

Guidelines on Eligible Expenditures for Grants

CATEGORY	DEFINITION	THRESHOLD/LIMIT	DETAILED ASSUMPTIONS REQUIRED
<p>STAFF COSTS</p>	<p>Costs of staff time directly related to implementation of specific project activities i.e. providing technical inputs/expertise . This excludes any general supervision of the project.</p>	<p>Reasonable amount depending on nature of each project, the type of expertise required as well as the availability of such capacity within the recipient organization.</p>	<p>Only costs of Staff of the implementing entity and/or local partner organization should be included under this category. Staff included under this category must provide a technical input with outputs/deliverables specifically identified in the project activities. TORs for each staff indicating the nature of work and expected outputs/deliverables should be provided.</p> <p>The detailed assumptions for salary costs should be provided including:</p> <ul style="list-style-type: none"> • Function/TOR; • Specific expertise to be provided under specific project activity; • Monthly/daily salary; • Time to be charged to project; and • Total costs to be charged to the project. <p>For costs related to staff mission travel and accommodation, the following details should be provided:</p> <ul style="list-style-type: none"> • Nature of travel i.e. international or local; • Mode of transport (air, vehicle, train etc.); • Unit of measure; • Cost per unit of measure; • Total number of units; • Total costs for transportation; and • Daily Subsistent Allowances- DSA (number of days per mission, number of missions, total number of days, DSA per day and total costs). DSA for International and local missions to be shown separately. <p><i>The eligible staff costs charged against this expenditure category should also be verifiable against time sheets and signed contracts</i></p>

CATEGORY	DEFINITION	THRESHOLD/LIMIT	DETAILED ASSUMPTIONS REQUIRED
TRAINING/ WORKHOPS/ SEMINARS COSTS	Costs associated with the training/seminars or workshops for project beneficiaries, partners and/or stakeholders necessary for achieving the project goals/objectives and sustaining the results.	Amount depends on need of the project and its main activities.	Detailed costing assumptions for each event should include: <ul style="list-style-type: none"> • Number of expected participants per event; • Cost of venue; • Cost of renting equipment; • Cost of translation for the event; • Cost of training supplies and materials (individually itemized and costed); • Travel cost of participants (unit cost/participant, number of participants, and total). Tickets, accommodation, per diem and other transportation costs should be detailed per participant (see details on travel costs under staff/consultancy services above); • Facilitators for workshops/trainings/seminars (see Consultancy section above for detailed assumptions required); and • Travel and accommodation costs for facilitators (see assumption for consultants' mission travel under consultancy services above).
DISSEMINATION COSTS	Costs for the preparation, production, acquisition, and distribution of project outputs e.g. reports/study materials including web hosting, newspaper, radio and television.	Amount depends on nature and need of the project. <i>CANNOT include remuneration of government officials or media personnel.</i>	Detailed costing assumptions should include: <ul style="list-style-type: none"> • Type of media to be used for dissemination such as newspapers, radio or television programmes, tools/reports to be published; • Unit cost per type of media to be used for dissemination; • Number of each type of media to be used for dissemination; and • Total costs
PURCHASE OF EQUIPMENT AND/OR OTHER SMALL FIXED ASSETS	Specific costs of acquiring small non expendable equipment/items that are considered critical for the successful project.	Limited to 5% of total Cities Alliance Alliance grant or \$20,000 (whichever is lower). Such items limited to those related to data collection and analysis e.g. laptops, GPS and handheld devices.	Fixed assets to be purchased with grant funds must be critical for a successful implementation of project activities and achievement of its objectives and outputs/deliverables. Assumptions should include the following: <ul style="list-style-type: none"> • Type of asset/equipment (description); • Method of procurement; • Unit cost; • Number of units; and • Total costs.

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PROJECT MANAGEMENT/SUPERVISION COSTS	Incremental costs directly attributable to the overall supervision by the recipient of another entity/partner responsible for implementing project activities	Limited to 10% of total budget. Only applies where the grant recipient is not the implementer but is responsible for grant reporting and management on behalf of a third entity. Where the recipient of the funds is also the implementer, the organization should meet the costs of project supervision.	Where Project Management/Supervision is applicable, the 10% of CA grant funds should be budgeted for. Itemized costs are not required.
GRANT ADMINISTRATION COSTS¹	Incremental costs of administering the grant that can be directly attributable to the project such as project audit, office supplies, bank charges, and communication/postage.	a) Where the recipient of funds is the implementer of the project activities, Grant Administration costs are limited to 10%. b) Where the recipient is <u>not</u> the implementer but responsible for grant reporting and management on behalf of a third entity, Grant Administration costs are limited to 5%.	In case a), the amount is limited to 10% of CA grant funds. Audit fees should be shown separately. Not required to itemize other costs.
CO-FINANCING	Cash or in-kind contribution to support implementation of project activities.	Minimum 20% of total project budget. Verifiable commitment to be provided (e.g. letters from co-financiers)	The assumptions should identify the following: <ul style="list-style-type: none"> • Names of co-financiers; • Type of co-financing - cash and in-kind contribution; and • Signed letters of commitment showing amount of cash or value of in-kind contribution and expected timing i.e. when the amounts will be made available.

¹ Reflects revised threshold/limits further to decision by the Management Board (Bern, 21-22 March 2017)