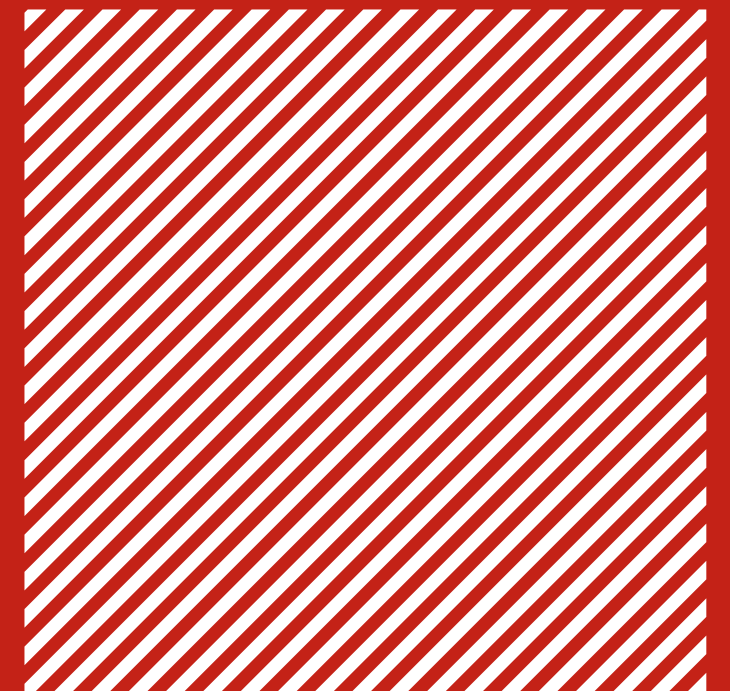
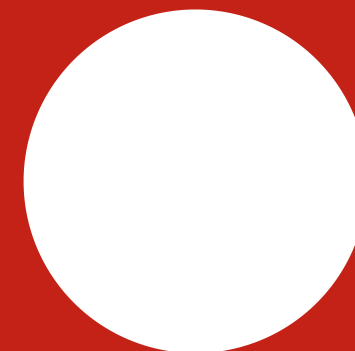
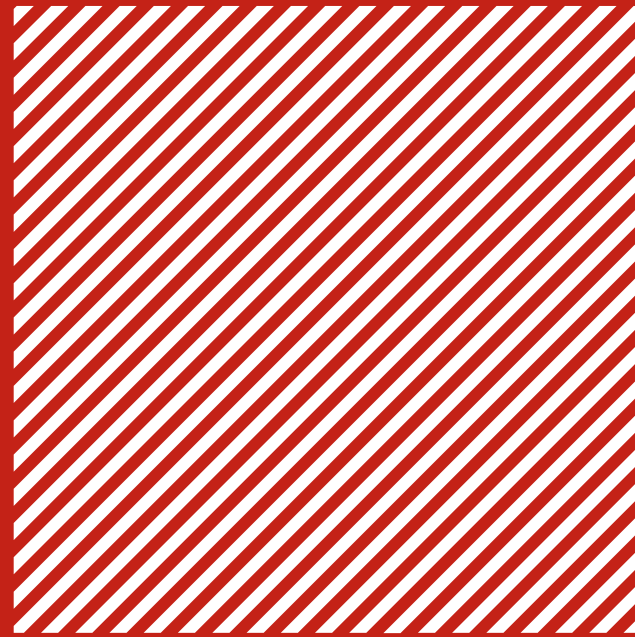


LEVERAGED & IN-KIND



ARCHS' Funded Partner Guide





BEDROCK



ARCHS' leveraging and in-kind model set us apart from most funding organizations.

Funding

The direct cash we grant.

Expertise

The talent of our staff.

Resources

The additional support we provide.



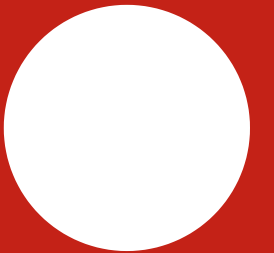
IMPORTANCE OF TRACKING

Leverage

Knowing the true "value" of your program helps ARCHS advocate on your behalf at local, Jefferson City, and Washington DC funding tables.

