

**KW Urban CAP Project
In-Kind Contributions – Key**

Non-Human Resources

Hardware/Software – Please describe and include the dollar value of any computer software or hardware, including printers, that your organization contributed specifically for your CAP site during this month. Record this as a one-time contribution for this period only.

Telecommunications – Record the dollar value of Internet connectivity your organization is providing related to the CAP site. This does not apply to any connectivity provided by the Project.

Accommodations / Facility – Estimate the monthly dollar value of your CAP site physical space i.e. percentage of rent/mortgage paid and/or renovation costs incurred.

Materials and supplies – Please include the value of toner cartridges, paper, photocopying material provided by your organization in support of your CAP station use.

Promotion and advertising – Record the value of costs you have incurred to promote your CAP site.

Furniture and equipment – Record the value of furniture provided by your organization for CAP. Please note this as a one-time contribution.

Other Non Human Resource Costs – Specify and include the value of any other in-kind contributions such as insurance etc.

Human Resources

Using the columns provided, record a monthly tally of the total number of contacts and hours staff/volunteer provide related to the KW Urban CAP Project or your CAP site, including user assistance, administration and time spent attending Urban CAP meetings etc. As an organization, you will need to determine the dollar value of volunteer time – please specify the hourly rate that you apply.

N.B. Leave columns blank if they do not apply.

Start with the assumption that when your site is open for public access, at least one staff/volunteer is also there. For example, if your CAP site was open for 20 hours a week, 20 hours would be your baseline.

If volunteers/staff assist users, consider that to be over and above the baseline.

Note: We will need each site to fill out two start-up in-kind contribution reports for the pre-implementation period – one detailing contributions from November 1, 2001 to March 31, 2002, and one for the period from April 1, 2002 until your site started operating.