



# Financial Session on Full Proposal Development

Coordinator



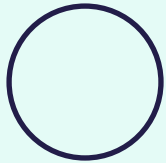
Regional hubs



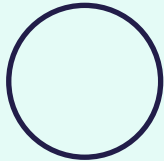
Donors



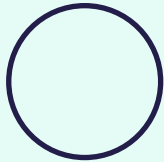
# Objectives of the session



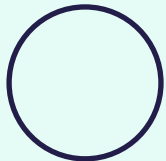
**Enhance participants' understanding of the due diligence and risk assessment process**  
Clarify what documents and information are required



**Deepen knowledge of BESTLIFE2030 budgetary requirements**  
Present key rules, eligible vs. ineligible costs, and cost categories.  
Clarify project financial structure, including IUCN contribution, co-financing, and project duration



**Strengthen capacity to develop realistic, compliant, and well-justified final budgets**  
Support participants in linking each budget line to specific activities and outputs.



**Improve understanding of required supporting documents**  
Explain which annexes, justifications, and financial proofs are mandatory.  
Ensure participants can submit a complete and compliant final proposal package.

# Programme of the session

- Objectives of the session
- Risk assessment
- Budget preparation
- Supporting documents
- Summary and advice



# 1. Risk assessment – due diligence – reminder

The IUCN risk assessment is based on the responses provided by applicants in their self-assessment, taking into account consistency with the documents provided. The final grade is accompanied by a recommendation. **However, this is not an exclusion criterion under Art. 2 of the guidelines.**

Scores indicating high risk will lead to the implementation of some mitigation measures, such as closer monitoring by regional hubs and IUCN, additional reporting, etc.

Some applicants were asked in their notification letters to provide missing documents. **These documents are mandatory to provide, and the grant agreement will not be signed without them.** If they are not available, a rationale will need to be provided, and IUCN will decide on a case-by-case basis. If necessary, a new risk assessment could be conducted for organizations deemed to be high risk.

# 1. Eligibility of the costs (Art.6.1) – reminder

- **Incurred during the project period.** Neither before the effective start date of the contract nor after its end date (*dates can always be checked in the signed grant agreement*);
- **There is a budget line foreseen** in the approved budget of the project;
- **Necessary and relevant** for the implementation of the project;
- **Reasonable, justified and consistent** with the principles of sound financial management;
- **Identifiable and verifiable** (recorded in the beneficiary's account, specific project code is recommended);
- Compliant with the requirements of **the applicable legislation** (tax, labour and social security, procurement...)

# 1. Ineligible costs and contributions (Art.6.3) – reminder

Costs or contributions that do not comply with the conditions set out above (Article 6.1), in particular:

- (i) costs related to return on capital and dividends paid by a beneficiary;
- (ii) debt and debt service charges;
- (iii) provisions for future losses or debts;
- (iv) interest owed;
- (v) *currency exchange losses*;
- (vi) *bank costs charged by the beneficiary's bank for transfers from the granting authority*;
- (vii) excessive or reckless expenditure;
- (viii) *deductible or refundable VAT (including VAT paid by public bodies acting as public authority)*;
- (ix) costs incurred or contributions for activities implemented during grant agreement suspension;
- (x) *in-kind contributions (non-financial resources made available free of charge)*.

## 2. Preparation of the budget for the full proposal

- *Key points:*

- The same rules apply to the entire project: **maximum 95%** funded by BESTLIFE2030.
- Co-financing of **at least 5%** of the total eligible amount is required.
- Volunteering can be considered as an own resource to define the applicant's contribution.



## 2. Preparation of the budget for the full proposal

*Key points:*

- **Budget variation** between concept note and full proposal, including co-funding:

up to a maximum of 25%



*Example 1: Total budget of the concept note: EUR 80 000 (BESTLIFE contribution 95% i.e. EUR 76 000; co-financing 5% i.e. EUR 4 000)*

*Total budget of the full proposal (+25% or EUR 20 000): EUR 100 000 (BESTLIFE contribution 95% or EUR 95 000; co-financing: 5% or EUR 5000)*

