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

Please refer to the relevant program guidelines to establish the percentage of permitted in-kind and voluntary support. Please speak with your Sport and Recreation Victoria representative if you are unsure or require additional information and assistance.

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

### You need to explain the nature of the in-kind contribution 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 on in-kind and voluntary support, please contact your Sport and Recreation Victoria representative.

### Insufficient space in the templates?

### If there is insufficient space in the below templates, then please provide the additional information on an additional page as an attachment.

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Club/Association Name:

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** |
| **[Eg:]** Remove building rubble | John Doe | | 8 | $20 | **$160** |
| **[Eg:]** Demolish existing club room | John Smith | | 16 | $35 | **$560** |
|  |  | |  | $ | **$** |
|  |  | |  | $ | **$** |
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|  |  | |  | $ | **$** |
| **Total:** | | | | | **$** |
| Name:  Organisation:  Date: | | Signature: | | | |
| Association/Club representative:  Position:  Date: | | Signature: | | | |

Club/Association Name:

Project Name:

**Details of Voluntary Material and Equipment**

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