



## **Cost Share Guidelines for NC Humanities Grant Recipients and Program Partners/Venues:**

All North Carolina Humanities programs and grants require a matching investment, or **cost share**, from the local organization (grantee or program venue). This match can be made through any combination of cash and in-kind contributions which go towards implementing the event/project. Below are definitions and examples of cash and in-kind contributions:

- **Cash match:** A cash match is when the organization pays currency for goods or services (ex: publicity, printing, refreshments, staff time, honoraria, and travel, meals, or lodging).
- **In-kind match:** An in-kind match is when goods or services are donated to the project by the provider (ex: facility space, materials or equipment, and unpaid administrative or volunteer time).

Please note, NC Humanities funding for programs and grants are supported in part by federal funds and therefore other federal funds cannot be used as match sources.

## **Documentation of Cost Share Contributions** ([§200.306](#))

All cash and in-kind contributions to an event/project are acceptable as cost sharing when such contributions meet the following criteria:

- they must be verifiable from the grantee or venue partner's records;
- they must not be included as contributions for any other federally-assisted program;
- they must be necessary and reasonable for the proper and efficient accomplishment of project objectives;
- they must be types of charges that would be allowable under the cost principles;
- they must be used to support activities that are included in the approved project work plan; and
- they must be incurred during the period of performance.

Any contribution that a grantee or venue partner makes to its own project must be based either on the cost incurred to provide that contribution or, in the case of donated buildings or equipment, on depreciation or a use allowance that is computed in accordance with the applicable cost principles. When a grantee or venue partner is not able to calculate the exact cost involved in contributing its own equipment, space, services, etc. to the project, then they must indicate in the project budget the basis for determining the value of the contribution.

Documentation.

**Grantees or program venues are required to keep their documentation of the sources that make up their overall cost share for 3 years for audit purposes.** Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, financial journal, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the grant number and name of the general ledger accounts that are to be charged or credited. If Grantees or program venues do not already have internal forms to document in-kind match sources, NC Humanities provides a sample form on our website and at the end of this document.



**Assigning a Monetary Value to In-Kind Contributions** (2 CFR §200.34, 96, and 306)

These values should coincide with the value of these services, facilities, or materials on the open market in the local area, as long as the assigned values are reasonable and will bear scrutiny by North Carolina Humanities and its auditors.

For **in-kind contributions**, the basis for determining the valuation of volunteer services (including board member time) and donated property or space **MUST BE** documented and must conform to the requirements set forth in 2 CFR §200.306.

In situations where volunteer services are furnished by individuals who are employed and who perform these same services in their regular work environment, the in-kind match should be computed at their regular rate of pay and pro-rated as appropriate.

Listed below are additional resources for determining the value in-kind services:

Volunteer time	Unpaid time of project director, fiscal agent, planning committee, consultants, etc. <b>at market/salary rate</b> . We suggest using a \$15.00-25.00 compensation rate when exact salary figures are unknown. The <u>Independent Sector</u> is a good resource.
Travel, Meals, Lodging	Mileage at the <u>IRS rates</u> (or other organization rate) and any out-of-pocket meals or lodging while traveling on behalf of the project.

**Common Sources of Cash and In-Kind Cost Sharing:**

These can include, but is not limited to, of labor, space, or materials, such as:

- The salary/ donation value of time for persons involved in planning or administering the project
- The rental fees/ donation value of a donated meeting room or auditorium
- The purchase cost/donation value of publicity by media outlets
- The purchase cost/donation value of refreshments
- The purchase cost/donation value of equipment or supplies





**Record of Cost Share Contributions**

Please complete this form and obtain the eSignature of the Contributor to document cost share contributions made to any North Carolina Humanities program or activity.

Contributing Organization/Individual Name:			Contributing Organization Representative			
Dates of Services	Person(s) or Agency Providing Contributed Goods/Services*	Item Code	# of Hours (for codes A or D)	Rate	Was this good/service purchased with currency? Y/N	Total Value
<b>TOTAL</b>						

\* May include donated of paid staff time and/or volunteer time spent in planning and implementing an NC Humanities program/project

Signature of Contributor	Today's Date (for hand signatures only)
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Item Codes for Type of Service

<b>A</b>	Administrative time	Donated time of project director, treasurer, planning committee, consultant, reviewer etc. at Contributor's salary or <a href="#">volunteer time value</a>
<b>D</b>	Program participation	Donated time of moderator, panelist, speaker waiving honorarium, etc.
<b>E</b>	Supplies and Equipment Rental	Fair market rental value of video or other equipment provided, postage & paper, cost of refreshments served at programs, etc.
<b>F</b>	Travel, Meals, Lodging	Mileage at <a href="#">IRS travel rate</a> per mile and any out-of-pocket meals or lodging while traveling on behalf of the project.
<b>G</b>	Rental of Facilities	Fair market rental value of meeting/event space.
<b>H</b>	Printing and Publicity	Value of promotion time/space donated by television stations or newspapers, use of photocopier, etc.
<b>I</b>	Other (please itemize)	Contributions not fitting categories above. Please specify the nature of these contributions.

