



Guidance for project development and funding

“Partners for Wise Use of Wetlands” 2002-2003 Programme

Funded by the Netherlands Ministry of Foreign Affairs
Directorate-General for International Cooperation



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Guidance for project development and funding

Partners for Wise Use of Wetlands Programme, funded by the Netherlands Ministry of Foreign Affairs – Directorate-General for International Cooperation (DGIS)

Introduction

The Netherlands Government, through the Directorate-General for International Cooperation (DGIS), is providing funding to Wetlands International (WI) for an extension period expiring 31 December 2003, for the Partners for Wise Use of Wetlands Programme (including the Global Peatland Initiative).

More historical background information is set out in the *Agreement between the Netherlands Ministry of Foreign Affairs (DGIS) and Wetlands International, relating to Cooperation and Wise Use of Wetlands*, downloadable from www.wetlands.org.

Applications and the targeting of work will generally be steered by a Global Steering Group whose members represent: WI, WWF International, IUCN, BirdLife International, Secretariat of the Convention on Biological Diversity and the Ramsar Convention Bureau. Projects focusing on peatlands can be submitted to the Global Peatland Initiative, which has its own Steering Committee (involving the IMCG, IPS, Alterra, IUCN-NC and WI).

DGIS funds will be used within eligible countries, or under certain circumstances globally or regionally, prioritised according to country and regional needs assessment, and will also support actions which enable countries to fulfil their obligations under relevant International Conventions, Agreements, and work plans, as listed below:

- Ramsar / CBD Joint Work Plan, see: http://www.ramsar.org/key_cbd_jwp3_e.htm
- River Basin Initiative (a joint project of Ramsar/CBD), see: http://www.ramsar.org/key_rbi_index.htm
- Ramsar Training Service, see www.wetlands.org
- World Commission on Dams Report and follow up actions, see: <http://www.dams.org>
- Work Plans with other relevant conventions (e.g. CMS – the Bonn Convention on migratory species and their habitats).

Needs-based approach

Wetlands International stresses that for a country-based activity to be eligible it must clearly address a *bona fide need* endorsed by the relevant authority of the country, and must result in clear deliverables and contribute to poverty reduction, building on existing processes that lead to sustainability and the wise use of wetlands. Activities that mainstream wetlands and the environment into sectoral development and international development cooperation are also welcomed.

Developing project applications

Eligible countries are listed in the next section, and the following sections provide guidance on objectives and targets, and criteria for project development and selection.

Administrative details are given in the annexes, which also contain examples of pro-formas that may be used in project development and submission.

Deadlines for applications

Applications will be received according to deadlines advertised on the Wetlands International website. Applications will probably be accepted until June 2003, depending upon previous allocations.

Country eligibility and prioritisation

Countries which are listed in Part 1 of the OECD Development Assistance Committee List of Aid Recipients as at 1 January 2001 are eligible. Least Developed Countries have highest priority.

DAC List, Part I: Developing Countries and Territories (Official Development Assistance)

Least Developed Countries	Other Low Income Countries (per capita GNP < \$760 in 1998)	Lower Middle Income Countries and Territories (per capita GNP \$761- \$3030 in 1998)	Upper Middle Income Countries and Territories (per capita GNP \$3031- \$9360 in 1998)	High Income Countries and Territories (per capita GNP > \$9360 in 1998) ¹
Afghanistan Angola Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Cape Verde Central African Republic Chad Comoros Congo, Dem.Rep. Djibouti Equatorial Guinea Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Laos Lesotho Liberia Madagascar Malawi Maldives Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Samoa Sao Tome and Principe Senegal Sierra Leone Solomon Islands Somalia Sudan Tanzania Togo Tuvalu Uganda Vanuatu Yemen Zambia	*Armenia *Azerbaijan Cameroon China Congo, Rep. Côte d'Ivoire § East Timor Ghana Honduras India Indonesia Kenya Korea, Democratic Republic *Kyrgyz Rep. *Moldova Mongolia Nicaragua Nigeria Pakistan *Tajikistan *Turkmenistan Viet Nam Zimbabwe	*Albania Algeria Belize Bolivia Bosnia and Herzegovina Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Egypt El Salvador Fiji *Georgia Guatemala Guyana Iran Iraq Jamaica Jordan *Kazakhstan Macedonia (former Yugoslav Republic) Marshall Islands Micronesia, Federated States Morocco Namibia Niue Palestinian Administered Areas Papua New Guinea Paraguay Peru Philippines South Africa Sri Lanka St Vincent & Grenadines Suriname Swaziland Syria Thailand § Tokelau Tonga Tunisia *Uzbekistan § Wallis and Futuna Yugoslavia, Federal Republic	Botswana Brazil Chile Cook Islands Croatia Gabon Grenada Lebanon Malaysia Mauritius § Mayotte Mexico Nauru Palau Islands Panama § St Helena St Lucia Trinidad and Tobago Turkey Uruguay Venezuela ----- Threshold for World Bank Loan Eligibility (\$5280 in 1998) ----- § Anguilla Antigua and Barbuda Argentina Bahrain Barbados § Montserrat Oman Saudi Arabia Seychelles St Kitts and Nevis § Turks and Caicos Islands	Malta ¹ Slovenia ¹

