



Calculating In-Kind Contributions

Directions: You will want to know the value of the in-kind services that your partners provide to your program. This information is useful when applying for funding or making presentations about the contributions of partners to the collaborative effort. By calculating the value of these in-kind contributions, you can make a powerful statement about the community's support for the stability of the program. Use this tool to calculate the amount of in-kind contributions your program receives.

Types of In-Kind Contributions:

\$ _____ **SPACE**

Use the fair rental value. Real estate agents or property managers should be able to give you an estimate of that value. Be sure to include the value of utilities—heat, cooling, electricity, and phone—if they are provided.

\$ _____ **GOODS AND SUPPLIES**

Calculate the fair market value of each item—what it would cost you to purchase it.

\$ _____ **EQUIPMENT**

Calculate the fair market value. Check with an equipment rental company to find out what it would cost you to rent similar equipment.

\$ _____ **PERSONNEL SERVICES**

If another agency contributes staff to your program, you can calculate the value of that staff by dividing their combined annual salary by 2,080 (the

number of hours in a 52-week work year) to obtain the hourly rate times the number of hours of service. The result is the value of their in-kind contribution.

For volunteers, there are two ways that you can calculate the value of their efforts. For nonprofessional volunteers, use the minimum wage and multiply by the number of hours served. For professional volunteers, use the same formula that you would for personnel services.

Often, partners will do mailings, make copies, and send staff to meetings. All of these are in-kind contributions. Be sure to count them.

\$ _____ **OTHER**

\$ _____ **TOTAL IN-KIND CONTRIBUTIONS**