



**Legacy Landscapes Fund
Cost Eligibility & Allocation**

Legacy Landscapes Fund (LLF) only funds costs and measures that are in line with the eligibility criteria outlined in this document. **The spirit of LLF financial support is to predominantly cover operational and recurring costs as well as other costs which are important for the functioning of the landscape and where it is deemed most needed.** Costs and measures present in the LLF Exclusion List must not be funded (here, we do not distinguish between financing coming directly from LLF or from the match funding, either directly or via LLF’s books). Questions on the eligibility should be discussed with LLF during the development of the budget proposal and can be addressed to the LLF staff during the grant implementation.¹

1. ELIGIBLE COSTS AND MEASURES

All funds provided under the LLF grant may only be used for approved purposes and for eligible expenses as detailed in the full proposal and in the yearly budget submitted subsequently, unless otherwise approved in writing by LLF. In addition, costs must meet the following general criteria:

- Be incurred by the implementing partner(s) or their sub-grantee(s) during the term of the grant
- Be necessary to carry out the program and for the management and full functioning of the legacy landscape
- Be identifiable and recorded in the accounting records of the implementing partner(s)
- Comply with the requirements of applicable tax and social legislation
- Be reasonable, justified, and comply with principles of sound financial management

While being a flexible funding mechanism, LLF is generally intended to support implementing partners cover their recurring operational costs. The table below presents examples of costs and measures that are generally deemed eligible for LLF funding. For items not covered by any headlines of the lists below, please consult LLF staff.

| | | |
|---------------------|---|--|
| | Field Costs² | |
| Budget lines | Staff costs | Field staff ³ salaries, allowances, and additional related costs. <i>[Total staff costs shall not exceed 30% of yearly grant funding]</i> |
| | Capacity development and workshops | Costs surrounding capacity development, stakeholder engagement events, trainings, and workshops e.g., travel and accommodation costs for external (non-staff) participants, conference room rentals, moderator fees, event materials, etc. |

¹ The information given in this document is not exhaustive; the grant agreement signed between LLF, and the implementing partner constitutes the legal basis for any given grant and for every future budgeting exercises.

² Field costs refer to the direct and indirect expenses associated with the implementation of the grant in the LLF program area.

³ ‘Field staff’ refers to staff that is based locally in the LLF program area (as defined in the full proposal) as well as to other national staff (based in the country of the LLF program area) that are working on advancing the implementation of the program. For a given legacy landscapes, ‘field staff’ will be defined at the full proposal or grant agreement stages.

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| | |
|---------------------------------|---|
| Consultants and services | Consultancy contracts or service agreements for services in support of the program (other than for capacity development and workshops) e.g., external expertise in development of management plans, business plans, tourism development plans, livelihood diversification, ESMS supports, studies or assessments. |
| Infrastructure | Costs relating to the acquisition or construction of infrastructure e.g., visitors services, ranger stations, surveillance posts, control rooms, etc., including construction contracts for works and architectural services related thereto. ⁴ |
| Capital equipment | Items purchased such as equipment for monitoring, surveillance (e.g., data collection devices, cameras, camera traps, handheld IT equipment), IT equipment, motorized vehicles, camping material, etc. |
| Maintenance | Costs associated with the maintenance of capital equipment or infrastructure. |
| Supplies and utilities | Gas for vehicles, electrical utilities, internet connection, telecommunication costs, insurance, stationeries. |
| Travel | In-country travel costs of country-based staff, including fare, accommodation, and daily allowances according to the organization’s policy. |
| Miscellaneous | Any other eligible cost or measure which does not fit in another budget line, e.g., costs associated with development of communication products which do not fall under a consultancy contract or service agreement (e.g., leaflets, brochures, posters, etc.). |
| Non-Field Costs | |
| HQ or non-field overhead | Contribution to headquarter or regional hub staff, ⁵ office costs, and travel to the legacy landscape (e.g., stationary, utilities, insurances, regional specialists, etc.) [<i>up to 5% of the yearly grant funds</i>] |
| Contingency | Unforeseen expenditures and exchange rate fluctuations [<i>approximately 5% of the yearly grant funds</i>] |

Table 1 presents examples of eligible measures and costs according to the budget lines used in LLF grants. A detailed budget template is shared with organizations invited to prepare full proposals and to implementing partners for their yearly budgeting and reporting.

Table 2 (on page 3) gives guidance on the allocation of costs to different cost centers as required in the LLF budget template.

Subcontracting and subgrants

As part of a grant, subcontracting part of the program activities and subgranting is eligible. The implementing partner may choose to subcontract a portion of the activities specified in the grant to another organization or may choose to provide a subgrant to another organization to carry out a portion of the program. In this case, the implementing partner shall ensure that the terms applicable to itself under the agreement are also applicable to the subgrantees and subcontractors (e.g., Declaration of Undertaking, procurement policy, etc.).