**BESTLIFE contribution may not exceed EUR 100,000 or 95% of total budget**

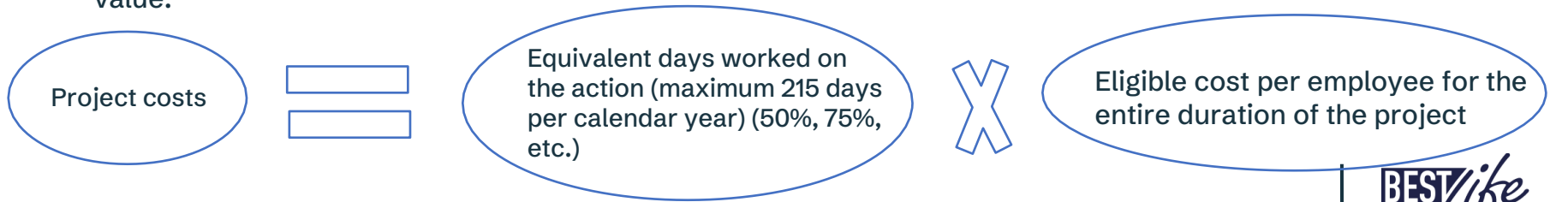
## 2. Budget categories - reminder

1. Personnel costs (gross salary + employer contributions + social security contributions and other related costs)
2. Travel (international travel, local travel, accommodation and subsistence)
3. Project Equipment and Supplies
4. Other costs, services
5. Indirect costs (maximum 7%)



# 2.1. Personnel costs – general information

- Categories: **employees, individuals, natural persons, beneficiaries without salary, SME owners and volunteers**
- Method of calculation: (a) simplified cost options (OCS) or (b) reimbursement of actual/real costs.
- Budget in days, **maximum 215 days** per calendar year (for all EU projects) and **based on timesheets**.
- **Budget presentation:**
  - ✓ **Each person = separate line;**
  - ✓ Sequential numbering for each budget line
  - ✓ Specify whether the worker is a staff member of **the applicant or the co-applicant**.
- For part-time workers, the percentage should be applied to the number of units (days) and **NOT** to the value.



## 2.1. Category 1: Personnel costs – employees

**Definition:** Costs for employees who work on the project on the basis of an employment contract, equivalent act of appointment, internal written instructions, organizational chart or other documented management decision (**cost category 1**).

- **Eligible costs:** gross salary, social security (compulsory contributions from employers and employees), lump sum allowances (e.g. family allowances, health insurance contributions), taxes related to remuneration, other payments such as 13th salary, Christmas allowance, meal vouchers, precariousness allowance (if applicable), and paid in accordance with national legislation, collective labour agreement and employment contract/act of appointment equivalent.

# 2.1. Category 1: Personnel costs – employees

## Calculation Method:

*Example of a 24-month project. When budgeting, you should have the data in the columns in red. Columns G and H will be populated for reporting periods.*

A. Employee position (please specify applicant or co-applicant)	B. Max. declarable day-equivalents	C. Nr of months the person is employed during the project implementation	D. Working time factor (1= full time, 0,5=half time, etc...)	E. actual personnel costs for the duration of the project	F. Daily rate	G. Day equivalents worked for the project (see timesheets)	H. Eligible personnel cost
1. project manager (applicant)	430.0	24.0	1	49,000.00 €	113.95	430	49,000.00 €
2. employee 2 (applicant)	268.8	15.0	1	24,000.00 €	89.30	268.8	24,000.00 €
3. employee 3 (co-applicant)	206.0	23.0	0.5	49,000.00 €	237.82	206	49,000.00 €

# 2.1. Personnel costs – natural persons, beneficiaries without salary, SME owners

*Commission Decision C(2022)7115 of 20 October 2020. Annex 2a*

**Definition:** independent natural persons (e.g. internal consultants).

**Requirements:** a contract signed between the applicant/co-applicant of the selected CN and the natural person (not through another legal entity), or a contract signed between the beneficiary and a legal entity wholly owned by the natural person (and which has no other staff).

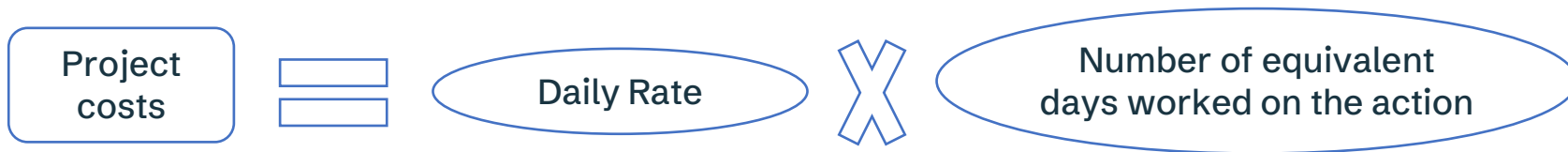
**Other eligibility requirements:**

- The person must work in conditions similar to those of an employee.
- The result of the work carried out must in principle belong to the beneficiary.
- The costs of the person must not be significantly different from the costs of employees performing similar tasks.
- The costs must correspond exclusively to the person's remuneration and the related eligible taxes.

