



Embajada Británica
Ciudad de Guatemala

FREQUENTLY ASKED QUESTIONS

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>

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. We will respond to all incoming inquiries and provide feedback only by e-mail. Please contact us at Projects.GTHN@fcdo.gov.uk

What type of potential implementers are eligible for funding?

Grants are directly awarded to multilateral organisations and/or legally registered non-governmental organisations (NGOs) that have a proven track-record of implementation and delivery of projects in Honduras and/or Guatemala. No organisation can financially profit from receiving grant funding - proposals from for-profit organisations for grant funding can only be considered if an officially registered non-profit making arm or division of the for-profit organisation will deliver the project. We also welcome bids from the public sector, particularly to achieve outcomes under the Climate Change and Biodiversity thematic priority.

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 funding administrative costs?



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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 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 FCDO travel policy must be followed (use Economy or Premium Economy Class).



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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). In 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.

Can we bid to fund small one-off interventions?

Yes. 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 Open Societies and Climate Change?

Yes, potential implementers may present separate proposals under the thematic priorities of Open Societies and Climate Change & Biodiversity.

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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?