

In-Kind Contribution Budget Document

Project Title: [Sample Project Name]

Organization Name: [Sample Organization]

Date: [2024-06-25]

In-Kind Contribution Summary

Description of Contribution	Contributor	Estimated Value (USD)	Date Provided
Use of Meeting Room (40 hours)	ABC Corp.	800.00	2024-07-15
Printing Services (Brochures, 500 copies)	XYZ Printing Ltd.	350.00	2024-07-18
Volunteer Hours (Technical Support, 20 hours)	Jane Smith	400.00	2024-07-10 to 2024-08-10
Refreshments for Workshop	Local Market	150.00	2024-07-20
Total In-Kind Value		\$1,700.00	

Purpose and Impact

The listed in-kind contributions directly support the project's planning, outreach, and implementation activities. By leveraging community resources, the project maximizes impact while minimizing cash expenses.

Prepared by:

Name: [Your Name]

Title: [Your Position]

Date: [YYYY-MM-DD]

Approved by:

Name: [Approver's Name]

Title: [Approver's Position]

Date: [YYYY-MM-DD]

Important Notes:

- All in-kind contributions should be valued at fair market rates and documented accordingly.
- Include adequate supporting documentation (receipts, agreements, timesheets) where possible.
- Ensure all contributors and details are recorded for auditing and transparency purposes.
- Update this document as new in-kind contributions are received.
- Consult with your financial officer or auditor to ensure compliance with donor requirements.

