Explanation and Sample of In-Kind Records

Note to Project Directors:

Kentucky Humanities is being asked by its auditors for a complete record of individuals' time donated to grant projects. For that reason, we require a summary of in-kind time contributed to grant projects. The process is very simple. You should photocopy the back of this sheet and give one to every person who will be donating time to the project. Volunteers should fill the sheets out as they go, keeping track of the time they donate. At the end of the project period, you should collect the completed sheets and give them to your project bookkeeper, who will use them to report your match for KH grant dollars. Please keep copies for your records and *emphasize the importance of this to your project volunteers*.

An example of how to keep track of in-kind hours is below. You may wish to photocopy this example for your volunteers.

Name: Jane Doe

Position: secretary/administrative assistant

Project Period: November 1, 2016 – February 28, 2017
                (This should be the same as the project period listed on your grant award letter)

Date	Activity	Hours	$ Value/Hour	Total
11/3/16	typing	2	$9/hour	$18
11/4/16	phone calls to project personnel	1	$9/hour	9
11/7/16	typing	2	$9/hour	18
11/8/16	typing	1	$9/hour	9
11/8/16	phone calls to project personnel	1	$9/hour	9
1/18/17	confirming speakers for event	3	$9/hour	27
1/18/17	confirming space reservations	2	$9/hour	18
1/19/17	ordering publicity materials	2	$9/hour	18
1/22/17	picking up and posting fliers	4	$9/hour	36
2/1/17	administrative details	2	$9/hour	18
2/2/17	event participation	8	$9/hour	72
2/3/17	event participation	8	$9/hour	72
2/4/17	administrative details	4	$9/hour	36
	Totals	40 hours @	$9/hour	$360

In-Kind Contribution for KH Grant Project # _____

Name (printed):

Signature:

Position:

Project Period: _____, 20__ -- _____, 20__
(This should be the same as the project period listed on the grant award letter)

Date	Activity	Hours	$ Value/Hour	Total

What is the total dollar value of your in-kind contribution? _____