

## Documentation of In-Kind Cost-Sharing

(To be retained in grant recipient's records)

Project Title \_\_\_\_\_ Grant Index \_\_\_\_\_

To the in-kind contributor:

Please provide the following information for documentation of in-kind cost-share contributed to the project and submit this form to the project director. **In the space provided, indicate the nature of the contribution and the basis for calculating its value.**

Services valued at \$ \_\_\_\_\_

Goods valued at \$ \_\_\_\_\_

Space valued at \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

My organization/I personally has/have contributed the above services/goods/space to the indicated project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note to Project Director:** This documentation should be used in preparation of financial reports, **and should be retained, along with all other documentation of project costs, for a period of three years following approval of the final report.**