In-kind

Showing the full picture of community involvement and the support given by other organizations helps show the depth of your program in the community.



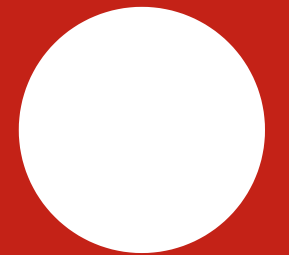
FY21 ECONOMIC IMPACT

CP Ratio

For every \$1 of base “Community Partnership” funding by the state of Missouri, ARCHS leveraged an additional \$17

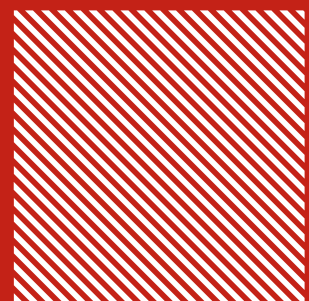
FY 21 Results

- TOTAL
- \$33.4 million
- GRANTS ISSUED
- \$13.6 million
- LEVERAGED/IN-KIND
- \$19.8 million



LEVERAGED

Leveraged dollars come from the additional support provided by ARCHS' funded partners at no cost to ARCHS. This would include things such as: additional grant funding from other agencies that benefit the participants in the ARCHS' funded program.



Includes

Taking the actual expenses reported to ARCHS by a funded partner via the invoice and subtracting the amount they are being reimbursed.

Benefit

It's crucial that funded partners fully document the full cost of the programs they provide. This allows ARCHS to show the true value of the work being done. What is the ROI?

ARCHS' Grant Budget Form

Expenses	Total Project Expenses	Amount Requested from ARCHS
Personnel		
Fringe Benefits		
Travel	\$ -	\$ -
Equipment	\$ -	\$ -
Supplies		
Contractual	\$ -	\$ -
Construction	\$ -	\$ -
Other (explain)		
Indirect Charges		
TOTAL EXPENSES	\$ -	\$ -
Revenues		
Contributions, Gifts, Grants, & Earned Revenue	ARCHS	\$ -
	Local Government	\$ -
	State Government	\$ -
	Federal Government	\$ -
	Individuals	\$ -
	Foundations	\$ -
	Federations	\$ -
	Corporations	\$ -
	Membership Income	\$ -
	Program Service Fees	\$ -
	Products	\$ -
	Fundraising Events (net)	\$ -
	Investment Income	\$ -
	In-Kind Support	\$ -
	Other	\$ -
	TOTAL REVENUES	\$ -

*Please specify for contributions over \$1,000.

ARCHS' FINANCIAL INVOICE FORM

Upload via ARCHS' online reporting portal



Invoice Number: 1234 *must be unique and not duplicated during entire contract year

Invoice From:

Street Address

City, State, Zipcode

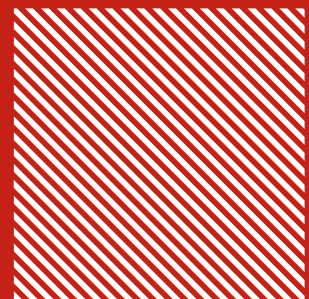
Contract Period: July 1, 2021 - June 30, 2022

Invoice Period: 0/0/000

Category	Total Expenses This Period	YTD Total Expenses	Amount Requested This Period	YTD Invoiced Amount	ARCHS YTD Budgeted Amount	ARCHS Funds Remaining
Personnel	\$ -	\$ -	\$ -	\$ -		\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -		\$ -
Travel	\$ -	\$ -	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -		\$ -
Contractual	\$ -	\$ -	\$ -	\$ -		\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other(2021 ACT Conference Registration)	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -
	\$ -	\$ -	\$ -	\$ -		\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

IN-KIND

Any support for an ARCHS' funded program that comes from non-contracted partners or members of the community. This would encompass all the items listed on ARCHS' donation form.



Includes

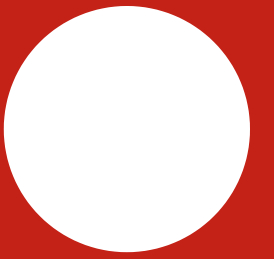
Anything DONATED to the funded partner to benefit ARCHS' grant.

