



*South Gippsland  
Shire Council*

# South Gippsland Shire Council Community Grants Program



Voluntary Support  
Examples & Proformas

### Voluntary Support Example

**In-kind** is an activity other than cash money that is contributed towards a project. Many projects are assisted through different groups within the community. Some support can be in-kind in nature like voluntary labour or donated goods and services.

Where you include in-kind contributions in the Project Budget section of your application you should also submit the attached Voluntary Labour and In-kind Support Details form as an attachment to your application.

You need to explain the nature of the in-kind contribution being provided, which organisation is making the contribution and how you have calculated the value based on what it would cost if you had to pay money.

Rates for basic labouring work are normally calculated at \$20 per hour while specialist contributions should be valued at \$45 per hour. Costings need to be based on 'reasonable' commercial rates.



# Community Grants Program

## Voluntary Support EXAMPLE

The following is an example of an approach that could be used by Community/Club representatives to obtain details of voluntary labour.

**Project Name:** Redevelop Mountainside FC Clubrooms

### Details of voluntary labour

TASK TO BE COMPLETED	NAME/S OF THOSE WHO WILL UNDERTAKE TASK	NUMBER OF HOURS	RATE PER HOUR	TOTAL COST
Demolish existing club rooms	* John Smith	16	\$20	\$320
	* Joe Bloggs	16	\$20	\$320
	* John Doe	16	\$20	\$320
	* Brian Jones	16	\$20	\$320
Remove building rubble	* John Smith	8	\$20	\$160
	* John Doe	8	\$20	\$160
Preparation works for and laying of concrete slab	* John Smith (qualified concreter)	16	\$30	\$480
	* Jim Brown	16	\$20	\$320
	* Brian Jones	8	\$20	\$160
	* Michael Brown	16	\$20	\$320
	* Ed Mason	16	\$20	\$320
Preparation and painting of windows frames, doors and internal and external walls	* John Smith (qualified painter)	50	\$35	\$1,750
	* Michael Brown	30	\$20	\$600
	* Ed Mason	30	\$20	\$600
	* Joe Bloggs	30	\$20	\$600
General clean up of site following completion of construction	* John Smith	10	\$20	\$200
	* Brian Jones	10	\$20	\$200
		<b>Total</b>	<b>312</b>	<b>\$7,150</b>

**Name of Community/Club representative:** John Smith

**Signature:** .....

#### Please note:

Hourly rates for basic labouring works would be in the range of \$20 and up to \$45 for other specialist support. Costings should be based on "reasonable" commercial rates.

# Community Grants Program

## Voluntary Support Profoma

The following is a proforma for Community/Club representatives to provide details of voluntary labour.

**Project Name:** .....

### Details of voluntary labour

TASK TO BE COMPLETED	NAME/S OF THOSE WHO WILL UNDERTAKE TASK	NUMBER OF HOURS	RATE PER HOUR	TOTAL COST
	<b>TOTAL</b>			

**Name of Community/Club representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please note:**

Hourly rates for basic labouring works would be in the range of \$20 and up to \$45 for other specialist support. Costings should be based on “reasonable” commercial rates.

# Community Grants Program

## In-kind Support EXAMPLE

The following is an EXAMPLE of an approach that could be used by Community/Club representatives to provide

**Project Name:** .....

### Details of in-kind support

GOODS/SERVICES TO BE PROVIDED	SUPPLIER	VALUE
Architects Plans for club rooms	XYZ Architects	\$1000
Use of Bob Cat & Tip Truck - 2 full days	ABC Construction Co.	\$1200
Supply and delivery of: 20 cubic metres of ready mix concrete for concrete slab	ABC Construction Co.	\$2000
2000 bricks for club rooms	AZ Bricklaying Company	\$1800
Supply and delivery of: 5 cubic metres of paving sand for paved wheelchair access ramp	ABC Construction Co.	\$125
60 litres of paint, rollers, brushes, drop sheets	Timbers Hardware	\$650
Electrical wire and internal and external light fittings	ABC Construction Co.	\$500
	<b>Total</b>	<b>\$7,275</b>

**Name of Community/Club representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### Please note:

Wherever possible you should provide a letter of commitment from the proposed provider of the in-kind support.

# Community Grants Program

## In-Kind Support Proforma

The following is a proforma for Community/Club representatives to provide details of in-kind support.

**Project Name:** .....

**Details of in-kind support**

GOODS/SERVICES TO BE PROVIDED	SUPPLIER	VALUE
		<b>Total</b>

**Name of Community/Club representative:**

**Signature:** .....

**Please note:**

Wherever possible you should provide a letter of commitment from the proposed provider of the in-kind support.