

2017-2018 Great Lakes Restoration Initiative
Engaging Citizens to Improve our Great Lakes Watershed through
Strategic Community Forestry Efforts
IN-KIND CONTRIBUTION FORM
For In-Kind Match

Instructions:

1. Complete and sign Non-State In-Kind Contribution Form
2. Mail Non-State In-Kind Contribution Form to: Valerie McClannahan, DNR Forestry, 500 Lafayette Rd., St. Paul, MN 55155-4044
- Or -
Email form and scan all files to Valerie.McClannahan@state.mn.us

Matching this grant is not required but can help both your community and the DNR obtain grant funds in the future. Matching funds must be raised from non-federal sources and cannot be used to match any other federal grant. Any match should be an "Eligible Expense". If you are willing to track and submit match funds, a good goal to shoot for is 50% or your total grant.

In-kind match can include staff time or the estimated value of usage time for currently owned tools or equipment. All in-kind matches must be justified for direct project use.

Staff time: Although some of your city staff time is required to manage this project and grant, this form is not required. However, tracking this and submitting staff time with hourly rate is another way to help both your community and the DNR to potentially receive grants in the future. Your in-kind staff match can include salary and overhead as well, meaning salary plus benefits.

Tools or Equipment: As an example, in-kind match can include estimated dollars per hour for use of an already owned utility vehicle. A good way to justify your in-kind match with equipment is to cite what the rental fee for it would be from a rental company.

Volunteer time also qualifies for match, so the more volunteers you have the more match there is. The University of Minnesota will have a system for your volunteers to submit their time so that volunteer time can be easily tracked.

1. Organization: _____ **SWIFT Contract/PO No(s):** _____

Contact Name: _____ **Contact Phone:** _____

Contact email: _____

2. In-Kind Match Summary

In-kind item used (Name of equipment, Personnel, etc.)	Dollars per hour rate	Number of hours utilized for project	Usage justification	Total dollar amount
			Total dollar amount of Non-State In-Kind Contribution	

I certify this information is valid and factual as described in this report and that all costs are eligible under the DNR and LCCMR Guidelines:

Signature of authorized community/organization official

Title

Date