



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 (see appendix 1) 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.

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.

Annex 5 – Cost eligibility and budget allocation guidance

Field Costs ²		
Budget lines	Staff costs	Field staff ³ salaries, allowances, benefits, and additional related costs (e.g., pension schemes, social and health insurance, work visa). <i>[Total staff costs shall not exceed 30% of yearly USD 1 million grant funding. Ranger costs are not included in this threshold; if applicable, please state ranger support as separate budget line under staff costs.]</i>
	Capacity development, trainings, workshops	Costs surrounding capacity development, stakeholder engagement events, community meetings, trainings for staff and program beneficiaries as well as workshops e.g., transport and accommodation costs for <u>non-staff</u> participants, venue rental event or presentation materials, catering and refreshments, etc.
	Consultants and services	Contracts (consultancies or external services) in support of the program, including the consultant’s travel.
	Infrastructure	Costs relating to the acquisition or construction of infrastructure e.g., visitors’ centers and other tourism infrastructure, ranger stations, surveillance posts, control rooms, etc., including contracts for works and architectural services related thereto. ⁴
	Capital equipment	Moveable higher-value assets purchased with a useful life > 1 year, such as equipment for monitoring and surveillance.
	Maintenance	Costs associated with the maintenance and repairs of capital equipment or infrastructure.
	Supplies, utilities, office-related costs	Consumable items, e.g., gas or fuel for vehicles and planes, camping and field equipment, work clothes, lower-value items for program activities, office-related cost, and rent
	Small sub-grants	Small sub-grants below USD 40,000 per year and organization to local community or grassroots organization for livelihood support, participatory monitoring, etc.
	Travel for field staff⁵	Travel costs of field staff, including fare, accommodation, and daily allowances according to the organization’s policy. Please see “HQ or non-field overhead” for travel cost of staff based outside the LL.
	Miscellaneous	Any other eligible cost which does not fit in another budget line.
Non-Field Costs		
HQ or non-field overhead	Contribution to headquarter or regional hub staff ⁶ and travel, head office and regional office costs, etc. <i>[up to 5% of the yearly USD 1 million grant funds]</i>	
Contingency	Unforeseen expenditures and exchange rate fluctuations <i>[up to 5% of the yearly USD 1 million grant funds]</i>	

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

³ “Field staff” refers to staff that is based locally in the LL program area (as defined in the full proposal) as well as to other staff (based in the country of the LL program area) that are working directly 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.

⁴ But see the limit in the exclusion list below.

⁵ See footnote no. 4.

⁶ As opposed to “field staff” described in the footnote above.

Annex 5 — Cost eligibility and budget allocation guidance

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.

Sub-contracting and sub-grants

As part of a grant, subcontracting part of the program activities and sub-granting 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.).

Annex 5 — Cost eligibility and budget allocation guidance

Table 2. Examples of eligible costs

BUDGET LINES	COST CENTERS				
	Conservation and biodiversity	Law enforcement	Community development, outreach, and safeguards provisions	Commercial/business development, communication, and PR	General protected area management
Staff costs	<ul style="list-style-type: none"> - Research and biomonitoring staff - Habituation staff <p>(salaries, work visa, allowances, benefits, pensions and insurances)</p>	<ul style="list-style-type: none"> - (Community) rangers and other law enforcement staff <p>(salaries, work visa, allowances, benefits, pensions and insurances)</p>	<ul style="list-style-type: none"> - Community outreach and livelihood staff - Community liaison officers - Safeguards manager <p>(salaries, work visa, allowances, benefits, pensions and insurances)</p>	<ul style="list-style-type: none"> - Staff working in the park's own tourism operations - Marketing and communications staff <p>(salaries, work visa, allowances, pensions and insurances)</p>	<ul style="list-style-type: none"> - Park manager/director - Admin and finance staff - Operations manager - Fundraising and grant manager - M&E staff - HR staff <p>(salaries, work visa, allowances, pensions and insurances)</p>
Capacity development, trainings, workshops	<ul style="list-style-type: none"> - Materials used for trainings on conservation efforts (for staff and community members) [of conservation youth group] - Refreshments during staff training on transects and camera trapping - Room rental for workshop on forest fire management and prevention 	<ul style="list-style-type: none"> - Meals for participants of community ranger trainings; - Materials used during training of law enforcement staff on wildlife crime - Refreshments during capacity building workshop for judiciary officials (judges and local court staff) - Allowances and local transport for rangers participating in SMART patrol trainings 	<ul style="list-style-type: none"> - Accommodation/ allowances for community members participating in livelihood trainings - Catering during safeguards workshop - Venue rent for event on human-wildlife-coexistence - Refreshments during staff training on new agroforestry methods 	<ul style="list-style-type: none"> - Materials for staff trainings on communication - Venue hire for a marketing and PR event - Catering during press event 	<ul style="list-style-type: none"> - Refreshments during staff training on Microsoft Office - Venue hire for workshop on leadership and management - Local transport to summon community members for meetings during land-use planning - Cost related to meetings with governmental partners
Consultants and services	<ul style="list-style-type: none"> - Consultant cost for species expert including their travels to/from the site - Laboratory or forensic services; 	<ul style="list-style-type: none"> - Consultant cost for law enforcement trainers; - Cost for SMART/GIS analyst to improve patrols 	<ul style="list-style-type: none"> - Consultants for safeguards processes, socio-economic surveys, and livelihoods including their travel to/from the landscape - Consultants for risk assessment and FPIC protocol development 	<ul style="list-style-type: none"> - Consultancy on development of business or tourism development plan; - Graphic designer for advertisement - Website developer - Photographer 	<ul style="list-style-type: none"> - IT advisors and consultants - Consultant supporting operations - Legal advisor - Consultant supporting the development of management plans including travel cost linked to the mission - Plane charter

