

Idaho Humanities Council

Cost Sharing Documentation Form

USE THIS FORM AS A RECEIPT FOR DONATED TIME AND/OR SERVICES FOR WHICH NO OTHER DOCUMENTATION IS AVAILABLE

This form satisfies the requirements from the National Endowment for the Humanities that grantees maintain a written report of time spent on the grant project, which is signed and dated by employees and volunteers, and approved by the fiscal agent and project director. This form also documents cost-sharing provided through the contribution of goods and services which must be supported by documentation signed and dated by either the authorizing official of the organization or the individual who is providing goods or services. The record shall contain a description of the goods or services provided and the basis for determining their total value.

This is to document the following goods or services provided by

_____ (name), as a cost-sharing contribution for _____
_____ (sponsor), grant # _____ .

1. Description of goods and services performed: _____

_____.

2. Period of time when the services were performed or goods provided (specify dates):

3. Basis for determining value:

1. Time: _____ hours at \$ _____ per hour = _____
2. Travel: _____ miles of personal car mileage at \$ _____ per mile = \$ _____
3. Other: _____

4. Total Value: Cash \$ _____ In-kind \$ _____

I hereby certify that the contribution reported herein has not and will not be paid from any National Endowment for the Humanities funds and further that said contribution has not and will not be used as cost – sharing for any other federally funded programs.

Signature Date

Modified 11/25/2008

C: Re-grants/Grant Packets/Package/csform