

Full cost recovery spreadsheet

Enter data in unshaded cells only. Do not alter shaded cells.

Refer to the 'Project overheads spreadsheet guidance notes' for assistance with each step and read the 'Applying for your project overheads' guidance for case study examples and further information.

Step 1: Information about your project

1.1 Organisation name		
1.2 Project name		
1.3 Funding year		e.g. 2015/16 or 2015
1.4 Project duration (weeks) in the funding year		If the project will run for the whole of the funding year, enter 52 or leave blank. See section 1.3 of the ' Project overheads spreadsheet guidance notes ' if your project runs for more than 1 year.
1.5 Percentage of the funding year	100%	

Step 3: Describe how your organisation's overheads are to be shared

		Overhead type 1	Overhead type 2	Overhead type 3
3.1 Type of overhead	Describe the type of overhead, for example: Administration Premises Management and support			
3.2 How the overheads are to be shared	Describe how each type will be shared for example: Number of staff Floor area occupied Staff hours			

Step 4: Share the overheads Enter projects' shares below:

	List projects below:			
4.1 Your project				
4.2 Other projects:				
4.3 Overheads				
Totals		-	-	-
Increase in activity due to your project		0%	0%	0%
Percentage due to your project		0%	0%	0%

Step 6: Full costs of your project

These are the full costs of your project		£	£
Direct costs	Revenue costs	-	
	Capital costs	-	
Total direct project costs			-
The project's share of the overheads		-	
		-	
		-	
Total share of the overheads			-
Full project costs			-

Step 7: Funding from other sources

1. List sources of income that can only be used for overheads	Amount anticipated for the whole organisation from this source	Amount anticipated for this project
		#DIV/0!
		#DIV/0!
		#DIV/0!
2. List sources of income that can only be used for direct project costs for this project		Amount anticipated £
3. List other sources of income for this project that can contribute both to direct project costs and overheads		Amount anticipated £
Total funding from other sources		#DIV/0!
£ of direct costs to be shared between funders supporting overheads and direct project costs		£ -
% of direct costs supported by funders that mix direct costs and overheads		#DIV/0!
£ of overheads to be shared between funders supporting overheads and direct project costs		#DIV/0!
% of costs to be shared between funders supporting overheads and direct project costs that other funders are contributing		#DIV/0!

Step 8: The contribution you can ask us to make

These are the maximum contributions we can make towards your project. Please also check if the programme you are applying to has a maximum grant size. If it does, you should not apply for more than that amount.	£
Towards the direct costs of your project	#DIV/0!
Towards your project's share of the overheads	#DIV/0!
Total contribution towards your project	#DIV/0!