Annex 5 — Cost eligibility and budget allocation guidance

<p>Infrastructure (consult the exclusion list in appendix 1 for non-eligible infrastructure)</p>	<p>Construction of</p> <ul style="list-style-type: none"> - Research camps - Infrastructure linked to habituation and monitoring (e.g. observation platforms) 	<p>Construction of</p> <ul style="list-style-type: none"> - Ranger stations - Control rooms - Surveillance posts, etc. 	<p>Construction of</p> <ul style="list-style-type: none"> - Schools or community health facilities - Crop storage facilities or value chain infrastructure (e.g., market points, building for mills and machinery); - Human rights center or community center - Purchase of community building as educational center 	<p>Construction of</p> <ul style="list-style-type: none"> - Visitor centers and entrance gates - Tourist lodges run by park 	<ul style="list-style-type: none"> - Architectural services Construction of - Park headquarters - Roads - Office buildings - Staff accommodation - Landing strips
<p>Capital equipment</p>	<ul style="list-style-type: none"> - Purchase of IT equipment for biomonitoring (e.g., GPS, cameras, camera traps, binoculars); - Camping material; - Purchase of ultralight airplane for surveys and monitoring - Purchase of vehicles and boats dedicated to monitoring and research 	<ul style="list-style-type: none"> - Purchase of patrol equipment (smartphones, satellite phones, GPS, binoculars etc.), - Purchase of vehicles dedicated for patrols (boats, cars...), 	<ul style="list-style-type: none"> - HWC fences - Purchase of machinery for livelihood projects (e.g. rice mill, coffee depulper, farming equipment); - Motorbikes and cars used by community development and safeguards staff 	<ul style="list-style-type: none"> - Furniture for ecolodges - Purchase of safari vehicles for park tourism; - Camping equipment for tourists and guests when used for grantee's/park's tourism operations and not by private company; - Binoculars for wildlife tour 	<ul style="list-style-type: none"> - Office and staff accommodation furniture - Office IT equipment (computers, printers...); - Generators and solar panels - Vehicles used for park management not assigned to other categories, e.g. airplane, bulldozer for road maintenance...
<p>Maintenance</p>	<ul style="list-style-type: none"> - Repairs of observation platforms; - Maintenance of IT equipment used for biomonitoring and surveys 	<ul style="list-style-type: none"> - Tools/services used for the maintenance of LE vehicle fleet; - Materials to renovate the control room 	<ul style="list-style-type: none"> - Materials to renovate community-used infrastructure (schools, clinics, community centers); - Tools and spare parts to repair community-used machines (e.g. for farming, value chains) 	<ul style="list-style-type: none"> - Materials used to maintain tourism infrastructure - Maintenance of [safari] vehicle 	<ul style="list-style-type: none"> - Tools for maintenance of IT equipment - Materials to renovate office buildings, e.g. paint - Materials for headquarter roof repairs - Spare parts for maintenance of generators and solar infrastructure - Service for maintenance of A/Cs
<p>Supplies, utilities, office related costs</p>	<ul style="list-style-type: none"> - Fuel for local transport related to surveys, biomonitoring and other conservation related activities - Camera trap batteries; - Work clothing; - Laboratory supplies and sampling materials - Subscriptions to research software/platforms - License cost to export biological samples; - Cost to import/export live species 	<ul style="list-style-type: none"> - Ranger deployment/patrol transport cost (fuel); - Uniforms - First aid kits and medicine - GIS/SMART/EarthRanger etc. license cost 	<ul style="list-style-type: none"> - Fuel for local transport of dedicated safeguards/community development staff to visit communities - Signs for demarcation of protected area zones - Material used for HWC deterrents - Inputs to animal husbandry (livestock, vaccinations, fodder) - Inputs for farming (seeds and seedlings) - Educational materials, e.g. posters 	<ul style="list-style-type: none"> - Merchandise - Posters, brochures and leaflets 	<ul style="list-style-type: none"> - Office rent - Insurance - Utility provider cost (electricity, internet, telecommunication)