* Central and Eastern European countries and New Independent States of the former Soviet Union (CEECs/NIS)

§ Territory

1. These countries and territories will transfer to Part II on 1 January 2003 unless an exception is agreed.

Objectives, targets and criteria for project selection

Wetlands International believes that the project activities carried out should result in **sustainable wetland management and improvements in the livelihoods and security of wetland-related human populations and thus contribute to poverty alleviation.**

Achieving the wise use of wetlands is the key objective, which calls for socio-economic development to be fully integrated with the conservation of biodiversity and the sustainable use of wetlands.

To achieve these broad objectives, a range of approved topics are identified below.

For Peatlands, note that a separate mechanism for evaluation and management has been established, under the coordination of the Global Peatland Initiative (GPI) Steering Committee.

Please consult www.wetlands.org/projects/GPI/default.htm for further guidance concerning the GPI.

Eligible targets and topics

Global Peatland Initiative

- the Global Initiative for Wise Use of Peatlands, including
- Climate change/Carbon sequestration issues (GEF proposal development)
- Ramsar peatlands criteria/guidelines design and pilot application
- Conservation programmes for peat swamp forests in Indonesia/South-East Asia, sub-Saharan Africa, South America
- Other peatland conservation initiatives (IMCG/IPS; Global Peatland Strategy; peatland monitoring; peatland inventories; awareness on peatland functions).

Wise Use and Poverty Alleviation

Applicants may select one or more of the listed topics below, however, applicants must show how combinations will result in coherent delivery of results. Exceptionally, topics not shown below may be considered. Capacity building and training activities should also be included as components of projects.

1. Inventory: Which wetlands are of particular importance for food and environmental security, especially for subsistence communities (including functional, socio-economic and resource economical analysis)
2. Socio-economic analysis of the importance of wetlands for food and environmental security of the poor: Subsistence use/harvesting of wetland resources and functions (fisheries, waterbirds, marine turtles, dugongs, dolphins, biodiversity in general, water, hydrology, purification, etc), including also gender issues
3. Mechanisms and tools for mainstreaming socio-economic multi-functionality of wetlands in land- and resource-use planning also on the level of ecosystems, catchment areas, and community-level, regional and national levels. Wetlands related on the basis of migratory species harvested by local communities. Codes of good practice. – harvesting of wetland productivity and wise use
4. Promoting silvo-fisheries, mangrove restoration, use of indigenous species; prevention of release of exotics/degenerated gene pool in natural water bodies. Also, Aquaculture: Certification of shrimp production. (Setting guidelines and promoting within fisheries and international trade agencies an international certification scheme).
5. Dissemination of inventory/assessment/survey tools for habitats and biodiversity. Enhancement of capacity (training, institutional strengthening) in use of tools and in use of results (training should be results oriented).
6. Gap analysis of wetland forests (tropical peat and freshwater swamp forests, mangroves, floodplain forests). Identification of trends, issues and current efforts to deal with these, constraints and priorities (gap filling).
7. Trend analysis of wetlands in dryland regions in regard of sustaining their ecosystem functions (incl. Biodiversity) and values for people. Identification of priorities. Case studies. Demonstration projects. Support to conservation of wetland resources and functions in dryland regions (inc. Arabic region/North Africa, African savannah region, South America etc.).
8. Policy support/development in relation to mainstreaming sustainable wetland management and biodiversity conservation in river management
9. Information exchange/awareness/river campaigns/capacity enhancement
10. River basin demonstration projects in regions (Africa, South America, S.E. Asia)
11. Training and information exchange component (targeted international conference, workshops, training materials to service all components of the Global Programme).
12. Development of Wetlands Awareness Initiative
13. Audio-visual materials on the importance of wetlands to subsistence communities, aimed at opinion formers
14. Mainstreaming wetlands in international development cooperation through workshops, side events at Conventions, and in subsidiary technical bodies
15. Awareness materials – for targeting across community sectors

