SAMPLE IN-KIND CONTRIBUTION REPORT

Report of SERVICES RENDERED, GOODS DONATED, FACILITIES PROVIDED to the awardee:

Project: ___________________________________________________________________________
Donor: _____________________________________________________________________________
Address: ___________________________________________________________________________

Donor’s Signature: __________________________________________________________________
Title: ____________________________ Phone: ______________________
Date(s) services were performed, goods were donated, or facilities provided for project:
_________________________________________________________________________________

Services Rendered:
By: ___________________________________________ Hours: __________ $_____ 
By: ___________________________________________ Hours: __________ $_____ 
By: ___________________________________________ Hours: __________ $_____ 
By: ___________________________________________ Hours: __________ $_____ 
By: ___________________________________________ Hours: __________ $_____ 
By: ___________________________________________ Hours: __________ $_____ 
Others listed on reverse; amount from reverse: ____________________________
Total Services: $_____

Goods Donated:
Item: __________________________________________________________________________ $_____ 
Item: __________________________________________________________________________ $_____ 
Item: __________________________________________________________________________ $_____ 
Others listed on reverse; amount from reverse: ____________________________
Total Goods: $_____

Facilities Provided:
Place: __________________________________________________________________________ $_____ 
Place: __________________________________________________________________________ $_____ 
Place: __________________________________________________________________________ $_____ 
Others listed on reverse; amount from reverse: ____________________________
Total Facilities: $_____
TOTAL VALUE: $_____

Approved By:
Name: __________________________________________________________________________
Title: ____________________________________________________________________________
Date: __________

NOTE: Please attach an explanation of the bases for the valuation of each item and any supporting documentation.