



EAST HANTS

DISTRICT RECREATION FUND In Kind Tracking Log

Address: Box 230, Suite 170, 15 Commerce Crt., Elmsdale, NS, B2S 3K5 Phone: (902) 883-3387 Toll Free: 1-866-758-2299

In Kind Contributions Eligibility

All in-kind contributions must be outlined in detail and completed on the In Kind Tracking Log.

The value of donated resources for District Recreation Fund projects is based on:

1. **Planning Time** - \$15.00/hour to a maximum of \$500.00. Planning includes volunteer time related to fundraising, preparing grant applications, attending meetings and planning activities related to the project (i.e. quoting).
2. **Unskilled Labour** (working directly on project) - up to a maximum of \$15.00/hour. Labour that requires relatively little or no training to perform the work adequately.
3. **Skilled Labour** (qualified trades and professionals) - \$25.00/hour or company book value by official invoice.
4. **Equipment** - based on the Nova Scotia Road Builders Association (NSRBA) Construction Equipment Rental Rates or an invoice from the company reflecting the value of the donation. For rates visit https://www.nsrba.ca/images/Rental_Rates_2021_002.pdf
5. **Materials** - at verified fair market value by means of an official invoice.
6. **Professional Services** (consulting fees and/or technical expertise) - at verified Fair Market Value by means of an official invoice.



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Organization: _____ Project: _____

In Kind Labour/Equipment Tracking log

Date	Name/Company	Job (description of the work completed)	Hours	Rate (Hourly)	Value (Hours x Rate)
Executive Signature: _____				Total	



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Organization: _____ Project: _____

In Kind Materials/Services Tracking Log

Date	Description (detailed list of materials or services donated)	Donor	Job (aspect of project)	Value (\$)
Executive Signature: _____			Total	