Criteria for selection of projects

Wetlands International will only consider projects in eligible countries that address the above broad objectives and also fit one or more of the approved topics in the above section. In addition,

- a project must be **endorsed by the appropriate authorities of the country or countries concerned, and/or by a Convention, Treaty or Agreement body;**
- the implementing organisation must be **capable of completing activities and evaluating outcomes within strict time limits - all projects must produce measurable results by 31 December 2003;**
- **administrative criteria** are fulfilled (Annex 1).

Each project activity proposed must clearly identify how it can contribute to the above broad objectives, and how it can be evaluated. More detailed technical criteria are used to target work and to select project applications, including reference to the following documented sources, including those on water resources:

- Wetlands International Strategy 2002-2005 <http://www.wetlands.org/aboutWI/strategy.htm>
- Ramsar Convention on Wetlands - Handbooks for the Wise Use of Wetlands www.ramsar.org
- Poverty reduction, Dutch policy in brief <http://www.minbuza.nl> (click on English site)
- Wetlands – mainstreaming wetlands within a sectoral approach, September 2001 www.wetlands.org (follow links in Partners for Wise Use of Wetlands section)
- Second World Water Forum Ministerial Declaration, The Hague, 2000 <http://www.worldwaterforum.net/Ministerial/declaration.html>
- International Conference on Fresh Water - Bonn Declaration http://www.water-2001.de/outcome/Ministerial_declaration.asp

There are many other sources of relevant guidance, such as the strategic plans of environment-related Conventions, Treaties and Agreements, World Commission on Dams Report, strategies and plans of WWF, IUCN and BirdLife International.etc.

Wetlands International, after evaluating and selecting projects, will refer all eligible proposals to the Global Steering Group (see Annex 2). Guidance to the administrative procedures to follow are given below and in Annex 1.

Wetlands International attaches particular importance to integrated working with its International Organisation Partners, therefore projects which enable more effective results to be achieved through cooperation will be preferred.

Funding

Normally a lower grant limit of Euro 40,000 will be applied to applications. The upper limit is Euro 150,000. The deadline for completion of all activities remains at the 31 December 2003. Co-funding is encouraged and will increase the chances of approval.

Contents of project applications

Projects may be submitted in concept form for rapid evaluation (preferred), or exceptionally as full proposals. A checklist of required information is summarised below; more details are given in the project contents guidance attached in Annex 1:

Concept proposals: <i>(not more than 4 pages excluding administrative information)</i>	Full proposals
<ul style="list-style-type: none"> • Brief situational analysis and indication of endorsement by a country or international body • Project purpose: objectives and results • Strategic direction: link to focal areas • Outline Implementation plan • Budget • Brief technical review, preferably by an external reviewer 	<ul style="list-style-type: none"> • Full situational analysis and endorsement by a country or international body • Project purpose: objectives and results • Strategic direction: link to focal areas, sustainability, exit strategy • Full Implementation plan, to include management, partners, timeframe, Logical Framework Analysis (with risk assessment) • Evaluation plan • Budget, full details of staff costs and other required information (see Annex 1) • Full and independent technical review, which must be external to the applicant

Administrative criteria

The following administrative criteria will be used in assessment of project proposals. If successful, a grant agreement will be offered by Wetlands International to the applicant. Grants may be for all or part of the costs of a proposed activity, which must be completed by 31 December 2003.

Applicants and eligibility

Programme fund applicants / organisations must be not-for-profit. No grant agreements can be issued to organisations which are not on a non-profit base.

Format

Proposals must adhere to the pro forma outline supplied and must also contain the other administrative information specified in pro formas in Annex 1.

Project justification and endorsement

Projects must be fully justified and also explicitly endorsed by a national or international authority.

