**Appendix D – Commitment of Match/Donation Form**

**(for the entire 3-year grant period)**

TO: (name of organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: (donor name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods/supplies, and/or \_\_\_ services, is/are donated to the Provider \_\_\_\_\_ permanently (title passes to the Provider) \_\_\_\_\_ temporarily (title is retained by the donor), for the period \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

**Description and Basis for Valuation (See next page)**

Value

(1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

(2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

(4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_

TOTAL VALUE $\_\_\_\_\_\_\_

The above donation is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it been previously purchased from or is it currently used as match for any state or federal contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(Donor Signature) (Date) (Organization Signature) (Date)

**Appendix D (continued)**

**BASIS OF VALUATION**

**Building/Space**

* 1. Donor retains title:
  2. Fair commercial rental value - Substantiated in provider’s records by written confirmation(s) of fair commercial rental value by qualified individuals, e.g., Realtors, property managers, etc.
  3. (1) Established monthly rental of space $\_\_\_\_\_\_\_\_\_\_\_\_

(2) Number of months donated during the contract \_\_\_\_\_\_\_\_\_\_\_\_

Value to the project [b.(1) X b.(2)] $\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Title passes to the County:

Depreciation

1. Cost of Fair Market Value (FMV) at acquisition (excluding land) $\_\_\_\_\_\_\_\_\_\_\_
2. Estimated useful life at date of acquisition \_\_\_\_\_\_\_\_\_\_\_ yrs.
3. Annual depreciation (a./b.) $\_\_\_\_\_\_\_\_\_\_\_
4. Total square footage \_\_\_\_\_\_\_\_\_\_\_ sq. ft.
5. Number of square feet to be used on the grant program \_\_\_\_\_\_\_\_\_\_\_ sq. ft.
6. Percentage of time during contract period the project will

occupy the building/space \_\_\_\_\_\_\_\_\_\_\_ %

Value to project (e./d. X f. X c.) $\_\_\_\_\_\_\_\_\_\_\_

Use Allowance

1. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in accounting records).
2. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value
2. Title passes to \_\_\_\_\_\_\_\_\_\_\_:
3. FMV at time of donation $\_\_\_\_\_\_\_\_

or

1. Annual value to project (not to exceed 6 2/3% X a.) = $\_\_\_\_\_\_\_\_

**Goods/Supplies**

FMV at time of donation

**Personnel Services**

1. Staff of another agency/organization:

Annual Salary Number of hours 2080 X to be provided = $\_\_\_\_\_\_\_\_

1. Volunteer -- Comparable annual salary $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Salary Number of hours 2080 X to be provided = $\_\_\_\_\_\_\_\_