

EXPLANATION OF ADMINISTRATION AND FUNDRAISING RATIO FORM

Required of nonprofits with an AFR above 35%

For Federation/Umbrella applications: submit a copy of this form for each member organization with an AFR above 35%

Per CCC Bylaws, administration and fundraising costs shall not exceed 35% of the total expenses of the charitable organization. If these costs exceed 35% of total expenses in any given year, the nonprofit organization must submit an explanation as to why 35% has been exceeded.

Name of Nonprofit: _____

AFR: _____ %

Our AFR is over 35% because we experienced the following situation(s):

- Absence of direct services/high overhead expenses
- Investments in personnel and programming
- Major fundraising initiatives/changes in funding
- Other: _____

Detailed Explanation

Please include: how situation has directly affected AFR calculation, AFRs for the last 3 years, plans to address situation(s) that caused an AFR over 35%, or explanation why operationally your organization has AFRs over 35%. Be as detailed as possible.