

# In-Kind Claim Declaration Form

Complete this form for all in-kind contributions claimed. Eligible in-kind contributions are invested in the project in the form of unpaid labour and/or use of farm business equipment. **Paid employees are not eligible as in-kind time.** The maximum amount of in-kind payment for labour and equipment is \$2,000, unless otherwise stipulated in the Program Brochure. The In-Kind Contribution Policy, which provides full details for claiming in-kind contributions, can be found on the next page. The completed In-Kind Claim Declaration Form must be submitted to OSCIA with the project Claim Form to support all in-kind contributions.

Start Date <small>dd/mm/yyyy</small>	Person / Equipment	Paid Employee?	Activity	Hours	x	Rate (max \$20/hr labour, \$50/hr equipment)	=	Total
20/05/2023	David Smith	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planting trees	10	x	\$15	=	\$150
09/20/2023	Rachel Smith	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Planting trees	2	x	\$20	=	\$40
09/20/2023	Tractor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Planting	12	x	\$50	=	\$600
<b>Total of In-Kind Labour/Equipment</b>								<b>\$790</b>

**Worksheet: (attach extra sheet if required)**

Start Date <small>dd/mm/yyyy</small>	Person / Equipment	Paid Employee?	Activity	Hours	x	Rate (max \$20/hr labour, \$50/hr equipment)	=	Total
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No			x	\$	=	\$
<b>Total of In-Kind Labour/Equipment</b>								<b>\$</b>

## **In-Kind Contribution Policy**

In-kind contributions may be eligible for cost-share funding for some Project Categories, as indicated in the Project Category Description. Eligible in-kind contributions will be considered equivalent to cash payments for purchased goods and services. As such, the cost-share level and maximum funding level for the Project Category apply to eligible in-kind contributions.

Claims for in-kind contributions must be supported by an In-Kind Claim Declaration Form, which details specific hours worked, who performed the work, dates the work was performed, and the hourly rate(s) charged.

Eligible in-kind contributions are invested in the project in the form of **unpaid labour and/or use of farm business equipment** and may be claimed as follows:

- The maximum eligible labour rate is \$20 per hour. OSCIA will make a final determination on what a reasonable number of hours claimed is based on the project and the nature of the work performed.
- The maximum eligible in-kind equipment rate for a tractor and implement is \$50 per hour of operation. This rate cannot be increased for heavy excavation equipment. Applicable in-kind operator charges may be claimed along with the in-kind equipment rate, at up to the accepted maximum hourly labour.
- The maximum cost-share payment for in-kind labour and equipment is \$2,000.

**The following are not eligible as in-kind contributions:**

- Staff or employee time
- Time invested for education, project planning, supervision or administration
- Use of equipment purchased as part of an approved cost-share funding allocation
- Use of equipment for hand or power tools, including welders