

<b>Title: Indirect Costs</b>			
<b>Issue Date:</b>	<b>Number P 000-1</b>	<b>Revision: 0.0</b>	<b>Page 1 of 1</b>

- 1.0 Purpose:** To establish the foundation’s policy on indirect costs for grants awarded by the foundation.
- 2.0 Policy:** Grant funding is awarded for direct programmatic support only. The Vitamix Foundation does not provide grant support for indirect costs of a grantee organization or activity, or any subgrantees and/or sub-contractors.
- 3.0 Applicability:** All grants awarded by the Vitamix Foundation
- 4.0 Responsibility:** Director, Vitamix Foundation
- 5.0 Definition:**
  - 5.1 Direct costs** – Costs directly attributable to the project and expenses incurred specifically for the project.
  - 5.2 Indirect costs** – 1) Overhead expenses or ongoing operational costs incurred by the applicant. 2) Administrative or other expenses which are not directly allocable to a particular activity or project and 3) Expenses related to general operations of an organization that are shared among projects and/or functions.
- 6.0 Procedures:** Post approved policy on Vitamix Foundation webpage as a public notification of the policy for potential grantees.
- 7.0 Reference Documents:** Not Applicable
- 8.0 Records/Forms:** Not Applicable
- 9.0 Revision History:**

Revision	Date	Reason
0.0		Initial release.

<b>Reviewed and Approved By:</b> Director, Vitamix Foundation	<b>Date:</b> 11/22/16	<b>Reviewed and Approved By:</b> Vitamix Foundation Board of Directors	<b>Date:</b> 11/22/16
<b>(Process Owner and Document Control Authority):</b>			
Form F-000-001	Vitamix Foundation	<b>(Publish Date): 11/29/16</b>	