

Eligible and Ineligible Costs

The following outlines the costs which are eligible and ineligible to be charged to the Ghana Somubi Dwumadie Grant Mechanism.

Each grantee should ensure prior to submitting that their budgets must have the following attributes:

- Ensure the economy, efficiency effectiveness, and equity (VfM) of activities
 - This is to be included in the explanation portion of the Application forms.
- It should not duplicate costs covered by other sources of funding (other donors, government subsidies, etc.); they may be shared, however clear documentation is required for this split in order to clearly associate each funding channel.
- Clearly identify reasonable quantities and unit prices. This will be benchmarked by the Programme Grants Team when reviewing the budget and Application.
- Be consistent with the proposed workplan, objectives and requirements of the grant project.
- Reflect a realistic rate of utilisation of funds and when (particularly given Coronavirus 2019).
- Be arithmetically accurate; and
- Fall within the available maximum allocation for specific grant window provided in the Application pack information.

To be considered eligible as direct costs of the Project, such costs must:

- Be necessary for carrying out the grant project, be provided for in the Grant Agreement and comply with the principles of sound financial management, in particular VfM
- Staff salary costs, office rental and consumable costs, basic operations costs (general administration costs) must not exceed a 15% contribution towards core running costs for the grantee.
- Staff costs must be directly linked to the activities being proposed (i.e. staff have a specific role and function for the programme activities). Contribution to directors' salaries can only be made if they are existing staff and directly involved in the activity.
- Travel and subsistence costs for staff or participants taking part in the project are eligible, provided they do not exceed those normally borne by the Grantee and exceed those rates identified in the grantees financial manuals;

Ineligible costs include but are not limited to:

- Cost of large-scale assets, e.g. vehicles
- Items already financed in another framework agreement/project;
- Business class or first-class flight and travel tickets;



- The costs of idle facilities – idle facilities mean unused facilities that are excess to the grantee’s current needs;
- Advertising and public relations costs for the organisation - These are costs of advertisement and public relations not related to this project e.g. costs incurred solely to promote the grantee;
- Entertainment – costs of amusement, social activities, ceremonies and costs relating to these activities such as meals, lodging, rentals and transportation;
- Contributions – gifts and donations by grantees;
- Purchase of alcoholic beverages and/or any illegal substances;
- Fines and penalties – costs of fines and penalties resulting from violations of, or failure by the grantee to comply with the law.
- Funds provided will not be used to meet the cost of import or customs duties or any similar fees imposed by the government of Ghana or by any local public authority on good or services provided.
- All grants are capped at 50% of organisation’s annual turnover.
- Funding or allowance provided to any government representative or organisation.