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SAMPLE INDIRECT COST PROPOSAL FORMAT FOR NONPROFIT ORGANIZATIONS

A. INTRODUCTION

Name of Organization (nonprofit) is a nonprofit located in Anytown, USA. The nonprofit administers a variety of programs funded by Federal, State, and Local agencies. These programs include Community Service programs, Head Start programs, State Weatherization, and Food Service programs. This example assumes a June 30 year end. Nonprofits can have different year ends and should use the year end of their nonprofit when preparing indirect cost proposals.

B. COST ALLOCATION METHODOLOGY

This proposal is for an indirect cost rate based on the nonprofits actual costs for its fiscal year beginning July 1, 200X and ending June 30, 200X. The proposal is based on the nonprofit organization's audit report (Statement of Functional Expense Statement) for the year ended June 30, 200X.

This proposal addresses all elements of cost incurred by "Name of Organization" and identifies shared costs that require allocation.

The nonprofit treats all costs as direct costs except general administration and general expenses. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect costs.

C. DIRECT COSTS

Direct costs are costs that can be identified specifically with a project and therefore are charged to that project. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose and further distribution is not required.

D. INDIRECT COSTS

Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. These costs are grouped into common pool(s) and distributed to benefiting activities by a cost allocation process.

Project Inquiry Form

E-mail the completed form to PFF-Facilities.Mgmt@liberty.edu, where it will be processed and the requester will be contacted by Facilities Management. Design and/or cost estimates will be sent to the requesting department for approval. All funding related to the requested project is the responsibility of the requesting department and the responsible Executive. Information about this form and Project Inquiry Process can be found on the Facilities Management web page.

General Information

Project Name:	_____
Requesting Department:	_____
Request Date:	_____
Request Project Completion Date:	_____

Project Request (Provide a general overview of the proposed project)

Building:	_____
Room # (s):	_____
Scope of Work:	_____
Attach any additional details, plans or photos	_____

Funding Information

This project involves academic space such as classrooms, library, or faculty space:	<input type="checkbox"/>
Is this project part of the current year budget?	<input type="checkbox"/>
<input type="checkbox"/> University Funds (Senior Administration Approval Required)	
Department: Fund _____ Org _____ Acct _____ Prog _____ Activity _____	
<input type="checkbox"/> Other: Fund _____ Org _____ Acct _____ Prog _____ Activity _____	

Approvals

Departmental Approvals: I have reviewed and acknowledge that this request is necessary to the operation and status of Liberty University.			
Dept. Head / Dean of School:	Print Name _____	Signature _____	Date _____
Senior Executive: (SAs, VPs, Sr. VPs, Provost, Student Dir., COO, CFO, President)	Print Name _____	Signature _____	Date _____

Administrative Approval: I have reviewed and acknowledge that this request is necessary to the operation and status of Liberty University.		
Sr. VP of Facilities Mgmt.	Print Name _____	Signature _____ Date _____

Blue Water LLC

5 Year Operating Projections

	Year 1	Year 2	Year 3	Year 4	Year 5
Sales:					
Food	\$ 1,706,404	\$ 1,774,743	\$ 1,945,733	\$ 1,919,542	\$ 1,996,245
Beverages	552,085	574,527	597,092	620,076	645,295
TOTAL SALES	2,258,489	2,349,270	2,542,825	2,539,618	2,641,540
Cost of Sales:					
Food	546,075	567,910	598,638	618,260	639,330
Beverages	150,155	156,162	162,409	167,905	173,642
TOTAL COST OF SALES	696,230	724,072	761,047	786,165	812,972
Gross Profit	1,562,259	1,625,198	1,781,778	1,753,453	1,828,568
Payroll:					
Salaries & Wages	504,311	607,654	621,991	657,271	682,561
Employee Benefits	133,043	139,364	143,599	149,655	155,641
TOTAL PAYROLL	637,354	747,018	765,590	806,926	838,202
PRIME COST	1,413,563	1,474,128	1,527,187	1,594,091	1,651,174
Other Controllable Expenses:					
Direct Operating Expenses	104,197	107,323	110,543	113,259	117,275
Music & Entertainment	3,000	3,000	3,000	3,270	3,377
Marketing	26,000	27,000	28,192	29,330	30,510
Utilities	51,000	52,520	54,004	55,729	57,401
General & Administrative Expenses	106,441	120,141	123,745	127,497	131,291
Repair & Maintenance	21,600	22,240	22,915	23,632	24,391
TOTAL OTHER CONTROLLABLE EXP.	335,238	342,424	353,299	362,985	376,165
CONTROLLABLE PROFIT	512,507	536,330	561,207	567,102	594,392
Occupancy Costs & Depreciation					
Occupancy Costs	196,732	200,646	204,659	208,752	212,927
Depreciation & Amortization	84,038	84,038	84,038	84,038	84,038
Other (Income) Expenses					
Other (Income)	(4,000)	(4,944)	(5,092)	(5,245)	(5,402)
Interest Expense	52,547	49,720	46,574	43,095	39,223
Other Expense	2,400	2,472	2,544	2,623	2,701
NET INCOME BEFORE INCOME TAXES	181,610	205,398	230,482	256,930	284,816
ADD BACK:					
Depreciation & Amortization	84,038	84,038	84,038	84,038	84,038
DEDUCT:					
Less Principal Payments	(46,117)	(45,945)	(54,019)	(53,510)	(53,442)
CASH FLOW BEFORE INCOME TAXES	219,530	239,491	260,430	282,388	305,412

