

**KW Urban CAP Project
Site Partner In-Kind Contributions Report**

In order to assist us with Industry Canada reporting requirements, please determine the value of the in-kind support your organization contributed this month re: your CAP site and involvement in the KW Urban CAP Project.

Site No. _____

Site Name _____

Report for the month of _____

Non-Human Resources	Description		Dollar Value
Hardware/Software			
Telecommunications			
Accommodations / Facility			
Materials and supplies			
Promotion and advertising			
Furniture			
Travel			
Other in-kind contributions (Specify)			
Total In-Kind (Non-HR)			
Human Resources	Description	#Hrs	Dollar Value
Volunteer/Staff CAP Site User Assistance			
Technical – trouble shooting etc done on own at Site			
Administration			
Orientation/planning sessions			
Urban CAP Committee Meetings (including travel time)			
Other human resources (Specify)			
Total In-Kind Human Resources			
Total In-Kind (Non-Human Resources)			
Total In-Kind Contributions			

Important: Please do not forward receipts with this monthly report. However, do keep these in your files, so that in the event of an audit, statements can be confirmed.

Contact (Please Print) _____

Signature _____ Date _____