

Verification of Applicant IN-KIND Contribution

When preparing documentation for verification of matching funds, applicants must follow RD Instructions 4284.3 and 4284.510 (c)(6), along with instructions provided in sections III (B) and IV (C)(12) of the Notice of Funding Availability (NOFA). As an option, the applicant may complete and print this form on the organization's letterhead, and sign where indicated.

For purposes of carrying out the Work Plan and Budget Activities identified in this FY2009 Rural Cooperative Development Grant (RCDG) application, I verify the following information:

Legal Name of Applicant: _____

Title of Applicant's RCDG Project: _____

Beginning and End Dates for Proposed Grant Period: _____

(Maximum Budget and Project Period Length is 365 days, with start date range 10/1/2009 – 1/1/2010. The grant period dates on this form must be consistent with the RCDG application.)

Total Project Cost: \$ _____ Total Applicant In-Kind Value: \$ _____

Only goods or services provided during the grant period for which no expenditure is made can be considered in-kind. Verification for in-kind contributions that are over-valued will not be accepted. The *valuation process* for in-kind contributions does *not* need to be included in the application. However, the applicant must be able to demonstrate how the valuation was derived *at the time of notification of tentative selection for the grant award*. See RD Instruction 4284-A/Exhibit A for Guidelines for Verifying In-Kind Contributions.

In the chart below for Applicant In-Kind Contributions, describe the (a) *nature* of the goods and/or services to be donated to the RCDG project during the grant period and *how* they will be used, (b) *when* the goods and/or services will be donated during the proposed grant period, and (c) the *value* of the goods and/or services. Please note the following are *not* acceptable match: Board and Advisory Member *time*, donations of fixed equipment and buildings, and contributions related to the preparation of the RCDG application package. Non-profit or other organizations contributing the services of affiliated volunteers must follow the third-party verification requirement above, for *each individual volunteer*. Board and Advisory Member in-kind contributions for their *travel* and *incidental* expenses relating to the RCDG project must be consistent with the Center's established written policies for reimbursement rates, and ultimately be approved by the Agency for eligibility purposes.

Description of the Goods and/or Services	How They Will Be Used On Project Budget Activities	When They Will Be Donated (month/day/year)	Value of the Goods and/or Services
			\$
			\$
			\$
			\$
			\$
			\$
Total Value			\$

Has your Board of Directors formally Resolved / Confirmed the In-Kind Contributions and RCDG Purpose at Time of Application? _____ Yes _____ No _____ Date of BOD Resolution _____ N/A

Print Name of Applicant's Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Applicant's Authorized Representative: _____ Date: _____