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Small sub-grants (< USD 40k)	Sub grant to community conservation organization	Sub-grant to local organization for community patrols	- Sub-grant to local human-rights organization - Sub-grant to women's handicraft association	Sub-grant to community to develop eco-tourism program	Any other sub-grant not allocated to the other cost centers
Travel for field staff	- Domestic flight and accommodation of Conservation Officer to present biomonitoring results - International Conservation Manager's journey to home-country - Accommodation of conservation staff in villages during workshops with communities	- flight, accommodation, and allowances of head of law enforcement during human rights training in regional head office	- Accommodation/allowances of community development staff during travels - Flight, accommodation, allowances of Safeguards Manager during training in regional head office	Travel cost related to press visits or tourism promotion	- Flight, accommodation, and allowance of park manager traveling to capital for government/donor meetings - Finance manager travelling to regional head office for training: flight, accommodation, allowance - Operations manager's regular flight to home-country (as part of employment contract)
Miscellaneous	Conservation cost not attributable to any other budget line	LE cost not allocated to any other budget line	Community development and safeguards cost not allocated to any other budget line	Commercial development and communication cost not allocated to any other budget line	General PA management cost not allocated to any other budget line
HQ or non-field overhead	Contribution to headquarter or regional hub staff, office costs and insurance, and travel of staff based in the region or HQ to the legacy landscape etc. [up to 5% of the yearly grant funds]				
Contingency	Additional buffer for any unforeseen expenditure, e.g., forex fluctuation [up to 5% of the yearly grant funds]				
The above examples serve as additional guidance and portray a non-extensive list.					

Guidance: Please allocate all costs to the appropriate budget category and note that this allocation will be part of the financial review/audit. Allocations to cost centers should be based on reasonable assumptions, i.e. items/personnel shall be allocated to the cost center where most of its use/commitment occurs.

* 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.

Annex 5 — Cost eligibility and budget allocation guidance

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 and foreign embassy officials⁷
- Import duties:⁸ 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.

⁷ Costs associated with government or foreign embassy officials may be financed by LLF grant funds under very exceptional circumstances upon prior authorization by LLF.

⁸ 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.

Appendix 1



Exclusion List

LLF ESMS Annex B

ACRONYMS AND ABBREVIATIONS

Name	Description
EIA	Environmental Impact Assessment
EU	European Union
FPIC	Free, Prior, and Informed Consent
ILO	International Labor Organization
LLF	Legacy Landscapes Fund
UN	United Nations
WB ESS	World Bank Environmental and Social Standards
WHO	World Health Organization

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LLF Environmental and Social Management System

The Legacy Landscapes Fund’s (herein referred as “LLF”) mission is to safeguard biodiversity by promoting nature conservation and the preservation of ecosystem services in globally significant conservation areas, while working with local communities and respecting their rights and needs.

The exclusion list of the LLF is based on the internationally recognized best practices exclusion lists.

LLF will not finance any activities that involve the following:

1. Infrastructure and equipment that a) could imply the impairment of areas particularly worthy of environmental protection, especially those that are legally protected, proposed for protection, or identified as high-conservation value⁹, or b) would be considered defense dual-use investments that could be used for both conservation and military purposes.
2. Any extractive industry prospection, exploration and extraction activities in the coal, oil, gas and mining sector as well as related transport means and infrastructure.
3. Commercial logging operations in primary tropical moist forest.
4. The conversion of natural or high conservation value forests into plantation as well as the purchase of logging equipment for this purpose.
5. Production or trade in wood or other forestry products other than from sustainably managed forests.
6. The unsustainable harvesting of natural resources -animals, plants, timber and/or non-timber forest products (NTFPs).
7. Interventions to protect specific species or habitat types (e.g., deserts, forests) without reference to landscape connectivity¹⁰.
8. Introduction of, or increased competitiveness of, invasive species;
9. Unsustainable or destructive fishing methods in inland waterbodies, e.g., blast fishing.
10. Production and purchase of and trade in weapons and munitions¹¹ or critical components thereof.
11. Production or trade in any product or activity deemed illegal under host country laws or regulations, subject to national or international phase-out or prohibition regulations or to an international ban, for example:
 - a) certain pharmaceuticals, pesticides, herbicides and other toxic substances (under the Rotterdam Convention, Stockholm Convention and WHO "Pharmaceuticals: Restrictions in Use and Availability"),
 - b) ozone depleting substances (under the Montreal Protocol),
 - c) polychlorinated biphenyls (PCBs),
 - d) protected wildlife or wildlife products (under Convention on International Trade in Endangered Species of Wild Fauna and Flora [CITES] / Washington Convention),
 - e) prohibited transboundary trade in waste (under the Basel Convention).
12. Harmful or exploitative forms of forced labor¹² or harmful child labor¹³ as defined by ILO conventions.

