**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.

|  |
| --- |
| To receive this publication in an accessible format please phone the National Relay Service on 13 36 77.Authorised and published by the Victorian Government.© State of Victoria, 2019. Except where otherwise indicated, the images in this publication show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This publication may contain images of deceased Aboriginal and Torres Strait Islander peoples. |

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** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
|       |       |       | $      | **$** |
| **Total:** | **$** |
| 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 | **$5,000** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
|       |       | **$** |
| **Total:** | **$** |
| Name:      Organisation:      Date:       | Signature: |
| Association/Club representative:      Position:      Date:       | Signature: |