

## CALP Final Report Tip Sheet - In Kind Contributions

This tip sheet is provided to guide CALP practitioners as they fill in the In-Kind Contributions section of the CALP Final Report (Section G. Evaluation – Outcome 3.2b).

This measure is tracking the approximate total in-kind contributions of time, services or products (in dollars) contributed from external organizations to the delivery of CALP-funded programs and projects

Accurately reflecting the in-kind contributions your CALP receives is important as it is one way to capture your CALP's engagement with the community and the support you receive. It also helps your board understand the financial implications and benefits these contributions bring to your organization.

Things to consider:

Contributions	Examples	How to Calculate
Room (facility for classes or programs)	Library, town or school providing free space for you to run a program.	To calculate the value ask what they would have charged someone else for the space.
Facilitator/Instructor	An individual in the community is waiving his/her fees to instruct a class at the CALP.	Calculate their approximate value fee or wage of the facilitator/instructor.
Snacks	Local store may donate snacks for a Family Literacy program.	Calculate the value of the snacks provided.
Supplies	Someone donates a box of paper, craft supplies or books.	Calculate the value – sometimes we have to guess, just don't over exaggerate the value.
Advertising	CCI advertises your program in their Continuing Education brochure or the town gives you space on their utility bill to advertise and upcoming class.	Calculate cost if you had to pay for this space.
Equipment	Local business gives you a photocopier.	Calculate value, in current condition.
Services	Local Tech person services your computer lab for free or at a discounted rate, your accountant gives you a discount on your audit/review or your legal host pays for your internet or photocopies.	Calculate fair value for these services.
Office Space	If you are housed in your CCI or some other free space, you should reflect the value of that space. (Note- Provincial Buildings are not eligible for this calculation).	Look at comparable spaces in your community to calculate the value of this space to your organization.

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