Project endorsement by countries

At national level, a successful project proposal will be one that has been identified through a stakeholder based needs assessment. For all country-based projects proposed, the explicit approval of the appropriate national focal point must be documented. This can be a Ministry, a Focal Point for a Convention, Treaty or International Agreement or other official agency. Approval should be linked to an analysis of the country situation, including existing or proposed policies and strategies, and the identified gap to be filled by the activities.

Project endorsement by Conventions, Treaties and International Agreement bodies

Projects proposed at regional or global scale must be explicitly endorsed by the Secretariat of the body concerned, and should address one or more actions identified in official strategic plans, joint workplans or similar documents.

Project duration, phasing and evaluation

All projects will conclude by 31 December 2003, or will have a clearly identified phase concluding by that date. No funds from Wetlands International will be available or may be spent after this date. In addition to the general criteria outlined above, projects should be capable of achieving measurable results to be evaluated by 31 December 2003, although they may be part of a longer duration project. Projects should, where possible, leverage additional funding. Wetlands International should be notified if co-funding is available or when it becomes available in the course of the project implementation.

Procedure to follow to submit project proposals

Guidance on the proformas to use and process to follow are given in Annex 1.

Reporting and evaluation

All Agreement holders will provide a Final Report to Wetlands International, for which separate guidance is available on our website. Depending upon whether the project activity is large in scale or not, a Mid-Term Report may also be required. Self-evaluation of activities undertaken is an essential part of reporting, and applicants are required to state in their project applications how they propose to achieve this.

Annex 1 Guidance to application pro-formas and procedures

A. *What should a Proposal contain?*

Cover Sheet pro-forma for use with concept or full proposals

For each project concept or full proposal, a cover sheet must be completed and attached. The purpose of this sheet is to prompt the proposer to include all relevant information to enable efficient evaluation by Wetlands International and the Global Steering Group.

Applicant details pro-forma for use with concept or full proposals

Full contact details, responsible persons, mission and goals of organisation, and banking details should be filled in.

Project Contents Guidance

Proposals should be prepared according to the attached contents guidance, which outlines the essential sections to be included in Concept or Full proposals.

Financial information, guidance and requirements; contractual details

Applicants must adhere to the guidance provided in this section, containing:

- Budget making guidelines and associated Excel spreadsheet with illustrations (on website)
- Specimen Grant Agreement

B. *How to apply for funding:*

Applications from eligible organisations:

Proposal Concepts should be discussed first with the appropriate regional focal point or country office of Wetlands International (see <http://www.wetlands.org/aboutWI/officemap.htm>). Proposal Concepts endorsed by the appropriate regional focal point or country office of Wetlands International will be considered by the Chief Executive for formal evaluation. Wetlands International will at its discretion, seek advice from the members of the Global Steering Group, before evaluating Concepts.

Full proposals should only be submitted to Wetlands International by invitation of the Chief Executive, after Concepts have been approved.

Applications from Wetlands International offices (from WI offices - endorsed by the relevant regional focal point, global programme manager or office Head)

OR from organisations that are members of the Global Steering Group: Concepts or full proposals, should be sent to the Chief Executive, Wetlands International

For further clarification, please check the website www.wetlands.org, or email taylor@wetlands.agro.nl.

Project proposal Cover Sheet Partners for Wise Use of Wetlands Programme

Applicant:	Wetlands International focal point
Contact person:	Date received:
TITLE:	<input type="checkbox"/> Concept <input type="checkbox"/> Full Proposal

Project purpose

Main Project Objectives

BRIEF PROJECT DESCRIPTION

DURATION OF PROJECT
From _____ To _____

COUNTRY(IES): _____ **REGION(S):** _____

SPECIFIC TOPICS:
(please tick appropriate topic boxes as appropriate)

