

Middle School Campus Visit Project
Match & In-Kind Donation Documentation Template

Introduction outlining visits completed.

Match Description	
Salaries and wages	\$
Employee Benefits	\$
Travel	\$
Materials and Supplies	\$
Consultants and Contracts	\$
Other:	\$
TOTAL	\$

Budget Narrative describing how the figures above were calculated.

Certification

Name:

Date:

Signature:



August 25, 2024

State Council of Higher Education of Virginia (SCHEV) Middle School Campus Visit Project
Logo Name University
Match and In-Kind Documentation

Logo Name University completed 6 middle school campus visits for 378 students and 38 chaperones. All students were from middle schools with 50% or more of students receiving free or reduced-price lunch. These schools included A Middle School, B Middle School, C Middle School, D Middle School, and two visits from E Middle School.

SCHEV funds were used to pay for student transportation, a graduate assistant to coordinate visits, and meal vouchers at a reduced rate. Logo Name University provided match and in-kind contributions in the amounts detailed below.

Match Description	Amount
Salaries and wages	\$3,598.55
Employee Benefits	\$430.56
Travel	\$-
Materials and Supplies	\$4,581.00
Consultants and Contracts	\$1,800.00
Other: Indirect Costs	\$3,500
TOTAL	\$13,910.11

Five student tour guides volunteered to lead tours for each visit for approximately 1.5 hours. At the volunteer rate from independent sector (\$32.59), their time totals a \$1,466.55 in-kind contribution. Our Outreach Admissions Coordinator contributed salary in-kind of \$2,132 and benefits in-kind totaling \$430.56.

Logo Name University purchased specialized print materials and bags for middle school students totaling \$2,085.00. We also negotiated with campus dining to reduce the price of meal vouchers for students and chaperones. The total contribution of the meal voucher reduction was \$2,496.

Logo Name University donated use of the auditorium for each visit, totaling \$1,800.

Finally, Logo Name University did not take any indirect costs from this award. We contributed the full Negotiated Indirect Cost rate of 35% to this project.

I certify that Logo Name University provided match and in-kind funds for the amounts listed above to the Middle School Campus Visit Project. I also certify that, to the best of my knowledge, no match funds listed are from federal sources.

Sincerely,

Jane Doe
Director of Diversity, Inclusion and Outreach