



NGO Overhead Recovery Checklist

This checklist is designed to help organisations check whether their overhead recovery is fit for purpose ahead of bidding for a project.

- Have you tested the time taken for the leadership team to provide approval, if a grant/contact exceeds a certain value or fails to recover a minimum agreed overhead amount?
- Does your cost recovery plan consider the opportunity costs of not entering into an agreement?
- Can you calculate your overhead requirements over the next 5 years (or longer)?
- Does your overhead rate cover cost share/co-funding costs with other partners?
- Does your overhead recovery consider rules from donors (e.g. USAID) about sub-contracting?
- Does your overhead recovery rate consider whether funds will be covered from sub-contracting organisations?
- Do you consider whether your overhead recovery rate enables you to build reserves?