General wise use 1.Food security inventory <input type="checkbox"/> 2.Socio-economic analysis <input type="checkbox"/> 3.Mainstreaming Tools <input type="checkbox"/> 4.Fisheries/aquaculture <input type="checkbox"/>	Inventory and assessment 5.Capacity building <input type="checkbox"/> 6.Gap analysis w. forests <input type="checkbox"/> 7.Wetlands in Drylands <input type="checkbox"/>	River Basin Initiative 8.River policy support <input type="checkbox"/> 9.River campaigns <input type="checkbox"/> 10.River pilot projects <input type="checkbox"/>	Capacity building 11.Train & info. exchange <input type="checkbox"/> 12.Wetlands Aware Inf. <input type="checkbox"/> 13.Opinion-formers aware. <input type="checkbox"/> 14.Mainstreaming events <input type="checkbox"/> 15.Awareness Materials <input type="checkbox"/>
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BUDGET (Euro)	Source of funds and notes	TOTALS
Funds contributed		
Funds requested	Wetlands International funds	
Total Budget		

DECISIONS RECORDED:	APPROVED	APPROVED SUBJECT TO MODIFICATION	REJECTED
CONCEPT	Date: _____	Date: _____	Date: _____
PROPOSAL	Date: _____	Date: _____	Date: _____
Technical sign off	By: _____	Date: _____	
Finance sign off	By: _____	Date: _____	
Global Steering Group sign off	By: _____	Date: _____	

Applicant details Partners for Wise Use of Wetlands Programme

1. Project Title:

2. Name of organisation:

3. Contact Details
 Mailing address:

 Telephone:

 Fax:

 E-mail (if applicable):

 Website (if applicable)

 Visiting address:

4. Mission and goals of your organisation:

5. Legal Status:
 6. Date of creation:

7. Contact person: telephone and email:

Project personnel (names, professional background - cvs may be attached to full project proposals)

Name	Professional background	Telephone or email

8. Requested financial assistance from Wetlands International in Euro:

9. Name of account holder, and address:

10. Name and address of Bank:
 SWIFTCODE or equivalent:

 Branch or Bank code }
 Check digit } if appropriate
 Account Code }

Project application contents guidance

Section	Concept (outline) applications	Full applications
Title, date, organisation	Include full details in the Cover Sheet	As for Concept
Introduction and strategic position	Brief statement about the subject of the project and under which focal area it is proposed	As for Concept
Background and situational analysis	Brief statement	Review of the situation in the country or region, including what is known and has already been achieved, indicating the needs identified and the possible actions. Make reference to relevant national or international policies and strategies as appropriate.
The problem to be addressed and justification	Outline the problem and the proposed solution, and its wider context	Using the conclusions of the situational analysis, state the overall strategic goal to be addressed, and justification for the project proposed. Clearly state how the project will contribute to sustainability and wise use of wetlands.
Applicant's justification	Brief statement on why the applicant is best placed to perform the work.	As for Concept, plus a description of the implementing organisation's knowledge of and experience in the country, relations with local/international partners, target groups
Country or other endorsement	Indication of likely endorsement	Specific endorsement obtained from the appropriate Ministry or government agency, or at regional level and above, endorsement from the secretariat of a Convention, Agreement or Treaty. Show how this endorsement relates to the proposed results
Objectives and results to be achieved. (Note that outputs are not the same as results)	Specifically what will be achieved by the proposed project in the short term and in the long term	As for Concept
Activities and outputs	Activities that will be undertaken to achieve specific results presented in a logical sequence	As for Concept, in addition, detailing resources required
Strategy to be followed	Briefly describe how the project is to be operationalised	Fully describe how the project will be operationalised, identifying priorities, and exit strategy
Implementation plan	Outline the activity timelines and personnel proposed	Describe the implementation plan, included management and control, use of partners and consultants. Using a Gantt chart or similar table, showing how the activities proposed will be performed. Alternatively use a formal Logical Framework Analysis to present the plan.
Risk Assessment	Not required	Can be included in the LogFrame approach, or if not, present a full risk assessment
Evaluation plan	Not required	Include a plan (can be linked to LogFrame) to show specific and measurable milestones. Define evaluation tests or questions that can be used to evaluate the project, i.e. whether needs have been fulfilled, capacity enhanced, measurable conservation gain, etc.
Budget and resources	See the separate finance guidelines. This section should be organised by budget category and activity	As for Concept
Technical review of the complete project application	Optional brief statement, or reference to third party willing to provide comments	Independent technical review of the justification and proposed approach, and of the feasibility of the project, referring to the project period, personnel and budget proposed.

Budget making for proposals to apply for funding

Proposals made to apply for funding from “Partners for Wise Use of Wetlands” -programme should always be accompanied by a proper budget in hard copy and as well as in an electronic spreadsheet.

