

Building Nutritious Food Baskets Project Inception Workshop

PROJECT FINANCIAL AND OPERATIONAL PROCEDURES

SUB GRANTEE AGREEMENT

▶ Required from Partner

- ▶ Detailed Budget indicating itemized projected expenses**
 - ▶ Budget must be in line with donor approved funding**
 - ▶ Scope of work (In liaison with PM on technical details)**
 - ▶ Work plan**
 - ▶ Bank Details**
 - ▶ Director and PI's contact details**
 - ▶ Pre Award Assessment for non-CGIAR Institutes**
- ## **▶ Sub Grant Agreement sent to Institute**
- ## **▶ Full execution**

FUNDING

- ▶ **Full execution of the sub grantee agreement**
- ▶ **Funds disbursement in accordance with funds disbursement schedule (sub grantee agreement)**
- ▶ **Upon submission of financial and narrative reports, funds disbursement is dependent on utilization of at least 70% of current funds advance and approval of both reports by the PM.**

NON ALLOWABLES

- ▶ **BMGF : Indirect cost policy**
- ▶ **According to BMGF overhead expenses are:**
 - ▶ **Ongoing operational costs incurred by organization**
 - ▶ **Administrative or other expenses which are not directly allocable to a particular project or activity**
 - ▶ **Expenses related to general operations of an organization, shared amongst projects or functions**
- ▶ **EXAMPLES:**
 - ▶ **Existing facilities cost: Rent, Maintenance, Utilities (water & electricity), security, cleaning, gardening, general office supplies and sundry**
 - ▶ **Existing information technology equipment and support**
 - ▶ **Existing shared equipment and maintenance**
 - ▶ **Depreciation on equipment**
 - ▶ **General communication expenses**
 - ▶ **Administrative office supplies**
 - ▶ **General Administrative support**

BUDGET OR ACTIVITY ADJUSTMENT

- ▶ Any budget cost category exceeding 10% must first be communicated and approved by PM
- ▶ Any change or adjustment of activity must be communicated and approved by PM
- ▶ Adjustment to original agreement is done through processing and endorsement of a new modification of original sub grant agreement

REPORTING SCHEDULE

- ▶ **Reporting of both financial and narratives reports will be done:**
 - ▶ Quarterly
 - ▶ Half Annually
 - ▶ Annually.
- ▶ **A detailed deliverables table is included in your sub grantee agreements**
- ▶ **This is an activity based project, hence reporting should be in line with agreed upon activities and budgets**

DECLARATION OF GAINS AND LOSSES

- ▶ **The foundation requires us to declare and report any currency conversion gains (or losses); any interest earned or other incomes generated by the grant funds**
- ▶ **Any Income generated must be used for the project**

FINANCIAL REPORTING TEMPLATE: summary page

INTERNATIONAL POTATO CENTER (CIP)				
Name of Institution:				
Project:				
STATEMENT OF INCOME AND EXPENDITURES				
From : _____ To : _____				
Income	Local Currency	Exchange rate	US. Dollar (A)	
Initial balance				
Fund Received				
Total Funds Advanced				
Expenditures	Approved Budget (B)	Expenditure Previous Reporting period -C	Expenditure this reporting period (D)	Balance (B-C-D)
Personnel				
Travel				
Activity Costs				
Other Direct Costs				
Indirect costs				
Total expenses	0	0	0	0
Actual Cash Balance (A-C-D)	0			
Prepared by : _____ Approved by : _____				

FINANCIAL REPORTING TEMPLATE: expenditure Details Page

INTERNATIONAL POTATO CENTER (CIP)

Name of Institution

Appendix G (b)

Project:

DETAIL OF EXPENDITURES

(Expressed in Local Currency)

From : _____ To : _____

Date	Voucher No.	Description	Total	Personnel	Travel	Activity Costs	Other Expenses
		TOTAL AMOUNT IN LOCAL CURRENCY (*)					
		TOTAL AMOUNT IN US\$ DOLLAR (**)					

PROHIBITED ACTIVITIES & COMPLIANCE

- ▶ **Anti - Terrorism:** Foundations funds will not be used in support of activities
 - ▶ (a) prohibited by U.S. laws related to combatting terrorism;
 - ▶ (b) with persons on the List of Specially Designated Nationals (www.treasury.gov/sdn),
 - ▶ (c) with countries against which the U.S. maintains comprehensive or targeted sanctions (currently, Cuba, Iran, (North) Sudan, Syria, North Korea, Russia and Ukraine), unless such activities are fully authorized by the U.S.
- ▶ **Anti - Corruption; Anti - Bribery:** Training and information on compliance with these requirements are available at www.learnfoundationlaw.org
- ▶ **Political activities and advocacy**
- ▶ **Compliance with Laws:** In carrying out the Project, we must comply with all applicable laws, regulations, and rules