Benefit

Documents the value of ARCHS' funded programs and to show the complete picture of what organizations are providing support to ARCHS' programs. In-kind support is typically only provided by members of the community or organizations other than ARCHS' funded partners.

IN-KIND: THE PORTAL

1. Annual Donated Space (square feet available for use for the entire fiscal year)
2. Value of One Time Donated Space (for donated space for one time use only)
3. Value of Donated Services (services donated OR discounted by professionals)
4. Value of Donated Items (clothing, books, supplies, equipment, food, etc.)
5. Number of Volunteer Hours (individuals that are not rep. of an org., bundle combined hrs. - hours.)



VALUE OF DONATED SPACE

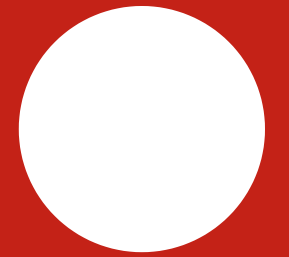


Does

This category only applies if the program space is available on a daily (or almost daily) basis throughout the entire program year. This is a calculation based on the square footage available to the program to arrive at a fair market value of what the program would have reasonably paid to rent that space for an entire year.

Does NOT

Space for short-term or one time events.



Example

ARCHS' funded afterschool programs (space provided by Jennings and SLPS school districts).

VALUE OF ADDITIONAL DONATED SPACE



Does

Includes any program space that is not paid for or already counted in annual donated space. Discounted space can be counted as well. If a venue offers a discount for the rental, the difference between what it would have cost and the actual cost can be counted.

