

Site-Coordinator In-Kind Voucher



Literature for a Lifetime

ORGANIZATION making the contribution: _____

GRANT FUNDING: Connecticut Humanities Council 4-Session _____ 1-Session _____

PROGRAM SEASON: _____ SUMMER _____ FALL _____ WINTER/SPRING (PLEASE CHECK OFF SEASON OF YOUR PROGRAM)

LIBRARY CONTRIBUTIONS

STAFF TIME for preparation for each book discussion (sending directions to the Discussion leader, setting up and attending programs, introducing discussion leaders, time spent on local PR, general administration, mailings, completing paperwork, etc.). Be sure to include time for attending the seasonal orientation meeting (if scheduled). Calculate time at \$25.29/hr. _____

MILES TRAVELED to attend Project Meetings calculated @ \$58.5 mile. _____

ESTIMATED IN-KIND contributions of supplies, refreshments, photocopying, etc. _____

ESTIMATED IN-KIND contribution of postage. _____

ESTIMATED MEETING space rental (the amount it would cost to rent a similar space in your community). _____

TOTAL CONTRIBUTIONS _____

NAME _____ DATE _____

PROJECT DIRECTOR _____ DATE _____

(PLEASE PRINT NAME) _____

NOTE: THIS FORM is to be returned to the Book Voyagers office at the conclusion of your book discussion series as documentation of your in-kind contributions. Since each participating agency will submit only one form, it is suggested that you fill in this form as the project progresses. The grantors require this documentation. PLEASE RETURN FORM TO: MARCIA TROTTA, Literature for a Lifetime Director, Connecticut Humanities Council, 37 Broad Street, Middletown, CT 06457-3204.