PROJECTED INVESTMENT RETURNS					
Distributable Cash Flow Percent *	70%	80%	90%	90%	90%
Distributable Cash Flow	\$153,671	\$191,593	\$234,387	\$254,149	\$274,871
Cash Distribution:					
Investment Partner/Member (LLC)	\$115,253	\$143,695	\$145,921	\$127,075	\$137,435
Operating Partner/Member (LLC)	\$38,418	\$47,898	\$88,466	\$127,075	\$137,435
Investment Partner/Member (LLC) Returns:					
Net Investment After Cash Distributions - End of Year	\$259,747	\$116,052	\$0	\$0	\$0
Payback Period	2.5 yrs.				
Annual Return on Investment (before tax)	30.7%	38.3%	38.9%	33.9%	36.6%
Average Annual Return on Investment	35.7%				

* It may be advantageous to retain a portion of the cash flow in the business for working capital, capital improvement reserves or other reasons.

INVESTMENT ASSUMPTIONS	
Total Equity Investment	\$400,000
Operating Partner/Member (LLC)	
Equity Contribution	\$25,000
Cash Distribution Ratio Before Investor Payback*	25%
Cash Distribution Ratio After Investor Payback	50%
Investment Partner/Member (LLC)	
Equity Contribution	\$375,000
Cash Distribution Ratio Before Investor Payback	75%
Cash Distribution Ratio After Investor Payback	50%

* Investor "Payback" is the point at which the investor recoups 100% of their Equity Contribution.



Brandywine Prime

SEAFOOD & CHOPS

@ Chadds Ford Inn

Catering Proposal for Wedding-75 guests 3:30pm-7:30

Passed and Stationed Hors D'oeuvres 3:30-4:30

- Crudités
- Artisan Cheeses
- Shaved hanger steak, foccacia crouton with melted Gorgonzola
- Kennett Square mushrooms and triple creamed brie baked in filo
- Tuna Tartare, Crispy Wonton

Dinner Buffet 4:30-6pm

- Mixed green salad with red grapes and blue cheese
- BP Crab Cakes
- Carved Chili rubbed beef tenderloin, ancho chili mayo

Beyond the Forest Jewish Presence in Eastern Europe

EXHIBITION PROPOSAL

BACKGROUND

Beyond the Forest is a photographic series that represents the fragile presence of Jewish life in eastern Europe in the early 21st century.

The project began when Lili Kantor, an Israeli-American photographer, traced a journey to discover the world of her family, most having perished in the Holocaust, into a broader engagement with the daily life of the Jews of eastern Europe today.



Kantor's photographs tell a story of the reemergence of Jewish culture in rural and urban Poland and Ukraine, as well as the continuing impact of both the Holocaust and the subsequent Soviet regime on the Jewish communities and their identity. As her work progressed, the scope broadened beyond the personal to encompass the universal experiences of Jews living in eastern Europe.

Her images, taken over a span of nearly a decade, use a variety of photographic language to express the absence and the presence of Jewish life there. Kantor visited Jews living in the small villages (shtetl) as well as urban communities. She discovered how Jews are instrumental in preserving Jewish culture in both traditional and non-traditional ways. Returning to one of the same places again and again over the years, Kantor developed a close relationship with the communities and families, providing her with access that resulted from personal and communal daily life and aspects of religious traditions. The result is this body of work and her recent title.

Beyond the Forest: Jewish Presence in Eastern Europe, 2004-2012

Event management proposal. Event management proposal example. Event management proposal template doc. Event management proposal sample pdf. Event management proposal sample.