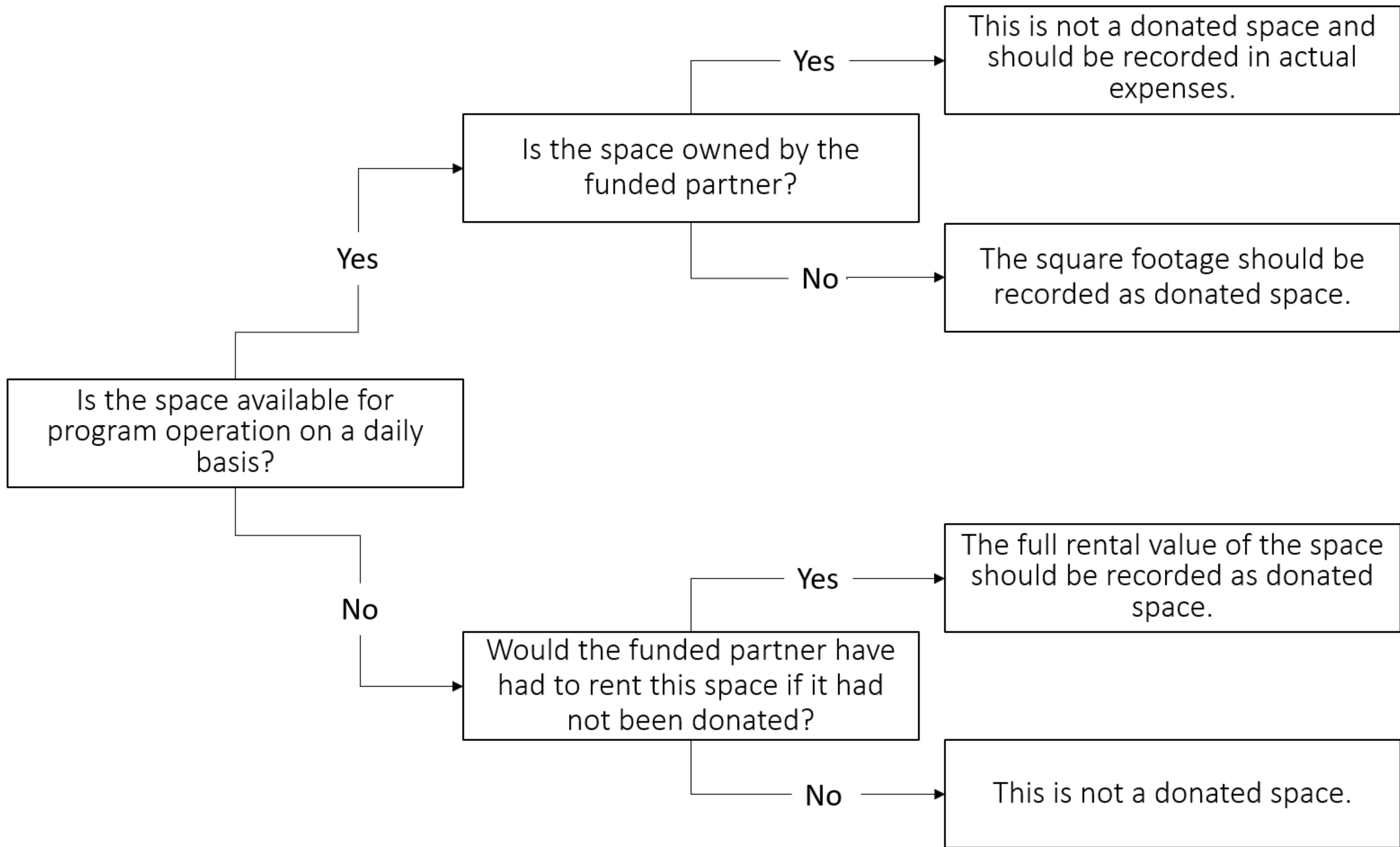
Does NOT

This should not include any space that is owned by the funded partner. Any space that is owned by the funded partner should be reflected in their actual expenses. This typically is used for one-time or periodic use spaces, such as meeting rooms or other venues.



Example

A program is allowed to use school space for quarterly meetings at no cost. Since schools typically have no pricing structure for renting space, you would need to figure out what a similar sized venue would have cost to rent.



VALUE OF DONATED SERVICES

Example

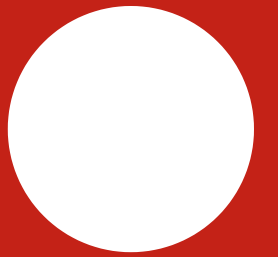
The funded partner uses an accounting service that normally charges \$50 an hour, but they receive a discounted \$30 an hour rate. The \$20 difference counts toward donated services.

