

## **BoFEP In-Kind Donation Form**

### **Definition: In-Kind contribution**

An in-kind “contribution” is a donation or gift of time, internal fiscal resources, expertise, use of facilities, project sponsorship, equipment, or other comparable donations without charge, that are equal to direct financial contributions from one or more partners.

The estimation of in-kind value is based on one’s own best judgment.

Please complete the attached contribution form on a yearly or quarterly basis.

### **Return the completed form to:**

Bay of Fundy Ecosystem Partnership  
PO Box 536  
Parrsboro, NS  
B0M 1S0

### ***Questions about completing this form?***

E-mail: [secretariat@bofep.org](mailto:secretariat@bofep.org)

[Scroll down to next page for form]

## BoFEP - In-kind Donation Form

Covering time period: ☐ ☐ Full year (Apr. 1 – Mar. 31)

☐ Jan. 1 - Mar. 31

Year \_\_\_\_\_

☐ Apr. 1 - June 30

☐ July 1 - Sept. 30

☐ Oct. 1 - Dec. 30

### A. Donated time and value

**Time in hours      Dollar value**

a) Meeting preparation: (background research;  
preparation of reports; presentations, etc.)

\_\_\_\_\_

b) Meeting/Workshop attendance

\_\_\_\_\_

c) Committee/Working Group projects, activities, tasks

\_\_\_\_\_

d) Proposal/contract development/supervision

\_\_\_\_\_

e) Other (please describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total:**

\_\_\_\_\_

### B. Donated services/sponsorship

**Value in Dollars**

a) Office services/supplies  
(telephone, postage, printing, photocopying, etc.)

\_\_\_\_\_

b) Facility use/rental

c) Travel

i) Accommodation

\_\_\_\_\_

ii) Meals

\_\_\_\_\_

iii) Associated fees (taxi, tolls, gas, flight, bus, registration, etc.)

\_\_\_\_\_

d) Project sponsorship (donation of personnel; funding match,  
contracts, other sources of funding, etc.)

\_\_\_\_\_

e) Other (please describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total:**

\_\_\_\_\_

Your Name and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_