



NEW HAMPSHIRE
humanities

Project Grants In-Kind Contribution

New Hampshire Humanities Project Grants are made possible through funding from the National Endowment for the Humanities. To comply with federal reporting and auditing requirements, every individual or organization who contributes to an NHH grant-funded project must record their contribution.

Instructions for recording in-kind contributions:

1. The grant project director will provide a blank form to every individual or organization that makes an in-kind contribution to the project. The project director should also complete a form if they are volunteering their time on the project.
2. The individual or organization will keep track of their contributions over the duration of the grant period. They must enter the date, calculated value, and brief description of the service or good they provided. The reported value should be based on the fair market value of the good or service provided—the rate normally paid for the work, good, or service.
3. The contributor will sign the form, affirming that the information they provided is accurate.
4. The project director will provide the completed in-kind records to NHH as part of the grantee's final report. Copies should be provided to each contributor.

A note on volunteer labor: Many grant recipients discover that they contributed more time to a project than initially anticipated. ***You must accurately report the time and total value of all labor contributed to the project. Failure to accurately report project in-kind contributions could impact your ability to receive future grants from NHH.***

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Grant Number:

Grant Recipient

Project Title:

Organization:

Date	Description of contribution	Calculation	Value of Contribution
Total value of contribution:			

I hereby certify that this is an accurate statement of contributions made to the above-named project.

Donor Name

Donor Title & Organization

Donor Signature

Date