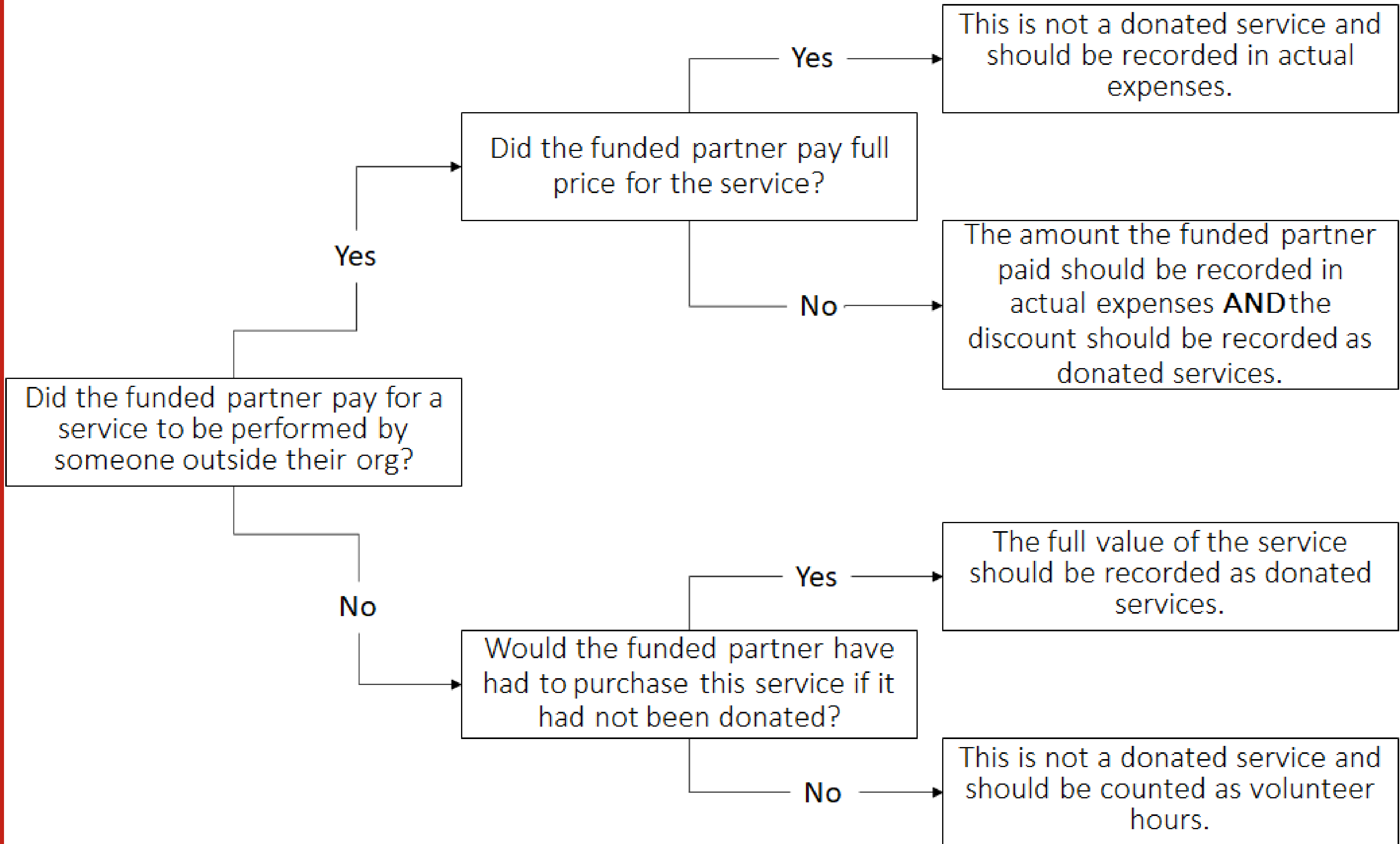
Does

This counts the value of a service (or the discount on a service) that is performed by a professional. If a program must hire a professional to provide a service (trainings, IT work, accounting, etc.) and does not pay full price for that service, you can count the value of the service or the discount on that service.

Does NOT

This does not count services provided by a funded partner's employee that is not charged to ARCHS. That should be recorded in their actual expenses





VALUE OF DONATED ITEMS

Does

This counts the value of items such as clothing, books, supplies, equipment, etc. that are provided at no cost or a discounted cost to ARCHS' funded programs.

Does NOT

This does not count items that are purchased by the funded partner and not charged to ARCHS. That should be recorded in the actual expenses.



Example

The funded partner purchases licenses from Microsoft for \$9 per user using their non-profit discount instead of the \$32 per user normal cost. They would record the \$9 per user cost on their invoice as an actual expense (if ARCHS isn't paying an indirect rate this would be counted as leverage) and fill out a donation record for Microsoft for the \$23 difference per user.

VOLUNTEER HOURS

Does

Include hours of service provided by someone from outside of the funded partner's organization. This includes any services being performed in a non-professional capacity that do not require a specialized skill or training.