# 2.1. Personnel costs – natural persons, beneficiaries without salary, SME owners

Commission Decision C(2022)7115 of 20 October 2020. Annex 2a

- Calculation method



Daily rate calculated according to the following formula:

**EUR 5,080/18 days = 282,22€ (with a small correction depending on the country)**

Number of days: days spent working on the action

(rounded up or down to the nearest half-day)

**Daily rate for SME owners for DK territories: 372.53 EUR**

**Daily rate for SME owners for NL territories: 309.31 EUR**

**Daily rate for SME owners for ES territories: 257.66 EUR**

**Daily rate for SME owners for PT territories: 237.91 EUR**

### Correction by country:

Countries	Country correction
DK	132.00%
ES	91.30%
FR	116.40%
NL	109.60%
PT	84.30%

## 2.1. Personnel costs – volunteers

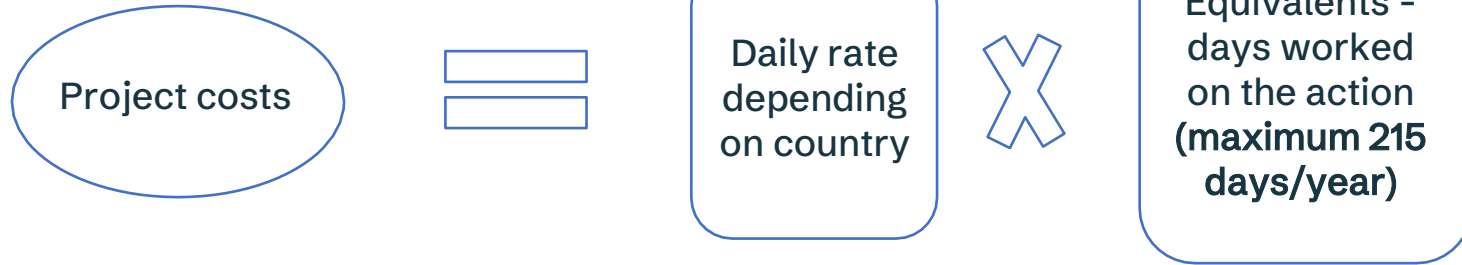
**Definition:** persons working for the beneficiary on a **non-compulsory basis and without remuneration**. Their work must be reported as unit costs.

**Requirements:** Volunteers must complete timesheets, recording the monthly days worked on the project. (timesheets will be made available).

Regions	Daily rate in euros
Macaronesia (Spain, Portugal)	78 €
French Guiana, Martinique, Guadeloupe, Saint Martin (French part), Saint Pierre and Miquelon, Indian Ocean, New Caledonia, Wallis and Futuna, French Polynesia (French ORs and OCTs)	131 €
Aruba, Bonaire, Curaçao, Sint Maartin (Dutch part), St Barthelemy, Saba (Dutch ORs and OCT) Greenland (Denmark OCT)	157 €

## 2.1. Personnel costs - volunteers

### Calculation method



*In a 24-month project*

*Example 1: volunteer working part-time for 15 months (i.e. €131 per day)*

*Equivalent days worked on the action:  $(215/12) * 15 * 0.5 = 134.38$  days*

*Total cost of the project:  $131€ * 134.38 = 17\ 603.78€$*

## 2.1. Personnel costs – simplified cost option “SCO” (recommended)

For personnel costs, you have the option of establishing a unit cost per day (SCO) to be applied across the entire project.

- The rates are defined at the time of the proposal, validated before signing the contract and cannot be modified afterwards.

SCO Benefits	Disadvantages of SCO
Reduces the workload at the reporting stage	Increases the number of documents to be provided at the budget preparation stage
Simplifies reporting and auditing, in terms of supporting documentation requirements	Increases the risk of loss to the beneficiary in the event of increased personnel costs/personnel changes
Reduces the risk of ineligibility because the cost per employee is fixed	

*Good results achieved by LIFE4BEST & BEST2.0+ projects (90% used SCO)*

## 2.1. Personnel Costs – SCO – Requirements (Recommended)

- The use of SCO requires a thorough verification of the data provided by the candidates (historical/current data to be validated).
- Once evaluated and approved by the coordinator, **the unit value cannot be changed.**
- The costs declared using this system can be verified by the auditors only in terms of the number of units, the correct application of the methodology and the work carried out (results).
- Documents to be provided during the budget negotiations of the full proposal: **contract/act of appointment, job description, two recent payslips.**
- Documents to be provided at the reporting stage: timesheets, proof of work done

# 2.1. Personnel costs – SCO – Calculation method (recommended)

You must include the data directly in each budget line in the portal.

*Example - 24-month project:*

- Number of months** the employee will work on the project, Column C
- Working time factor**, i.e. full-time, part-time, etc, Column D
- Total costs of the employee for the duration of the project including all costs, gross salary, social security contributions, insurance, etc**, Columns E to G
- The result in Column I will be the unit cost set for the whole project**
- The numbers in black are calculated automatically

The Excel table is intended to help with calculations. Please provide us with one that details your calculations.

