** | Kitchen Upgrade |
| **Application Number** | MCW201920004 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name/s of those who will undertake task** | **Number of hours** | **Rate per hour** | **Total cost** |
| Demolish existing kitchen | Brian Smith  Paul Smith | 10  10 | $20  $20 | $200  $200 |
| Remove building rubble | Jane Doe  Brian Smith | 5  5 | $20  $20 | $100  $100 |
| Donation of building materials | Brian’s Building Company | N/A | N/A | $2,000 |
| Installation of new kitchen | Gippsland Kitchen Installations | 16 | $35 | $560 |
| General clean-up of site | Paul Smith | 3 | $20 | $60 |
| Donation of kitchen appliances | Gippsland Kitchen Appliances | N/A | N/A | $1,500 |
|  | **Total:** |  |  | $4,720 |

Details of voluntary/in-kind labour

|  |  |
| --- | --- |
| **Community/club representative:**  Paul Smith | **Signature:** |

Community Grants Program

Voluntary & In-Kind Support Proforma

The following proforma can be used by Community or Club representatives to record details of voluntary/in-kind support.

|  |  |
| --- | --- |
| **Organisation** |  |
| **Project** |  |
| **Application Number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name/s of those who will undertake task** | **Number of hours** | **Rate per hour** | **Total cost** |
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|  |  |  |  |  |
|  | **Total:** |  |  |  |

Details of voluntary/in-kind labour

|  |  |
| --- | --- |
| **Community/club representative:** | **Signature:** |