⁹ This does not include small scale needed infrastructure in or around protected areas, such as research or staff camps, access roads or ranger stations that depending on their scope undergo an EIA.

¹⁰ Landscape connectivity is the degree to which the landscape facilitates or impedes movement among resource patches. Landscape connectivity thus combines a description of the physical structure of the landscape with an organism's response to that structure (Taylor, Philip & Fahrig, Lenore & With, Kimberly. (2006). Landscape connectivity: A return to the basics. 10.1017/CBO9780511754821.).

¹¹ The restriction does not apply to field or bush knives, machetes and other essential field or safety gear provided to rangers. Equipment needed for research, one health related activities or translocation of wildlife is also permitted.

¹² "Forced labour" means all work or service, not voluntarily performed, that is extracted from an individual under threat of force or penalty.

¹³ "Harmful child labour" means the employment of children that is economically exploitive, or is likely to be hazardous to, or to interfere with, the child's education, or to be harmful to the child's health, or physical, mental, spiritual, moral, or social development. Employees must be at least 15 years of age, as defined in the ILO's Declaration on the Fundamental Principles and Rights at Work (C138 – Minimum Age Convention, Article 2), unless local laws require compulsory school attendance or a minimum working age. In such circumstances, the highest age requirement must be used.

LLF Environmental and Social Management System

13. Activities that infringe on the rights of indigenous peoples (IP)^{14,15}
14. Activities that could result in the exploitation of and access to outsiders to the lands and territories of indigenous peoples living in voluntary isolation and initial contact.
15. Activities that would result in the involuntary physical displacement or forced evictions of people from their households, communities, territories, customary and ancestral domains. This does not include evictions related to clearly destructive, unsustainable and illegal use practices that are carried out in accordance with host country laws and in full accordance with basic principles of a due process as described by the UN Basic Principles and Guidelines on Development-based Evictions and Displacement.
16. Any activity leading to an irreversible modification or significant displacement of an element of culturally critical heritage¹⁶, or the use of any intangible cultural heritage without the FPIC of the communities who it belongs to.
17. Activities for the promotion of private sector commercial gain without links to community benefits, conservation, and development.

Moreover, in accordance with international best practices exclusion lists, LLF will not fund programs that involve activities listed below. LLF recognizes that the following activities are very unlikely in the conservation programs; however, these are also excluded from LLF fundings:

1. Production, use of, trade in, distribution or activities involving radioactive material. This does not apply to the procurement of medical equipment, quality control equipment or other application for which the radioactive source is insignificant and/or adequately shielded.
2. Production, use of, trade in, distribution or activities involving unbound asbestos. This does not apply to the purchase or use of cement linings with bound asbestos and an asbestos content of less than 20%.
3. Production, use of, trade in, distribution or activities involving alcoholic beverages (excluding beer and wine), tobacco, gambling, casinos, and equivalent enterprises.
4. Prospection, exploration and mining of coal; land-based means of transport and related infrastructure essentially used for coal; power plants, heating stations and cogeneration facilities essentially fired with coal, as well as associated stub lines.
5. Non-conventional prospection, exploration, and extraction of oil, such as from bituminous shale, tar sands or oil sands.
6. Other extractive sector activities at the discretion of LLF.

Furthermore, LLF does not offer financing for projects companies, activities, or individuals subject to United Nations (UN) or European Union (EU) sanctions. LLF will therefore not fund any sector or any service subject to an embargo by the UN, EU and/or its funders in a particular country.

¹⁴ The term “Indigenous Peoples” is used in a generic sense to refer to a distinct social and cultural group possessing the following characteristics in varying degrees as per WB ESS7: Self-identification as members of a distinct indigenous cultural group and recognition of this identity by others; Collective attachment to geographically distinct habitats or ancestral territories in the project area and to the natural resources in these habitats and territories; Customary cultural, economic, social, or political institutions that are separate from those of the dominant society or culture; An indigenous language, often different from the official language of the country or region.

¹⁵ LLF is aware that in some countries, national legislation and protected area regulations are not fully aligned with international IP rights. LLF supports globally significant conservation areas, that commit to use leverage and/or mitigate (according to the form of involvement under the UNGP Guiding Principles on Business and Human Rights) any potential non-respect with regards to IP rights, including an assessment and development of a full documented FPIC and fulfilment of other special requirements as defined in World Bank ESS7.

¹⁶ “Critical cultural heritage” means any heritage element recognised internationally or nationally as being of historical, social and/or cultural interest.