

Indirect Cost Policy

As of December 16, 2019

PROJECT BUDGET EXAMPLE

A program manager spends 50 percent of her time on a grant-funded project and two program associates each spend 100 percent of their time on the project. In addition, the Executive Director spends 10 percent of her time in direct management/supervision of the project. The project also includes consultant costs, project supplies and travel.

The project staff uses space in the organization's headquarters as well as sharing in the organization's utilities and telephone/internet services. The organization allocates a share of these costs to the project based on the number of staff who work on the project as a percentage of total staff in the facility.

The organization applies the standard 29 percent indirect cost rate to the project costs, resulting in an indirect cost recovery amount. This amount is added to the project costs to make up the total grant request.

Project Costs:

Specific

Personnel:	
Executive Director (10%)	\$10,000
Program Manager (50%)	40,000
Program Associates (2 x 100%)	100,000
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Total Salaries	150,000
Taxes and Benefits	30,000
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Total Personnel	180,000
Consultants	20,000
Program Supplies	7,000
Travel	4,000

Shared

Rent	\$16,000
Utilities	8,000
Telephone/Internet	5,000
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Total Project Costs: \$240,000

Indirect Cost Recovery:

29% x \$240,000	\$69,600
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Total Budget: \$309,600