On the website www.wetlands.org you can download a workbook (0XLSBudgetingWGP2.xls) which contains different spreadsheets to make a budget in the requested format. This format will also be used for future reporting so it is very important to follow this format.

The workbook contains the following sheets:

<budget>

<budget items>

<budgets example>

<tariff calculation>

<tariff calculation example>

<budget>

This sheet has the basic set up of the budget in it. To fill this budget use the budget items that you will find in the sheet called **<budget items>**. The budget items all have a code that should be used in the budget. In principle only direct project costs can be budgeted. For most of the budgeted amounts you will have to use the real (estimated) costs. Only for staff input a tariff can be charged. The tariff should cover staff costs and a reasonable part of the overhead costs of your organisation. For days that you are travelling a per diem can be charged according to the UN rates for DSA in that specific country. Hotel costs have to be budgeted (and reported) at real costs. But the not-room rate-part of the DSA, for meals and incidentals, can be charged according to amounts of the UN list. Per diem and tariff for time input are the only 2 budget items that allow a rate instead of real costs.

- 1 staff costs** For each staff member working as a consultant on the projects a reasonable tariff can be charged. To be able to control if this tariff is reasonable, you are asked to fill in the tariff calculation form, that will allow us to see how your tariff is build up. Fees that are judged too high for a not-for-profit-organisation will not be accepted. The fee used for subcontractors can contain a small percentage of "handling" costs. To be able to verify the number of days that you have budgeted you are asked to specify the time input over the different activities that are executed under this contract. A Gantt chart of the work would do for this purpose.
- 2 travel costs** All travel must be done on economy class tickets, reserved as much in advance as possible to be able to profit from lower prices. The real travel costs can be claimed as long as it is within budget limits.
- 3 hotel costs** As a price indication for hotel costs the UN list of DSA should be consulted. The real hotel costs can be claimed as long as it is within budget limits.
- 4 subsistence costs** As a per diem for subsistence and other small expenses, the part of the DSA amount that is not for the room rate, can be claimed for every day during a mission. In principle the day of departure and the day of return are calculated both as half a day.
- 5 project materials** The real costs of budgeted material can be claimed as long as it is within budget limits
- 6 operational costs** In principle all operational costs should be covered by the tariff. But in exceptional cases where there are extra operational costs specifically linked to the activities under the contract these costs can be charged.
- 7 publication costs** All costs related to the publication and dissemination can be claimed except for the time input from the above mentioned consultants (see also <budgets items>)
- 8 training etc. costs** All costs related to these activities can be claimed under this budget item except for staff travel and staff time input.(see also <budgets items>)
- 9 Other** For activities that do not fall under 7 or 8 please use this section

**activity
costs**

10 Unforeseen costs A maximum of 5% of the total budgeted amounts can be budgeted for unforeseen expenses. To claim anything under this budget item the subcontractor needs to get written approval before hand

11 income All income should be reported here, also the funds coming from other sources than WI. Interest received on the bank account should also be justified as well as any result on exchange rates.

In the sheet **<budgets example>** you will find an example of a filled in budget. On the bottom of that sheet there is also a box containing the **<tariff calculation>**

<tariff calculation>

Because this programme is open to partners from all over the world, WI wants to be able to check if the tariffs that are charged are reasonable. The fund is meant to be executed by not-for-profit organizations. The **<tariff calculation>** sheet has to be filled in to enable WI to see how the tariff is build up. In case where WI has doubts about the applied tariff the Dutch Embassy in the country of the applicant will be consulted .

As an example to see how the tariff calculation sheet work you will find an example in **<tariff calculation example>**



**Partners for Wise Use of Wetlands Programme
2002-2003**

***SPECIMEN* Grant Agreement**

between:

**Wetlands International
P.O.Box 471
6700 AL Wageningen
The Netherlands**

and:

Grant Recipient

Hereafter referred to as WI

Hereafter referred to as the Grant Recipient

Project name:	
Project nr:	WGP2 – 01

Grant Agreement

1. Documents

This Agreement shall comprise the following documents:

- The Grant Agreement
- The Project Proposal including the Budget approved by the Global Steering Group, referred to in the Agreement as “Approved Project Proposal”

2. Previous communications

The Grant Agreement constitutes the entire agreement and supersedes all previous communications between the parties other than where specifically referred to in article 1. Documents.

