



In-Kind & Monetary Donations

(For Application and EOY Reporting)

These policies and procedures are drafted in part from Keep America Beautiful

As stated in the FY20 NMCB Grant Application, *awardees must secure a minimum of 25% of the total award in matching funds.* Please refer to the following sections in order to determine the costs and calculate totals for In-Kind & Monetary Donations.

Donated Goods or Services:

You may receive non-monetary contributions of goods or services, often referred to as "in-kind donations" from businesses, groups and individuals.

Examples include: private waste hauler services, "pro-bono" accounting services, food/drinks, donated advertising space, or office space in a non-government building.

The dollar value of any donated goods or services is equal to the market price of the goods or services contributed. Whenever possible, ask your contributor to submit the dollar-value in writing.

How to Calculate Government Costs:

Government employee time and services for which they receive government salary, overtime or compensatory time are considered a cost. Government employees can and may include Program Coordinators and Directors. If a government employee is working on your project on their own time, as a volunteer or board member, you may calculate their time as an in-kind donation.

Government Employee Time

This includes assistance from anyone who is being paid by local government to work on your projects and events other than as part of their regular duties or

working hours (i.e. overtime pay for sanitation workers, city landscapers or the mayor's secretary, etc.)

Government In-Kind Services

Government in-kind goods include hauling by sanitation vehicles, printing, and the use of consumable supplies. To calculate the value of in-kind government agency costs, estimate the market value of the goods or services provided to your affiliate and add to that the dollar-value for each hour of work given by government employees.

Volunteer Hours:

Each volunteer hour should be assigned the national or applicable state value provided by Independent Sector unless a professional provides a specific value for professional services.

Type of Volunteer _____ \$ Value/Hour

All volunteers (adult or youth): \$24.69 Hourly Rate 2015 (per Independent Sector)

Professional Current market/hour

Independent Sector updates the rate annually in April. The current value is available here: https://www.independentsector.org/volunteer_time. We recommend using the national average instead of the state average