Foreign &
Commonwealth
Office

South Pacific Network
Regional Programme Budget

FREQUENTLY ASKED QUESTIONS

Financial Year 2016-17
South Pacific Network

PROJECT FAQs

1. Are there Priority thematic areas?
Yes.

Economic transparency
Gender Equality
The Rule of Law
Good Governance
Prosperity

2. Can a project cover more than one thematic area?
A project can cover more than one thematic area, but the implementer should pay particular attention to the focus indicators and issues. There is a risk that a project covering more than one theme could lose its strategic focus and be unrealistic in its aims.

3. Do you have priority countries for the programme?

- Yes – Countries covered by the 3 South Pacific Network (SPN) Posts

  Fiji, Papua New Guinea, Solomon Islands, Vanuatu, Nauru, Tuvalu, Kiribati, FSM, RMI and Tonga

4. Do you fund research projects?
No. Due to the levels of funding available, we cannot support research projects at this time

5. Do you fund legal aid or strategic litigation?
No. Due to the levels of funding and the potential long term nature of legal proceedings we will not be able to fund either category

BIDDING PROCESS FAQS

6. Are the start and end dates fixed?
There is no fixed start date but all projects should end by 1 March 2017 in order to provide time to close down the project before the end of the financial year.

Please note: project activities cannot start before the Grant Contract has been signed.

7. Can we bid for multi-year funds?
No. We have not had a 2017-18 allocation programme confirmed so all projects must complete in the 2016-17 financial year.

8. How much funding is available?
We will fund projects up to a value of **£30,000** with a minimum of £5,000. You should bid for what you think the project will cost to deliver.

9. Is there a limit on how many bids each implementer can submit for final assessment?

Yes. We will review a maximum of <u>two proposals</u> from each implementer. However, please note that, during the final assessment of projects, the SPN Network Board will take into consideration the spread of implementers when making their final funding decisions

10. **Do you welcome projects that are joint-funded?**
We welcome projects jointly funded with other donors as a way of increasing impact and enhancing coordination. All projects must demonstrate how they complement the efforts of other donors and bring added value. We strongly encourage projects that seek to secure future funding from other bodies (e.g. EU, UN) for follow-on work.

11. **How are the project proposals assessed by the SPN Network board?**
All applications are sifted to ensure that the projects meet the key criteria (strategic fit, demonstrating impact and value for money) and have all the necessary documentation attached. The top-rated proposals go to the SPN Board for final decision on the award of funds

The SPN Board comprises the Heads of Mission from Suva, Port Moresby and Honiara.

12. **What organisations can apply for funding?**
Civil society, Governments, Public sector and International organisations

13. **Where do I find the Project Proposal forms?**
Implementers will initially be required to complete a Project Concept Note. If your proposed project falls within our five priority thematic area, we will then send you the appropriate Project Proposal Form to complete.

BUDGET FAQS

14. **Do you pay Per Diems (daily allowances)?**
No. We will reimburse reasonable actual costs such as – airfares, accommodation, meals, public transport, transfer to and from the airport. These must be clearly broken down in the activity based budget (ABB).

15. **Do you buy equipment (not including basic stationery for training etc.)?**
Programme funds should not be used to purchase equipment, such as laptops, vehicles etc. unless the provision of the item is essential to the delivery of the project.

16. **Do you pay staff costs?**
Yes, for staff working directly on the project (e.g. project managers, trainers, etc.). You should ensure that costs are reasonable, and include the seniority of the staff member and the percentage of time they will be working on the project. This should be broken down in the ABB as the rate per hour or day. Please note:

- the FCO will not pay for staff benefits that are not required by local law; and,

- for staff working indirectly on the project, such as finance staff or senior management, these costs should be included under administration costs.

17. **How are implementers paid? Can implementers request advance payments?**

The standard wording of the Grant Contract is to pay implementers quarterly, 3 months in arrears. However, under exceptional circumstances, it is possible to request advance payment of up 25% of the value of the project. This should be made clear in the full project proposal.

18. **Do you pay administration costs?**

Yes. However, the combined total of management fees, overheads and administration costs must not exceed 10% of the overall project cost. Administration costs should be broken down into component parts.