

CALP Annual Report – In Kind Contribution Tip Sheet

This tip sheet is provided to guide CALP practitioners as they fill in the In-Kind Contributions section of the CALP Annual Report (Section G. Evaluation – Outcome 3.2b).

This measure is tracking the approximate total in-kind contributions of time, services, or products (in dollars) contributed from external organizations to the delivery of CALP-funded programs and projects.

Accurately reflecting the in-kind contributions your CALP receives is important as it is one way to capture your CALP's engagement with the community and the support you receive. It also helps your board understand the financial implications and benefits these contributions bring to our organization.

Things to consider:

Contributions	Examples	How to Calculate
Room (facility for classes or programs)	Library, town, or school providing free space for you to run a learning opportunity.	To calculate the value, ask what they would have charged someone else for the space.
Facilitator/Instructor	An individual in your community is waiving his/her fee to instruct a class for the CALP.	Calculate their approximate fee or wage of the facilitator/instructor.
Snacks	Local store may donate snacks or gives you a discount for your program.	Calculate the value of the snacks or discount provided.
Advertising	CCC advertises your program in their Continuing Education brochure, or the town gives you space on their utility bill to advertise upcoming learning opportunities.	Calculate the cost if you had to pay for this space.
Equipment	Local business gives you a photocopier.	Calculate the value, in current condition.
Services	Local Tech person services your computer lab for free or at a discounted rate, your accountant gives you a discount on your audit/review, or your legal host pays for your internet or photocopies.	Calculate fair value for these services.
Office Space	If you are hosted in your municipality or some other free space, you should reflect the value of that space. (Note – Provincial Buildings are not eligible for this calculation).	Look at comparable spaces in your community to calculate the value of this space to your organization.

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