When writing an example of an event proposal, the first thing you should worry about is the details of the event. However, how much the details of the large scale and the importance of the event are required. There are many common content for the event proposal template. Here are some tips on how to write an event proposal sample. 1. Provide a full description of the event to target readers. If the event itself is very common, there is basically no explanation of what to do. When it is difficult to see the event destination only from the title, it is necessary to provide the reader with a full description of the event. 2. Provide a description of the event's postor experience. The organization or entity of the tendering activity must make an objective statement of its experience and capabilities. The bidders of the event must be convinced that the bid organization can work well. The presentation of the sample event proposal should also contain concise information on the activity management experience of the proposed activity team. The proposal should also include a description of any training to be carried out in the event volunteers. 3. When writing an event proposal, you should inform the reader about the place and key installations of the event, so that the reader can know if the place is suitable or not for the event. From the toilet to the parking lot, all details should be included in the proposal. If it is internal activity, type of surface, air conditioning, lighting, seats, electronic equipment, etc., it is necessary to describe. If it is outdoor activities, the level of lawn maintenance, the seats and the shadow of the audience, the fence, drainage and lighting, etc., must be explained. The attractive descriptions of the participants should be shown, including public transport information, as well as parking for those who come by car. sa. abirra somenet euq artseum ed allitnalp al necerap sotevne ed etneicife n'Aiacifinalp ed satsuepopp saLragracsedBK 22 :o±AamaTovihcra ed otamroFsellateDsoretosc sotevne ed n'Aiacifinalp ed allitnalp .Istotnevne ed n'Aiacifinalp ed atseupopp al ed artseum .raborpnoc edeup detsu euq artseum ed satsuepopp Auqa odimev someh euq Asa .sotnevne ed n'Aiacifinalp ed satsuepopp setneredif nereruqer sotevne o semosaco setneredif .on o nalp le nereruq is ridicea a duva sel otsE .sadiulcni n'Aise sasoc satsE @Aug rop nadnerpoc y naczonoc euq arap aticilos ol euq oudividni la o etneic nu a osac nu ne sodeadivita sal y n'Aiacirugifnoc al racifitsul y racipixc .ricudortni omoc se sotevne ed n'Aiacifinalp ed atseupopp anU .odacipla ogeul y ovititimed odaredisnoc .Ares nalp le .adatspeca aen atseupopp al odnauc ol'AS .etneic nu a o otnevne led serodanicortap sol a oremirp atneserp es otnevne ed atseupopp anu .sodatnemelpmi y sodatspeca naes senalp sotse euq ed setnA .n'Aiacifinalp al noc rev euq onoit ©A ed etrap y vitix©A agnet otnevne nu euq necah euq serotcaf sochum yah .oinicortap ed odreuca n'Aagnin otneimlaicifo odicelbatse nayah on euq serodanicortap sol a n'Aiacaredisnoc y n'Aicneta s;Am esratserp ebod euq ol rop .atsilaror res ebod otseupuserp esE .sotsag y soserngi ed otseupuserp elbisop nu ratceder ebod otnevne le arap n'Aiacinagro u bulc led n'Aiacitcil aL .otseupopp otnevne le arap otseupuserp led atart es etnemlareng .otnevne ed atseupopp al ed lanif IA .aAd adac selbinopsid n'Aise saroh satn;Auc ed acreca soralc res nebed senoisiced ratpada ed sodagracsne sOL .aAd adac ed lanif y laicini opmeit le y .saAd somit'A sol ed latot le odulcni .aicnetepmoc ed nalp nu rajesnoca aRrop dadivita ed atseupopp al .atsabus al ed selacini sapate sal ne neib iS .aicnetepmoc ed nalp le ralumrof la riced euq adan eneit on rodanicortap n'Aiacinagro o bulc le .sahcef o ahcef al ecilbatse etroped led n'Aitseg ed omsinagro nu odnauc .lareng ol roP From coast to coast they use the template for their event planning needs. It is also very easy to use and is available in a customizable format. If you take to write a long proposal, well this template will remind you that not as The note is provided on the top left of the sheet says it should keep its proposal short. That's something you need, so you won't get overboard.2. proposed musical concert planning formatting simpledetails files: 19 kbdownloadevents as music concerts, either a concert for classical music or for modern artists and interpreters, they think carefully and plan. you can see artists act and make all the good parts, but the people behind the scene made the event possible, an event planning proposal is behind all this, and we're not even talking about just one or two event proposals, but more, then, if you decide to make event planning proposals, you can verify this sample. Club event planning proposal templatefile formatsize: 12 kbdownloada club is where many people or a group of people go to the party. the crowd that will visit that club depends on how well they plan so events. Here is a team of event planning proposal from a club that helps planners present so ideas at the next club event. This sample template is brief, but contains all the details you need to appear and present an ideal tray and crowd that attracts bread. Use it along with a design proposal Aa.4. formatting of the