3. Duration of the Grant Agreement

The Agreement will cover the period starting on / / and terminate upon satisfactory and timely completion of all tasks to be undertaken, but not later 31/12/2003 unless the agreement is extended or terminated according to Dutch law.

4. Tasks to be performed

The tasks to be performed are set out in the Approved Project Proposal and Budget attached as an annex to this agreement.

The Grant Recipient will allocate adequate human and material resources, as well as operational support, necessary for the successful completion of the activities described in this agreement and the respective attachments.

5. Finance

- In the period between start date and 31/12/2003 WI will fund activities related to the project 'Project name', as described in the Approved Project Proposal (and Budget) attached to this agreement.
- The maximum amount that is granted by WI within the framework of this agreement is Euro XXXXXX.
- After both parties have signed this agreement, the Grant Recipient will receive funds in (two or) three instalments of (80/20 or) 50/40/10 percent respectively. The first instalment of Euro xxxxx will be paid after receipt by WI of the signed agreement, (the second instalment of Euro xxxxx after the approval of the mid-term report) and the final instalment after receipt and approval by WI of the final technical and financial reports, according to the timetable given in Article 8. Reporting. The exact final amount will be based on a full account of all income and expenditure of the project, but will be no more than EUR xxxxx.
- Formats and guidelines for financial reports will be provided by WI. Use of these formats by the Grant Recipient is compulsory.
- All payments will be made in Euros.
- The Grant recipient shall provide Wetlands International with all necessary information for payments to be made under the agreement, including Name and Address of Bank Account holder, Bank Account number, Name and Address and Swiftcode of Bank.(see last page)
- The agreed budget is comprehensive and is sufficient to ensure completion of the work specified in the Approved Project Proposal.
- Without written approval, no changes are allowed to the project as set out in the Approved Project Proposal.
- The Grant Recipient will keep separate and accurate financial records in accordance with generally accepted accounting principles and procedures throughout the period of the contract. This includes keeping all original receipts for accounting purposes.
- Costs committed before start date or after 31/12/2003 cannot be claimed by the Grant Recipient.
- Wetlands International reserves the right to reduce its contribution, stop transfers prematurely or claim repayment of all or part of the funds transferred, among others, if contractual obligations inclusive reporting and accounting obligations are not met or it emerges, either from the requested reporting or from some other source, that funds are not being used for the purposes for which they have been

made available or if alternative funding proves to have been acquired for the same activities which was not known to WI. WI will initiate such reduction or termination only after consultation with the Grant Recipient, after which accounts will be settled on the basis of costs made and taking into account, within reasonable limits, financial obligations entered into by the Grant Recipient for the future.

- Any income earned from interest on the contribution of WI will be used for the project only and will be accounted for in the financial reports.
- 6 weeks before the end of the project period goods and equipment produced from the contribution will be inventoried by the Grant Recipient indicating their condition. In consultation with WI these goods will be transferred to a third party, assigned to a relevant purpose. The Grant Recipient will account for this in the financial report.
- Wetlands International reserve the right to conduct an investigation into the activities carried out by the Grant Recipient in the framework of this activity, including the reporting and financial administration. The Grant Recipient will co-operate fully with the officials appointed by Wetlands International to conduct such an investigation of the project's implementation. If such an investigation is initiated, the Grant Recipient will be consulted in advance.
- Changes to the budget which exceed 10% of the amounts as laid down in the budget lines need written prior approval. The use of contingencies always needs prior approval.

6. Correspondence

The Grant recipient is requested to state the project number (**WGP2**) in all correspondence, and when using email, to include this number in the subject line.

7. Insurance

The Grant recipient is responsible for his/her own insurance against all eventualities arising from the project how so ever caused. Wetlands International accepts no responsibility for liability or personal injury, loss of goods or articles, or any other accident.

8. Reporting

Mid-term report (this does not apply to short term grants)

As indicated in Article 5, a mid term report will be submitted by the Grant Recipient before **7/7** , showing the technical progress (in summary) of the work and the spending of the budget in accordance with the budget lines shown in Approved Project Proposal. Changes to the budget which exceed 10% of the amounts as laid down in the budget lines need written prior approval. The use of contingencies always needs prior approval. Based on approval of this mid-term report the second instalment will be transferred.

