



TOWN OF KITTERY, MAINE

Spruce Creek Watershed Improvement Project - Phase I In-Kind Services Form

The undersigned has provided to the Town of Kittery, without charge, the following services, material, or products (indicate hours, if applicable) in participation in the Spruce Creek Watershed Improvement Project (Phase 1):

Date	Units (Hrs., Pcs., Miles, etc.)	Service or Product	Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature: _____ Date: _____

Name: _____ Title: _____

Organization: _____

Department: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

In-kind, voluntary service by academic, corporate and private participants is vitally important to the success of the Spruce Creek Watershed Improvement Project (SCWIP). By documenting the value of contributed in-kind services to the Town of Kittery on behalf of SCWIP, we record powerful and persuasive evidence of the importance attributed to the project by voluntary participants. This assists us in seeking and negotiating new and continued public and private support for this project as well as others.

In-kind statements are maintained in confidential files, and information is used only in the aggregate. Statements would be made available upon request, however, to federal program auditors.

In-kind services can include any of the following activities and expenses:

- Time value (salary, consulting rate, organizational indirect or overhead costs) of serving on the SCWIP boards and committees, specifically including time spent on SCWIP matters outside of actual meetings.
- Time value for providing technical (professional) support on SCWIP project and programs.
- Time value (salary, deferred speaking fees, organizational indirect or overhead costs) for speaking at SCWIP conferences, including preparation time.
- Providing materials, products and other non-personal services to SCWIP.
- Travel time, meals and lodging for any of the above, when not otherwise reimbursed by SCWIP.

Return completed form to: Sue Cobler, Grant Manager, Town of Kittery, 200 Rogers Rd Ext, Kittery ME 03904