



**International Partnerships Among Museums  
2003 - 2005 Cycle**

**In Kind Institutional Support Form**

- †† Please track all in-kind institutional expenses from the time your museum was notified of the IPAM award until the conclusion of the project.
- †† In-kind expenses are those incurred while engaged in your partnership, apart from the funds provided by IPAM.
- †† This form is due within 30 days of completion of the last exchange, and is extremely important for the proper evaluation of the program.

Institution \_\_\_\_\_

Participant(s) \_\_\_\_\_

Partner Institution \_\_\_\_\_

Partner Participant(s) \_\_\_\_\_

- Staff time (including value of benefits) while you are preparing for the exchange, during your travel abroad, and while your partner is in residence.

<u>Hours</u>	<u>Cost/Month</u>	<u>Total Cost</u>
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IPAM Participant

Other Staff (list):

Subtotal \$ \_\_\_\_\_

- Support costs (supplies, photocopying, communications, etc.) while you are preparing for the exchange, during your travel abroad, and while your partner is in residence.

Subtotal \$ \_\_\_\_\_

- Costs associated with your partner's visit (lodging and meals that your institution may pay for, office space and supplies, hosting lectures, receptions, and other events).

Subtotal \$ \_\_\_\_\_

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

Return this form to:

IPAM  
American Association of Museums  
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Washington, DC 20005  
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