Donated Labour, Material & Equipment Log

Organization Information

Organization			
Project			
Contact Name			
Organization Address			
Telephone			
Project Start Date:		**Completion Date:**	
Grant File #:			

How Labour and Equipment Are Valued

All donated labour and equipment must be valued using the approved **Most Common In-Kind Rates for Donated Labour, Equipment & Material (approved OHVIF July 10, 2025)**.

This rate sheet sets:

- Hourly and daily equipment rates
- Skilled and general labour rates
- Higher rates when volunteers supply their own equipment
- Rules for deducting fuel or operating costs if they are also claimed as cash expenses

Materials and Equipment Donations
All donated materials and equipment must be:
- Itemized
- Supported by documentation from the donor
- Show the current value of the donation (for example, an invoice marked "donated")

Without donor documentation, the item cannot be claimed as in-kind.

Written Estimates
Written estimates must be obtained from an independent contractor or qualified professional for donated work, materials, and equipment. If the Department of Transportation and Infrastructure Renewal (TIR) equipment rates apply, those rates must be used. Written estimates are required when claimed rates differ from TIR rates.

Operating Costs and In-Kind Equipment
If you claim fuel or operating costs as a cash expense, you must reduce your in-kind equipment claim using the approved formula:
Operating cost per hour = Cash operating cost ÷ Hours used
Eligible in-kind rate = Approved rate − Operating cost per hour
This prevents the same cost from being claimed twice.

Final Reminder
In-kind contributions are subject to review and audit.
Incomplete logbooks, missing signatures, or missing donor documentation may result in in-kind claims being reduced or rejected.
If you are unsure how to record or value something, contact your program officer before submitting your claim.

GENERAL LABOUR										
Date	**Name**	**Activity**	**Hours**	**Rate**	**Value**		**General Labour** - $35/hour			
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				TOTAL	**0**					

MATERIAL					
Date	**Name**	**Item**	**# of items**	**Value**	**Total Value**
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				TOTAL	**0**

EQUIPMENT						
Date	**Name**	**Activity**	**Hours**	**Rate**	**Value**	
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				TOTAL	**0**	

Daily rate is applied when used for transportation (site inspection, signage, to and from work site, etc.) Hourly rate is applied for	
OHV	• $100/day • $60/hour (towing trailer) • $80/hour (towing mower)
Truck	• $200/day • $50hr transporting materials/equipment
Tow behind mower	• $30/hour
Tractor	• Daily $200 • Hourly -Min $60hr
Attachments (add to tractor rate)	• Bush Hog $30hr • Ditch Bank Mower/Side Mower $35hr • Backhoe $35hr • Back blade/Box Blade $25hr • Wood Chipper $35hr • Front End Loader $20hr • Post Hole Auger $20hr
In some cases, groups will claim some costs associated with donated equipment	
To figure out eligible in-kind when operating costs (fuel for example) are claimed as an expenditure, use the following method.	
Expenditures divided by hours of use = hourly operating costs	
Subtract hourly operating costs from eligible hourly rate = eligible in-kind hourly amount	
Example	
Tractor $65hr	
Operated for 50hrs, claimed $500 for fuel/operating costs 500 dived by 50hrs = $10hr operating costs	
$65hr eligible costs - $10hr operating costs = $55hr eligible to be claimed as in-kind	

SKILLED LABOUR						
Date	**Name**	**Activity**	**Hours**	**Rate**	**Value**	
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				TOTAL	**0**	

Chainsaw/Brush saw/Pole saw	• $50/hour (Operator using club supplied chainsaw) • $60/hour (Operator who provides own equipment)
Welder	• $70/hour (Operator using club supplied equipment) • $90/hour (Operator who supplies own equipment)
Carpenter	• $60/hour
Site Inspection/ Site Supervision/Project Management	• $60/hour