In-Kind and Voluntary Support Form

Sport and Recreation Victoria | Community Infrastructure Programs

## What is in-kind and voluntary support?

In-kind and voluntary support are contributions to a project other than money. Many projects are assisted through different groups within the community. Some support can be in-kind nature like voluntary labour or donated materials.

## When can I claim in-kind and voluntary support expenses?

The value of volunteer labour and other in-kind support is limited to a percentage of your total budget.

Please refer to the relevant program guidelines to establish the percentage of permitted in-kind and voluntary support.

**Please note that any in-kind and voluntary support in your funding application needs to be underwritten by Council.**

## How do I calculate the value of in-kind and voluntary support?

You need to explain the nature of the in-kind contributions being provided, which organisation/individual is making the contribution and how you have calculated the value, based on what it would cost if you had to pay money.

**Rates for basic labouring work are normally calculated at $20 per hour while specialist contributions should be valued at $20-45 per hour. Costings need to be based on reasonable commercial rates.**

A template and example of the In-Kind and Voluntary Support Form is provided on Sport and Recreation Victoria’s website.

## Who can I contact for further information?

For further information, please contact your Sport and Recreation Victoria representative.

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## Project Name:

**Details of Voluntary Labour**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task to be completed** | **Name/s of those who will undertake task & qualification** | **Number of Hours** | **Rate per hour** | **Total Cost** |
| *E.g.: Remove building rubble* | *Jane Doe* | *8* | *$20* | *$160* |
| *E.g.: Demolish existing club room* | *John Doe* | *16* | *$35* | *$560* |
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| **Name:****Organisation:** | **Signature:** |
| **Council/Club representative:****Position:** | **Signature:**  |

## Project Name:

**Details of Voluntary Materials**

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| **Materials to be provided** | **Supplier** | **Value** |
| *E.g.: 2000 bricks for club rooms* | *Hardware Store A* | *$2000* |
| *E.g.: Use of Bob Cat & Tip Truck -2 full days* | *Construction Company B* | *$5,000* |
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| **Name:****Organisation:** | **Signature:** |
| **Council/Club representative:****Position:** | **Signature:**  |