Final report

On completion of the works a final report will be presented including a technical report and a financial report covering the total agreement period. This final report should be submitted before **31/01/2004**.

The technical report, which should adhere to the evaluation process identified in the Approved Project Proposal, needs to provide information on the implementation process, the outcomes, the constraints and the success of the project and follow up activities if appropriate. Full guidance on technical reporting is provided on the Wetlands International website.

Reporting Format - finance

The financial report (mid term and final) should be in accordance with the provided reporting format and show the spending on budget line level.

The report should include:

- Copies of contracts with consultants/subcontractor contracted in the frame of the project
- Overview of all expenses
- Overview of additional income
- On request copies of invoices and receipts should be provided.
- Inventory of all items of goods and equipment over Euro 500 in cost.

9. Intellectual Property Rights

The Grant Recipient shall and does entitle Wetlands International and the Netherlands Ministry of Foreign Affairs to make free use of all products produced in connection with the project which may be subject to copyright or any other intellectual property rights.

10. Acknowledgements

The Grant Recipient agrees to publicise the “Partners for Wise Use of Wetlands Programme” as a source of financing for the project in any documentation related to the project as follows:

“This project has been carried out with financial support from the Dutch Ministry of Foreign Affairs (DGIS) under the Partners for Wise Use of Wetlands Programme, managed by Wetlands International.”

For publications, printed reports and web publishing the grant recipient must use the official logos of Wetlands International and DGIS, available from Wetlands International. All covers of printed reports must be approved by Wetlands International.

11. Provisions to terminate the agreement

- The agreement can be terminated by mutual consent that shall be expressed in a written agreement.
- If either WI or the Grant Recipient determines that the other party has committed a breach of the terms of this agreement, it may provide that other party with a written notice requiring that the breach be remedied within 30 days after receipt of this notice. If the party receiving such notice fails to remedy the breach within the time specified, or if the breach cannot be remedied, the other party may terminate the agreement. Termination of the agreement will be effectuated by a second, written notice, and will be effective upon receipt of this notice.
- Either party may terminate the agreement 90 days after giving written notice to the other party. The parties agree to consult with each other as to the reason for termination and as to the effect of termination of the project, and to assist each other in the prompt settlement or transition of the project. The party terminating the agreement is responsible for any operational costs that have to be made by the other party as a result of this termination. The party terminating the agreement must declare these costs to the other party within the aforementioned 90 days. Costs made or declared after this period will not be taken into account. The Operational costs resulting from termination of the agreement are defined as costs directly related to terminating operation of the project by the Grant Recipient itself. Costs related to contractual obligations between the Grant Recipient and third parties fall under the responsibility of the Grant Recipient. The Grant Recipient is responsible for paying due attention to the consequences of a termination when contracting other parties and for including appropriate settlement measures in the relevant contracts and agreements.
- If DGIS suspends or terminates the agreement with WI related to the Partners for Wise Use of Wetlands Programme, WI may, in addition to other termination rights specified in this agreement, terminate the agreement between undersigned parties by giving written notice to the Grant Recipient. The notice will become effective at the date of receipt by the Grant Recipient or the date of suspension/termination specified by DGIS, whichever is the latest.

12. Contact Points

For Wetlands International:

Name:

Telephone:

Fax:

E-mail:

For Grant recipient:

Name:

Telephone:

Fax:

E-mail:

13. Special Condition

None (can be inserted to cover unusual arrangements)

14. Final provisions

This agreement shall be governed by Dutch civil law.

Any dispute concerning the interpretation and/or implementation of this agreement which cannot be settled amicably shall be referred to the competent court in the Netherlands.

15. Acceptance

If you find the terms and conditions of this agreement acceptable, please confirm your acceptance by signing the enclosed duplicate copy of the agreement and initialling the annexes and returning it to Wetlands International.

For Wetlands International

For Grant Recipient

Name: Simon Nash

.....

Position: Chief Executive

.....

Signature:

.....

Date:

.....

Bank account details:

Account number:

Name of account holder:

Address of account holder:

Name of bank:

Address of bank:

Country:

Swift Code of bank:

Other appropriate codes where necessary e.g.:

Clearing code:

Bank code:

Branch code:

Account code:

Check digit

Annex 2 Programme Organogram

