

**Community College Capital Program  
Request for SUNY Board Gift Valuation**

College:

Date:

Project Title:

Project # (if avail):

Person Completing Form:

I have read Guidance Document CCP-5: In-Kind Donations as Local Funding Share.

1. In Kind Donation Type (check all relevant types)

Real Property

Labor/Services

Donated Materials

2. In-Kind Information:

**Real Property:**

- a) Address:
- b) Acreage/Building Information:
- c) Location Relative to College:
- d) Value (lower of two appraisals):

**Labor/Services:**

- a) Type of Labor:
- b) Labor Source:                                      Outside Entity                                      Internal Labor
- c) Value Calculation Mechanism:
- d) Value:

**Materials:**

- a) Type of Materials:
- b) Value Calculation Mechanism:
- c) Value:

**Required Attachments for All In-Kind Donations:**

**Acceptance of in-kind donations must be acknowledged by the recipient Sponsor/ College/College Foundation by resolution and should contain:**

- a) Value and use of in-kind donation
- b) Acknowledgment that valuation will be used as part/all of a project's 50% local share of capital costs
- c) Any additional information specific to the donation

**Additional Requirements Depending on the Type of In-Kind Donation:**

***Real Property:***

- 1. Two Appraisals dated within one year of the date of transfer of title to the local sponsor
- 2. Sponsor and College Board Resolutions: Should also contain:
  - a) Information on property location and use
  - b) Declaration property will be held by County in trust for College use and purposes

***Labor/Services:***

- 1. Backup documentation to support value as per Guidance Document instructions
- 2. Attestation internal labor not already being funded by operating funds and is dedicated to capital

***Donated Materials:***

- 1. Project maps, specs used to determine value of donated materials
- 2. Independent appraisal of materials if over \$5,000 in fair market value

**All: College/College Foundation/Sponsor Acknowledgement of Acceptance:** Once donation is received by the College/Sponsor, an acknowledgement (on letterhead) is required, and should be forwarded to SUNY Office for Capital Facilities: Content should include:

- 1. Type and value of in-kind gift
- 2. Date in-kind gift was received
- 3. Statement that the donor has relinquished ownership