

---

**Communities, Culture, Tourism and Heritage – Communities, Sport & Recreation**

Organization: \_\_\_\_\_

Project: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (O): \_\_\_\_\_(C): \_\_\_\_\_Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Log Book Information**

Where appropriate, the Department of Communities, Culture, Tourism and Heritage encourages the use of donated material, equipment and labour and accepts these donations as part of the applicant's financial contribution to the project.

Successful applicants must keep an updated and accurate record of all donated equipment, labour and materials and they must be submitted as part of your final report.

Wages and remuneration for full or part time employees cannot be listed as In-Kind contributions unless it can be clearly shown that these expenses are project specific and outside the scope of regular duties.

**Requirements**

- ✓ Written estimates shall be obtained from an independent contractor or an appropriate qualified professional.
- ✓ Material and equipment costs shall be itemized and supported by documentation from the donor indicating the current actual value of the donation (e.g. invoice marked donated).
- ✓ A log showing hours of volunteer labour shall be maintained indicating both skilled and unskilled labour. The value of skilled labour will be determined per industry standards for the specific sector or professional designation while unskilled labour will be credited at \$25/hour.

LOG SHEET - DONATED LABOUR (GENERAL & PROFESSIONAL)					
Date	Name	Task/Skill//Professional Designation <i>(please state skill or professional designation if not claiming the general labor rate of \$20/hr)</i>	Hours	Rate	Value
July 21/2016 (Sample only)	Jim Evans	Laying sod at ballfield	9	\$25/hr	\$225.00
July 21/2016 (Sample only)	Steve Smith	PM / Civil Engineer / Engineering License No.	40	\$80/hr	\$3200.00
TOTAL DONATED LABOUR					

LOG SHEET - DONATED MATERIALS					
Date	Type	Description	Donor	Job	Value
July 21/2016 (Sample only)	Lumber	2x4, 2x6 Plywood	Jones Hardware	Ballfield Canteen	\$580.00
TOTAL DONATED MATERIALS					

LOG SHEET - DONATED EQUIPMENT						
Date	Equipment	Donor	Job	Hours	Rate	Value
July 21/2016 (Sample only)	Backhoe	Smith Enterprises	Ballfield drainage	3	\$40.00	\$120.00
TOTAL DONATED EQUIPMENT						