

## Introduction

This document provides applicants to Better Cotton GIF information on GIF funding guidelines and support to complete the budget under their proposal.

## Budget guidelines Knowledge Partner Fund

### Budget completion

- Knowledge Partner Fund applicants are requested to complete the budget for their proposal in the required template.
- If the project is longer than a year, please include the costs for all years.
- Any expenditure not included in / exceeding the approved and contracted budget will not be compensated by the Fund.

### Currency and Exchange Rate

- The budget should be prepared in local currency. This will generate an equivalent Euro budget based on the exchange rate entered. The GIF will provide the exchange rate to be used.
- The Fund will contract all funded Partners in Euro.
- The exchange rate used to report expenditures should be the actual exchange rate upon receipt of the disbursement.
- A disbursement is always equal to the amount invoiced to and paid by GIF. Bank charges and fees must be accounted for as costs.

### Activity Costs and Expenditures

- GIF will consider on a case-by-case basis funding capital items that are needed for the delivery of the project. GIF will not *usually* fund building costs, the purchase of vehicles, land or heavy equipment. Where budget for capital items is approved, GIF will share GIF Procurement policy and procedures for Programme Partners.
- All applicants are required to disclose full project costs including their own contributions to the project or contributions from third party partners/other donors if existing.
- Administration costs are limited to 10% of the overall budget and must include budget to conduct an independent financial audit of project expenses in case GIF exercises its right to audit the project financial statements

### Ineligible costs include:

- Activities that may lead to civil unrest
- Activities that discriminate against any group based on age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief
- Statutory fines, criminal fines, penalties and associated legal costs
- Payments for works or activities that are fully funded by other sources whether in cash or in-kind, for example, if premises are provided free of charge

- Activities in breach of legislation
- Bad debts to related parties
- Payments for unfair dismissal and associated legal costs
- Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing or another misuse of funds.
- Costs incurred before the project start date, including those associated with preparing the application.