⁴ But see the limit below.
⁵ As opposed to ‘field staff’ described in the footnote above.

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Table 2. Guidance on cost centers - examples of eligible costs and measures

| | | Cost centers | | | | |
|--------------|--|--|--|---|--|--|
| | | Conservation and biodiversity | Law enforcement | Community development, outreach, and safeguards | Commercial development, communication, and PR | General Park management |
| Budget lines | Staff costs | Dedicated staff* salaries, allowances, and additional related costs; costs of biodiversity survey/inventory/baseline studies; staff training and development on conservation; technical equipment and supplies for monitoring, evaluation, reporting and learning (e.g., data collection devices, GPS, cameras, camera traps, handheld IT, binoculars, camping material), etc. | Ranger** salaries, allowances, and additional related costs; ranger rations (e.g., field supplies and first aid); ranger training; stations and control rooms; technical ranger equipment and supplies for monitoring, control, and surveillance (e.g., GPS, cameras, camera traps, handheld IT, binoculars, camping material), etc. | Dedicated staff** salaries, allowances, and additional related costs; any costs related to the following activities: education, community outreach, livelihood support, income generation, sustainable agriculture and forestry, human-wildlife conflict mitigation, development and support of local committees, land use planning, FPIC, development and use of the grievance redress mechanism, conduct of stakeholder engagement workshops, development of the ESMS, or other assessments (e.g. KAP or socioeconomic studies), etc. | Dedicated staff* salaries, visitor services; development of business or tourism development plans; infrastructure investment for commercial purposes; marketing, and communication products such as leaflets, brochures, posters, website maintenance, filming/video costs, awareness raising, campaigning, etc. | Dedicated staff (e.g., park managers/directors and other park-related staff, etc.); audit fees; development of the management plan; consultancy services that cannot be allocated to another cost center, etc. |
| | Capacity development and workshops | | | | | |
| | Consultants and services | | | | | |
| | Infrastructure | | | | | |
| | Capital equipment | | | | | |
| | Maintenance | | | | | |
| | Supplies and utilities | | | | | |
| | Travel | | | | | |
| | Miscellaneous | | | | | |
| | Non-field overhead | Contribution to HQ or regional hub staff, office costs, or travel to the legacy landscape (e.g., stationary, utilities, insurances, regional specialists, etc.) | | | | |
| Contingency | Additional buffer for any unforeseen expenditure (e.g., forex fluctuation) | | | | | |

Guidance: Please appropriately allocate all costs/budget lines to the different activity-based cost centers as far as they can be closely linked to an activity. Please allocate all other (non-allocable) costs to the general park management cost center. Allocations should be based on reasonable assumptions. If making a reasonable allocation to activity-based costs is unduly burdensome, allocate the costs to general park management.

* Salaries and benefits as well as any field or similar primes/supplements)

** Unless a ranger has a function primarily dedicated to biodiversity, rangers should be allocated to law enforcement. If appropriate (e.g., where rangers are trained in SMART or similar, a portion (typically not exceeding 20% of a ranger's compensation) can be allocated to another cost category

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2. INELIGIBLE COSTS AND MEASURES

LLF maintains an Environmental and Social Management System (ESMS), to which the implementing partners must adhere. The ESMS sets forth a list of measures or actions that are ineligible (without exception) for funding by LLF (“Exclusion List”). Potential implementing partners must ensure that their proposals do not include any such ineligible measures or actions and, hence, all costs related to these measures are ineligible. Examples of costs on the Exclusion List include, but are not limited to: weapons, munitions, or critical components thereof; infrastructure and equipment that could imply the impairment of areas particularly worthy of environmental protection; costs related to the prospection, exploration, and extraction activities in the coal, oil, gas, and mining sector; etc.

Other ineligible measures and costs not listed in the Exclusion List include:

- Acquisition of University degrees or scholarships beyond high school
- International conferences, workshops, and study tours as stand-alone activities not clearly contributing to the implementation of the program
- Salary or travel costs of government officials⁶ (only in exceptional circumstances and by approval of LLF)
- Import duties:⁷ if part of the contract value, import duties shall be stated separately in the contracts for the goods and services and in the invoices, and be borne by the implementing partner.

⁶ Costs associated with government officials may be financed by LLF grant funds under very exceptional circumstances upon prior authorization by LLF.

⁷ Import duties may be financed by LLF grant funds under very exceptional circumstances as agreed upon in the respective grant agreement and upon prior authorization by LLF.