**What is in-kind and voluntary support?**

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

**When can I claim in-kind expenses?**

The value of volunteer labour and other in-kind support is limited to a percentage of your total budget. **In-kind contribution cannot exceed** 25% of your contribution to the project.

Please note that any in-kind and voluntary support in your funding application needs to be underwritten by the applicant.

Please speak to the Recreation Officer if you are unsure or require additional information and assistance.

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

Your project budget should be fully costed and itemised representing the total project cost. You are then able to nominate what items from the budget are to be contributed as in-kind.

You need to nominate, which organisation/ individual is making the contribution and how you have calculated the value, based on the cost of that service itemised in your budget.

**Rates for basic labouring work are normally calculated at $20.00 per hour while specialist contributions should be valued at $20.00 to $45.00 per hour. Costings need to be based on reasonable commercial rates.**

**All quotes should be provided by a pre-qualified contractor.**

A template and example of the in-kind form is provided at the end of this document.

**Insufficient space in the template?**

If there is insufficient space in the below templates, then please provide the additional information on an additional page as an attachment.

**Project Name:**

**Details of In-Kind Labour**

***Example:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name of those who will undertake task & qualification** | **Number of hours** | **Rate per hour** | **Total Cost** |
| E.g. Demolish existing building | Jack Black - labourer  | 16 | $20.00 | $320 |
|  | Tom Ford – Labourer | 8 | $20.00 | $160 |
|  | Jim White - Labourer | 8 | $20.00 | $160 |
|  | Mary Smith – Certified Builder Commercial | 14 | $35.00 | $490 |
| E.g. Shut down electrical connection and make safe | Terri Langdon – Electrician | 4 | $45.00 | $180 |
| E.g. Remove building rubble | Joe Smith Earthworks | 8 | $20.00 | $160 |
| **Total In-kind Contribution** | **$1,470.00** |

*Actual – to be filled out by applicant:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name of those who will undertake task & qualification** | **Number of hours** | **Rate per hour** | **Total Cost** |
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| **Total In-kind Contribution** |  |