



## Guidance for Reporting In-Kind Donations

**Note:** There are various ways to share data on in-kind donations. You can report on individual shipments, but keep in mind that projects are removed from the site once the end date has passed. Alternatively, multiple donations or shipments to the same organization can be lumped together as one “project.” If your organization has a long-term, ongoing relationship with an organization, please create a new project every year (i.e., “Medical Supplies for Org X (2011),” “Medical Supplies for Org X (2012),” etc.). **You do not need to report on past shipments.**

**Note:** An asterisk (\*) indicates a required field.

PROJECT DATA	
Organization*	The name of your organization.
Project Identifiers/Organization Project ID	Alpha/Numeric code your organization uses to identify the project/shipment(s). This is always the project identifier that is assigned by the reporting organization.
Project Identifiers	You may provide any number of additional identifiers. Just provide the identifier/code and which organization assigned the ID. An InterAction ID is automatically assigned to every project.
Tags	Tags flag projects for special use, most often for inclusion in a featured map. Choose any appropriate tags from the options in the dropdown
Project Name*	Should include name of recipient organization ( <i>avoid giving multiple projects the same name!</i> ).
Project Description*	A brief description of the materials shipped, and if possible, their intended use.
Project Activities	A brief description of the project activities (optional).
Additional Information	Optional field - can include progress to date or information about recipient organization.
Start Date*	Date of first shipment to recipient organization.
End Date*	Date by which shipments are expected to be completed (for on-going

	donations, can be up to one year from date of first shipment) – <i>this information can be updated with actual end dates.</i>
<b>Sector(s)*</b>	Classification of the type of shipment (e.g., Health, Education, etc.).
<b>Cross-Cutting Issue(s)</b>	Issues addressed by this shipment that cut across more than one sector (e.g., gender).
<b>Humanitarian</b>	If the shipment is humanitarian in whole or in part, make sure this flag is checked. It must be checked in order to provide more details in the Humanitarian Scopes section.
<b>Donor(s)</b>	What organization(s) or agency(ies) <b>originally</b> supplied the goods or funds for this/these shipment(s)?
<b>Budget</b>	What is the total value of the shipment or group of shipments? ( <i>if reporting on multiple shipments, value should be cumulative</i> )
<b>Currency</b>	The currency in which the shipment value reported. Required in order to report budget information.
<b>Budget Value Date</b>	Date to be used for determining the exchange rate for currency conversions. The default is the project start date.
<b>Prime Awardee</b>	For multilateral, government or foundation-funded projects, what organization received the funding directly from the original donor? This can be your organization.
<b>Partner(s)</b>	What organization(s) or agency(ies) are receiving these goods to carry out the project in the field? Do not include donors or your organization’s field offices.
<b>Project Reach Unit</b>	The unit in which project reach is being reported (e.g., individuals, households).
<b>Project Reach (Target)</b>	The number of units expected to directly benefit from a shipment or group of shipments (if known).
<b>Project Reach (Actual)</b>	The actual number of units reached to date.
<b>Target Group(s)</b>	What types of individuals or groups are primarily intended to benefit from this/these shipment(s)? (e.g., youth, children under 5)

#### LOCATION INFORMATION

<b>Geographical Scope</b>	Used to indicate whether the project is “national” or “global” in scope, meaning it does not take place in specific locations.
<b>Country*</b>	Country(ies) to which goods are being shipped.
<b>1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Admin Level</b>	First, second or third sub-national level in which goods will be used, if known. Otherwise, the location to which materials were shipped (in the US, this would be: 1st = state > 2nd = county > 3rd = municipality).
<b>Verbatim location</b>	Optional field for providing more specific location information.

#### CONTACT INFORMATION

<b>Name, Position, Email</b>	Who should people contact with questions about this/these in-kind donation(s)?
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<b>Project Website</b>	Link to project website, if available ( <u>not</u> organization's main website)
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#### HUMANITARIAN SCOPES

<b>Type, Vocabulary, Code, Vocabulary URI, Narrative</b>	Humanitarian scopes provide contextual information for humanitarian projects. These fields are based on the IATI standard, allowing the reporting organization to reference standardized codes and codelists for identifying specific humanitarian contexts comparably. A project can have any number of scopes.
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#### EXTRAS

<b>Pictures/Videos</b>	You may upload or link via url images (under 300Kb) of your projects. Videos (YouTube and Vimeo) may also be added via url.
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<b>Resources</b>	External project files and related web content may be linked to a project by providing a url for each resource.
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**For more information on reporting to NGO Aid Map visit**  
<http://ngoaidmap.org/p/data-guidance>