



IN-KIND REQUIREMENTS, FORMS AND DOCUMENTATION

WHAT IS IN-KIND?

As an AmeriCorps program we are required to match a portion of our federal grant through funding from the community. PCEI meets our community match funding through both cash match and in-kind contributions, which are donations that do not involve cash. Federal guidelines regarding in-kind contributions are very strict and require careful documentation.

In-kind contributions include both physical items and the value of a person's time spent on a project. The dollar value for physical items is determined by the fair market value of the item while the dollar value of a person's time is determined by an hourly rate. In order to qualify, in-kind contributions:

- 1) Must be necessary and reasonable for the efficient accomplishment of the member's project.
- 2) Must not be a prohibited activity under the AmeriCorps guidelines.
- 3) Must not originate from another federally funded program (exceptions apply).
- 4) **Must be verifiable.**

HOW DO SPONSORS DOCUMENT IN-KIND CONTRIBUTIONS?

A template/form will be provided to the sponsors. A signed copy of this form on the sponsoring organization's letterhead should be submitted each month, along with any supporting documentation.

All in-kind contributions must be verifiable. In the event of an audit, we will need documentation for everything you include on the form. If you cannot prove it, don't include it on the form. Examples of supporting documents include: pay scale verification for supervisors or trainers, sales receipts, menus, rental agreements, rental rate charts, travel claims, billings, flyers, photocopy of catalog page etc.

WHAT COUNTS AS IN-KIND?

Use of Equipment or Space

- Use the following to calculate office space:
 - Multiply the square footage x rate, then divide by 12 for the average for each month. Rate can be determined by contacting your local commercial property management company.
 - Example: 432 sq feet x \$4.50 = \$194.4/12=\$16.20 per month
- Computers and other office equipment (cell phones, fax machines, copy machines etc.)
- Vehicle use or mileage reimbursement
- Training courses
- Training or developing members
- Supervising members
- Providing technical assistance

- Evaluating the quality of a project

Professional Time (Salary verification required. Examples include; copy of a pay stub, copy of a salary schedule, letter from hiring staff stating rate of pay and benefits. Any supervisors counting their time as IK must have had a criminal background check.)

NOTE: We do not count supervisory time as in kind because supervisors are not written in as a part of our budget. However, we are interested to know the value of your time in case there is a need to report such. Please provide this information if you are able.

WHAT DOES NOT COUNT AS IN-KIND?

- The hours contributed by an individual who would be volunteering for the project regardless of AmeriCorps member involvement. For example, regular volunteers for Habitat for Humanity assisting a PCEI member with a short-term project.
- The hours contributed by an individual who is volunteering specifically for a project that a PCEI member developed or implemented. Since these hours would be documented as volunteer hours in the member's site report, we cannot count them twice.
- The hours contributed by an individual who is paid through PCEI or Corporation for National Service funds.

We encourage you to use the excel template provided by PCEI AmeriCorps.