



Record of In-Kind Contributions

Complete this form and obtain the Signature of the Contributor. Do not send this form to the Humanities Council. The fiscal agent should retain form(s) with the project's financial records for three years following the end of the project.

Grantee		Grant Number			
Date	Person(s) or Agency Providing Donated Services*	Item Code	No. of Hours	Rate	Total Value
TOTAL					

* May include donated time of project director, volunteers, and others spent in planning and implementing a program/project

Signature of Contributor	Today's Date
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Item Codes for Type of Service

A	Administrative time	Donated time of project director, fiscal agent, planning committee, consultant, etc.
D	Program participation	Donated time of moderator, panelist, speaker waiving honorarium, etc.
E	Supplies and Equipment Rental	Fair market rental value of video or other equipment provided, postage & paper, cost of refreshments served at programs, etc.
F	Travel, Meals, Lodging	Mileage at \$.535 per mile and any out-of-pocket meals or lodging while traveling on behalf of the project.
G	Rental of Facilities	Fair market rental value of meeting/event space.
H	Printing and Publicity	Value of promotion time/space donated by television stations or newspapers, use of photocopier, etc.
I	Other (please itemize)	Contributions not fitting categories above. Please specify the nature of these contributions.