ANNEX B: COST SHARE GUIDANCE

Specific procedures for the recipient in establishing the value of in-kind contributions are set forth below:

• Staff time including professionals, board of directors and time furnished may be counted as cost sharing. The rate for volunteers should be:

  Consistent with those paid for similar work in the recipient’s organization or rates should be consistent with those paid for similar work in the labor market. This might be generated by taking the average estimated salary of the managers, accountants, technical managers and so on, and dividing it by 22 days and 8 hours per day to determine the hourly rate of contribution of grantee staffs.

• When an employee other than the grantee furnishes the services of an employee, these services shall be valued at the employee’s regular rate plus benefits.

• The value of property will be determined as follows:
  • Land and buildings; the value of donated land and buildings shall not exceed its fair market value (It should be appraised by an independent appraiser).
  • Equipment and machinery: The value of donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation.
  • Use of space: The value of the cost share space shall not exceed the fair rental value of comparable space as established by an independent appraisal.
  • Leased equipment: The value of loaned equipment shall not exceed its fair rental value.
  • The basis for determining staff time, material, equipment, machinery, plant, buildings and land shall be documented and verifiable.

The above can only be considered as cost share from the start of the grant; expenses incurred prior to this date or after the end date of the grant cannot count as cost share.