**FREQUENTLY ASKED QUESTIONS**

*This document will be updated on a weekly basis based on incoming questions received by potential implementers.*

**How do I know if our project is ODA eligible?**

To count as ODA, an activity must promote the economic development and welfare of developing countries as its main objective. The ODA criteria are set by the OECD’s Development Assistance Committee (DAC), which is a group of 29 donors, including the UK. For further information:

<https://www.gov.uk/government/publications/official-development-assistance/official-development-assistance>

**What type of potential implementers are eligible for funding?**

We are looking to support proposals from diverse sectors and organisations including: public sector, private sector, international organisations, non-government organisations and academia.

**In the formats provided, when you say "To be completed by the Post", should I leave these fields blank?  Who is the Post?**

Yes, leave those fields blank. The “Post” is the British Embassy.

**What do you mean by one-off interventions under activity bid guidance?**

One-off interventions refers to activities which are paid and/or ideally completed within a short period of time during the financial year (one day- a couple of weeks’ time).

By way of example, the following are indicatively the types of interventions we envisage:

* flight costs to allow participants to attend a conference in the UK or wider region.
* payments to hold a short workshop on a key area of work.
* support to an inward/outward visit to develop cooperation and capacity.
* support for technical assistance or training for host government authorities or local non-government organisations.
* provision of specialists expertise to host governments or local organisations to build capacity or provide assistance.

**Can a potential implementer present proposals in two different thematic areas of work, for example, in Human Rights and Democracy, and in Beyond Plastics?**

Yes, potential implementers may present different proposals under several thematic areas of work.

**Can we arrange a meeting with the Embassy to discuss the call for bids?**

No. Unfortunately, we do not have the capacity to hold meetings with all potential implementers. Thus, it would unfair for us to meet with some potential implementers and not with others. We will respond to all incoming inquiries only by e-mail. Please contact us at **eventos@fco.gov.uk**

**How does the reimbursement scheme work?  We make payments out of our own funds and then are reimbursed for project activities?  Or do you provide us with a grant up front?**

Our policy is to pay the implementer in arrears (quarterly payments, after the activities have taken place).Under exceptional circumstances, we will consider making advance payments. Advanced payments are analysed on a case-by-case basis, there must be a strong case and evidence as to why an advanced payment may be required. Advanced payments must NOT exceed 25% of the total project budget and three months of activities. We cannot guarantee that requests for advanced payments will be approved and that advance payments will continue during the lifespan of the project.

**What are your policies on funding administrative costs?**

For most projects, the combined total of management fees, overheads and administration costs must not exceed 10% of the overall project budget.

We do not accept ABBs with “contingency,” “risk” or “miscellaneous” costs.

Running costs associated with the implementers offices, such as office equipment, building reparation & repairs, fixing/maintaining boilers/generators etc should not fall to the project budget as separately itemised direct costs. These costs are associated with running the business, not delivering the project. They are part of the overheads of the organisation. As such they should be part of any indirect admin charge that the implementer adds to the direct costs of delivering project activities and outputs.

Management Fees should be reflected as a fixed sum and not as a percentage of the budget.

**What are your policies on payment of staff involved in the project?**

We can legitimately pay costs for implementing agency staff who are directly involved in delivering the project. These can be separate and in addition to the admin charge. But please be sure to:

* Provide a detailed breakdown of staff costs so that we can see how many and which staff are assigned to the project.
* Provide details on the role of the staff assigned to the project and how long will they be hired for.
* Embassy recommended hotels should be the starting point when accommodating anyone who is involved in the project. Please ask the Embassy about established reasonable costs.
* Where overseas travel is involved, the FCO travel policy must be followed (use Economy or Premium Economy Class).

**What are your policies on equipment purchases?**

We do not routinely authorise funds to purchase equipment, especially if the implementer is expected to hold such equipment as part of its core business operations.

All equipment purchases, including the ownership transfers at the end of a project, must be agreed and recorded before a project begins and after careful consideration that there is a genuine project-specific need.

**What are your policies on film production?**

If your bid is successful, we will need to go through an internal process to approve the film production before any activities take place. Therefore, please describe within the bid:

1. Scope:  Detail of what the film production will cover and the purpose.
2. Method: Length of the film produced, through which means (channels) will it be aired and where (describe approximate reach).
3. Date of transmission:  Indicate by when the filming produced will be transmitted.
4. Audience:  Who is the targeted audience?