

Sample Indirect Cost Proposal Format for Nonprofit Organizations  
Total Expenditures for the year ending June 30, 200X

**Schedule C**

-----DIRECT PROGRAMS and ACTIVITIES-----									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	
ELEMENTS OF COSTS	FINANCIAL STATEMENT	ADJUSTMENTS	ENVIRON. POLICY	POLL. PREV.	SOURCE REDUCT.	OUTREACH	(D)+(E)+(F)+(G) TOTAL DIRECT COSTS	INDIRECT COSTS	
Salaries and wages	\$1,327,638	a \$0	\$140,831	\$950,615	\$18,305	\$1,592	\$1,111,343	\$216,295	(1)
Fringe benefits	\$245,434	\$0	\$28,138	\$170,107	\$3,657	\$317	\$202,219	\$43,215	
Subtotal labor	\$1,573,072	\$0	\$168,969	\$1,120,722	\$21,962	\$1,909	\$1,313,562	\$259,510	(2)
Contractual Services	\$245,420	\$0	\$3,493	\$207,770	\$34,157	\$0	\$245,420	\$0	
Depreciation/Use allowance	\$41,582	\$0	\$0	\$0	\$0	\$0	\$0	\$41,582	
Emergency asst. payments	\$72,859	\$0	\$52,809	\$0	\$20,050	\$0	\$72,859	\$0	
Equipment rental and maint.	\$11,448	\$0	\$592	\$5,197	\$0	\$281	\$6,070	\$5,378	
Equipment / Capital	\$58,215	(\$58,215) b	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment / Minor	\$546	\$0	\$0	\$0	\$546	\$0	\$546	\$0	
Food costs	\$124,616	\$0	\$0	\$124,616	\$0	\$0	\$124,616	\$0	
Insurance	\$12,554	\$0	\$92	\$8,209	\$85	\$373	\$8,759	\$3,795	
Occupancy	\$129,314	\$0	\$24,637	\$100,956	\$459	\$233	\$126,285	\$3,029	
Office supplies	\$32,540	\$0	\$1,794	\$13,317	\$3,649	\$842	\$19,602	\$12,938	
Other expenses	\$36	(\$36) c	\$0	\$0	\$0	\$0	\$0	\$0	
Postage	\$3,901	\$0	\$476	\$301	\$125	\$2,467	\$3,369	\$532	
Professional fees	\$34,211	\$0	\$0	\$0	\$0	\$0	\$0	\$34,211	
Program supplies	\$109,663	\$0	\$7,603	\$55,241	\$40,659	\$6,160	\$109,663	\$0	
Printing	\$65,697	\$0	\$5,140	\$7,022	\$1,345	\$44,838	\$58,345	\$7,352	
Renovations and improv.	\$16,470	(\$16,470) d	\$0	\$0	\$0	\$0	\$0	\$0	
Telephone	\$29,013	\$0	\$5,788	\$13,331	\$349	\$600	\$20,068	\$8,945	
Travel	\$71,292	\$0	\$7,298	\$56,553	\$2,513	\$0	\$66,364	\$4,928	
Subtotal non-labor	\$1,059,377	(\$74,721)	\$109,722	\$592,513	\$103,937	\$55,794	\$861,966	\$122,690	
<b>TOTAL</b>	<b>\$2,632,449</b>	<b>(\$74,721)</b>	<b>\$278,691</b>	<b>\$1,713,235</b>	<b>\$125,899</b>	<b>\$57,703</b>	<b>\$2,175,528</b>	<b>\$382,200</b>	<b>(3)</b>

**Calculation of the Rate**

(1) If the nonprofit organization uses Direct Salaries & Wages excluding fringe benefits as their Base their rate would calculate as follows:

$$\frac{\text{Indirect costs}}{\text{Base (Direct S\&W)}} = \frac{\$382,200}{\$1,111,343} = 34.4\%$$

(2) If the nonprofit organization uses Direct Salaries & Wages including fringe benefits as their Base their rate would calculate as follows:

$$\frac{\text{Indirect costs}}{\text{Base (Direct S\&W + FB)}} = \frac{\$382,200}{\$1,313,562} = 29.1\%$$

(3) If the nonprofit organization uses Modified Total Direct Costs (MTDC) as their Base their rate would calculate as follows:

$$\frac{\text{Indirect costs}}{\text{Base (MTDC)}} = \frac{\$382,200}{\$2,175,528} = 17.6\%$$

**Explanation of Adjustments**

- a) Includes salaries and wages of \$99,230 for volunteers of the Pollution Prevention Grant.
- b) Excludes capital equipment purchases.
- c) Remove unallowable costs - \$22 Interest + \$14 Bad Debt = \$36.
- d) Excludes capital renovations and improvements.

**General Notes**

- This is a sample proposal only. It is not intended to prescribe a particular method for allocating costs. An organization should choose the Base that they feel will most accurately reflect the true allocation of their indirect costs to each program.
- An organization can use any ONE of the three bases shown. Regardless of what Base (1,2 or 3) is chosen the total indirect costs (\$382,200) do not change. The only thing that changes is the distribution Base.