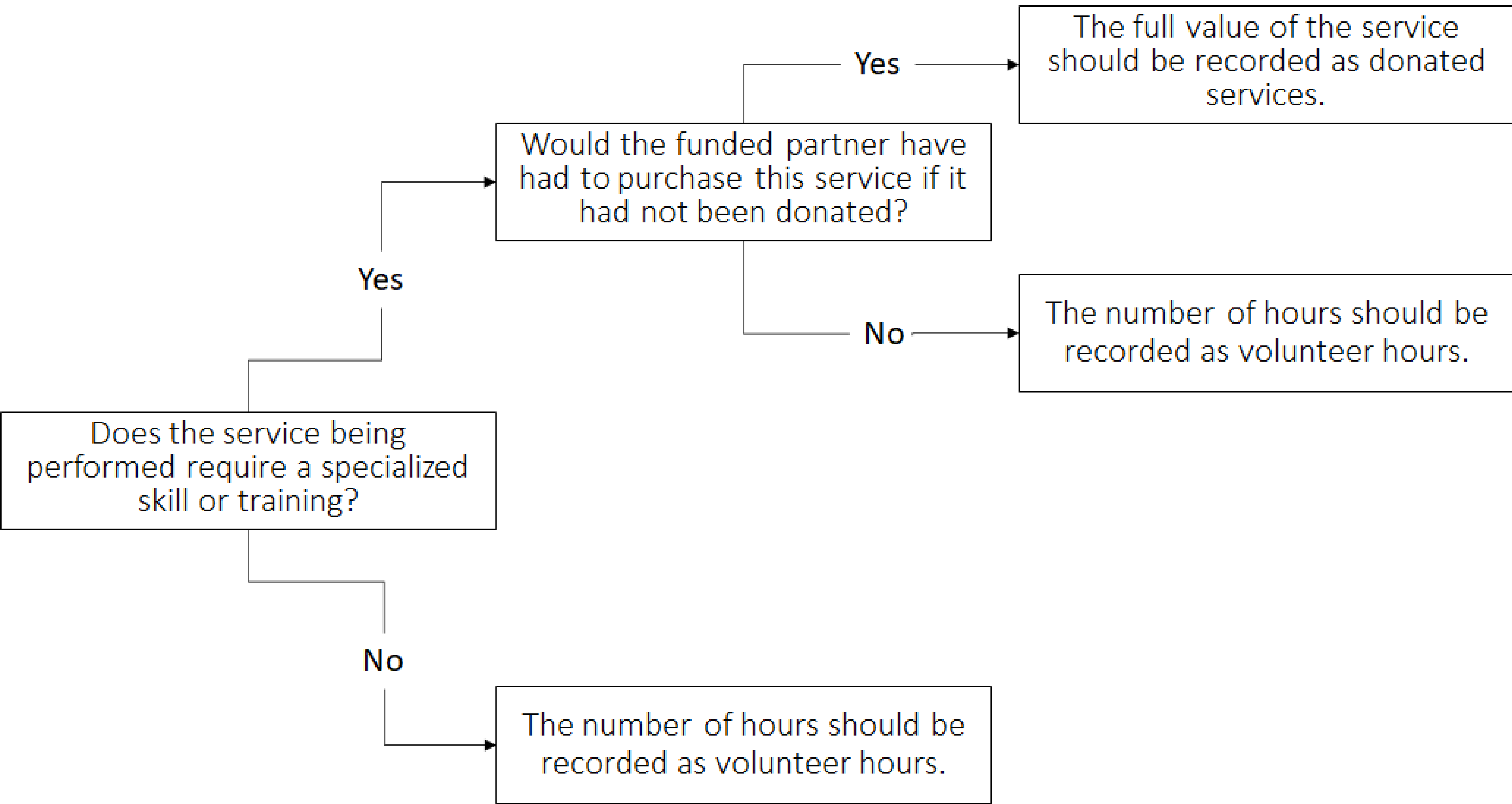
Does NOT

Include funded partner staff (not paid by ARCHS' grant). They are being paid from other funding sources - so this would count as **LEVERAGED**.



Example

This would include services such as: helping to run an organized event, reading to children, filing paperwork, etc.



ROLES

All leveraged and in-kind data must be entered into Apricot by end of each quarter.

1

ARCHS' Team

- Provides support to funded partners
- Receives data through ARCHS' portal
- Ensures accuracy of data
- Enters data in ARCHS' Apricot system

ROLES

All leveraged and in-kind data must be entered into Apricot by end of each quarter.

2

ARCHS' Funded Partners

- Tracks leveraged via invoice
- Tracks in-kind via on-line portal
- Submits all reporting/invoices via ARCHS' portal

DEADLINES

All leveraged and in-kind data must be entered into Apricot by end of each quarter.

1

October 29

Q1

2

January 31

Q2

3

April 29

Q3

4

July 15

Q4 EARLY STATE DEADLINE

NEED ADDITIONAL ASSISTANCE?

ARCHS' funded partners, please
consult with your Grant
Representative.

