

CEPF Proposal
Development Workshop
4-5 June 2024

PREPARING YOUR BUDGET



CRITICAL ECOSYSTEM
PARTNERSHIP FUND

Designed by Rosie Trevelyan.

Photo: © Kan2D Shutterstock

GOOD BUDGETING

A budget is a financial plan for your project.

It is an document agreed upon between you and CEPF.

It is also a reporting plan: everything you spend needs to be reported on.

Your **BUDGET** needs to include the costs for all your **ACTIVITIES**.



What costs can you include in your budget?



Reasonable

- Essential for your project to succeed.
- Use market rates.
- Based on realistic assumptions.

Allowable

- CEPF has some restrictions on what it can fund.

Examples of costs that are not allowable:

- more than 13% management support costs
- purchase of land
- salaries for government employees
- removal or alteration of any physical cultural property
- relocation of people or other involuntary resettlement
- capitalization of trust funds

DOCUMENTING AND REPORTING

A budget is only the beginning.
You need to document what you spend
and report on it.





FINANCIAL REPORTING

What can you charge to CEPF?

Only expenditures for reasonable, approved and documented costs can be claimed in your financial reporting.

What does this mean?

- 1) **Reasonable:** Only activities that are necessary for your project.
- 2) **Approved:** Budgeted costs that are in your (approved) project proposal.
- 3) **Documented:** All spending needs to have **evidence**.

EXAMPLES OF DOCUMENTATION



Salaries:

- Timesheets with approval from supervisor



Travel:

- Confirmation of staff receiving cash for use in the field
- Receipts; photocopy of boarding pass
- Vehicle log



Professional Services (Consultants and Service Contracts):

- Documentation of competitive selection process for items \$5,000 or more
- Subcontracts



Other

- Invoices and/or receipts
- Payment approval – internal documentation



CEPF's procurement procedures



What is Procurement?

- buying goods, professional services or works from an external source

Follow CEPF's Procurement Policy

- for fair, efficient and transparent processes

Have you budgeted goods or services of **US\$5,000** or above?

- include them in your budget's procurement plan
- follow CEPF's procurement procedures

Any purchase above **US\$5,000** not included in your budget needs CEPF approval beforehand.

Giving out sub-contracts or sub-awards

- 1** You are responsible for ensuring they understand and follow CEPF financial requirements, including administering and reporting on the funds.
- 2** You need to **enter into legally binding, written agreements** with them.
- 3** **Make your records relating to sub-contracts and sub-awards available to CEPF.**

Following CI's Code of Ethics – and pitfalls to avoid

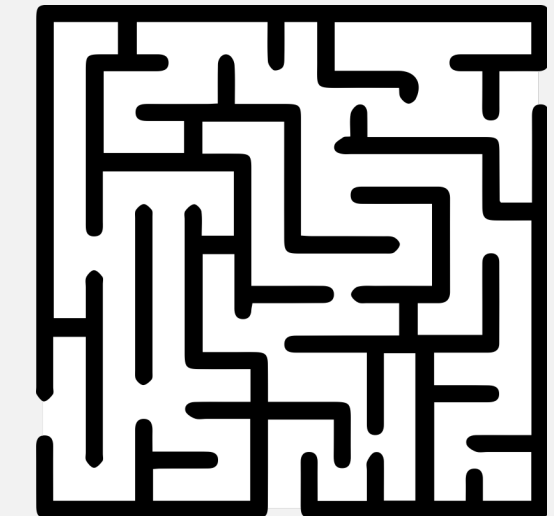
Fraud: What is fraud and how will you avoid it?

Bribery: Have you ever been in a situation where you were pressured into giving a bribe? What did you do?

Conflict of Interest: Do you think you will encounter a conflict of interest? Perhaps when you are sub-contracting, or other situations?

Using project funds for personal benefit: When might there be a risk that there is a gray area between personal benefit and project benefit?

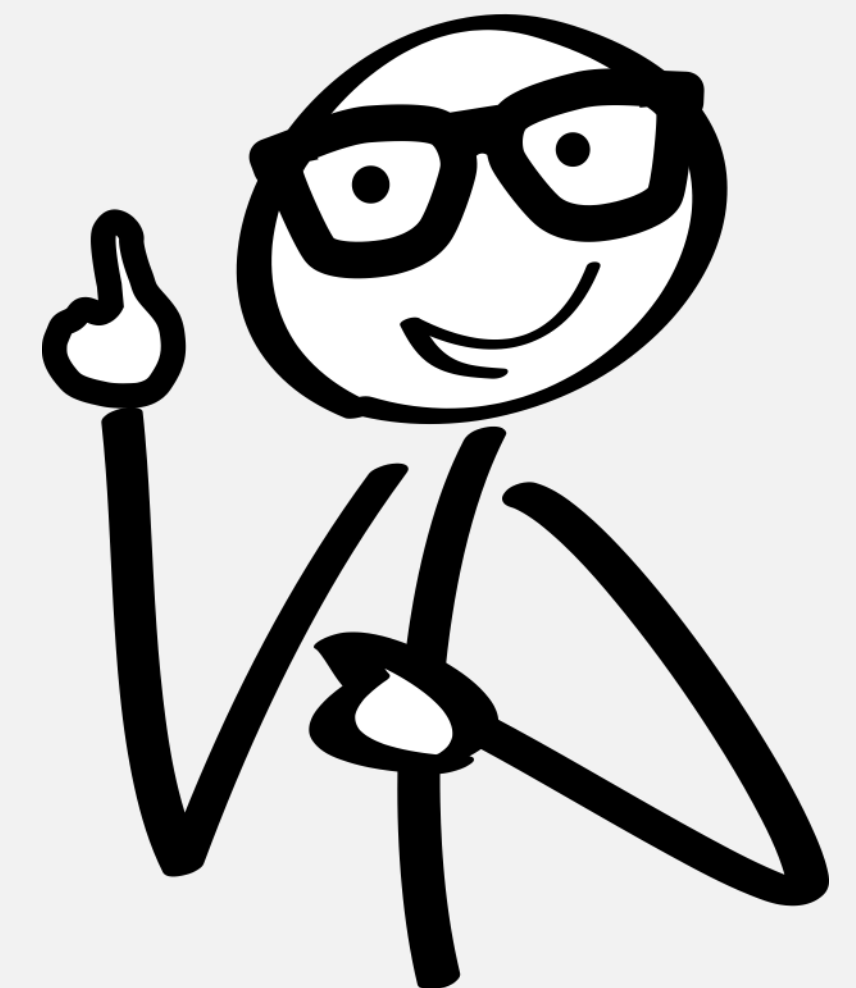
Can you think of any other challenging examples?



FINANCIAL REPORTING BE PREPARED

TOP TIPS

- ✓ **1** Create your financial reporting processes before you start project activities.
- ✓ **2** Understand CEPF's reporting schedules and types of reports
 - Quarterly Financial Reports
 - Detailed Transaction Reports
 - Project Audits
- ✓ **3** Get everyone on the team to understand the budget and how to document their spending.



DON'T PANIC CEPF IS HERE TO HELP



cepf.net/grants/managing-your-grants-financial-requirements



APPLY FOR A GRANT

Our Work ▾ Grants ▾ Impact ▾ Stories Learning About ▾

Search Site 🔍 | Translate 🌐

Home > Grants > Managing Your Grant's Financial Requirements

MANAGING YOUR GRANT'S FINANCIAL REQUIREMENTS

IN THIS SECTION:

- Grants
- Eligibility
- Before you Apply
- How to Apply



QUESTIONS