A. Employee position (please specify applicant or co-applicant)	B. Max. declarable day-equivalents (215/12)*C*D	C. Nr of months the person is employed during the project implementation	D. Working time factor (1= full time, 0,5=half time, etc...)	E. gross salary for the entire project	F. social charges	G. other costs employer (specify)	H=E+F+G. Total costs	I. Daily rate- Unit cost H/B
1. project manager (applicant)	430.0	24.0	1	48,000.00 €	15,000.00 €	3,000.00 €	66,000.00 €	153.49
2. employee 2 (applicant)	268.8	15.0	1	24,000.00 €	5,000.00 €	2,000.00 €	31,000.00 €	115.35
3. employee 3 (co-applicant)	206.0	23.0	0.5	35,000.00 €	15,000.00 €	1,500.00 €	51,500.00 €	249.95

# 2.1. Personnel Costs – SCO – Example (recommended)

## Approved budget

- A nature ranger was budgeted for 200 days for a unit value of €105/day

Cost	Unit	# of units	Unit Value (€)	Total cost (€)
Nature Ranger	day	200	105	21.000

## Reporting template

- If the timesheets show that a nature ranger worked 50 days during the reporting period, you must declare 50 units at the agreed unit price of €105.

Cost	Unit	# of units	Unit value (€)	Total cost (€)
Nature Ranger	day	50	105	5.250

## Unit Cost Changes

- Unit cost variations do not affect reporting
- If the actual daily cost of a nature ranger is €101, you will always use the agreed rate of €105
- Conversely, if the unit cost is higher than the agreed rate, you are still obliged to use the package and absorb the loss



## 2.1. Category 1: Staff costs – Portal

**BUDGET** | [Click here for more info](#) 

Budget Categories	Implementation period (01/09/2026 - 30/09/2028)				
	Type of Cost	Unit	Number of Units	Unit Value	Total Cost
<b>1. Personnel costs - (gross salary+employer costs +social charges and other related costs)</b>					
1.1. Employee 1 (Lead applicant) //	Real costs	Per Day	215.00	€220.00	€47,300.00
1.2. Volunteer 1 (Co-applicant) //	Simplified cost option	Per Day	53.75	€131.00	€7,041.25

## 2.2. Category 2: Travel and subsistence (Travel, accommodation, subsistence and fuel)

Travel, accommodation and living expenses should be calculated as follows: **(cost category 2)**

- **Travel:** flights, trains, buses, ferry. **Based on the actual costs incurred** and in accordance with the **beneficiary's usual travel practices**.
- **Accommodation:** based on **actual costs** and in line with the beneficiary's usual travel practices and within the limits of the maximum EU tariffs **(can also be combined with the subsistence budget line and declared as an OCS)**.

### SCO for subsistence and fuel (mandatory)

- **Subsistence:** on the basis of per diems, in accordance with the **beneficiary's usual travel practices or official rates** (i.e. Urssaf rates, BOE dietas,...) and **within the limits of the maximum EU tariffs** (we recommend developing a per diem policy in case the beneficiary has none).
- **Fuel costs for car/boat/personal or rental vehicle travel:** Based on the kilometres travelled in accordance with the **beneficiary's usual practices or official rates** (i.e. Urssaf rate, BOE-gastos de locomocion, etc.). **The mileage log and activity reports will constitute the supporting documents.** (No need to provide receipts from gas stations).

*Exception: If you are travelling by rental car and the contract includes fuel, you can claim all costs in cost category 3. A justification of the places visited and the distance travelled will be necessary.*

## 2.2. Category 2: Travel and Subsistence (Travel, Accommodation, Subsistence and Fuel) – Per diem

*Example: day spent in the field*

- Budget: the number of days of fieldwork/travel

Unit cost = €20.70 (published rate) \* number of meals (maximum 2 per day) \* 3 days = total cost €124,24



- Report: The activity report/attendance list shows **2 days** actually spent in the field/on the road

Costs are calculated as follows: €20.70\*2\*2days = €82.8

### Ex-ante verification for SCO

Column “Justification” Unit Cost budgeted	Documentation to be provided
<ul style="list-style-type: none"><li>• Describe the need for per diems.</li><li>• Specify the location, periods and number of days planned</li><li>• Specify the rates: officially published rates or institutional policy</li></ul>	<ul style="list-style-type: none"><li>• Published Rates</li><li>• or</li><li>• Institutional policy</li><li>• Historical data – financial reports for past projects</li></ul>

## 2.2. Travel – fuel per distance travelled (km, nautical miles) – SCO

Example: Using a vehicle



- Budget: the number of kilometres to be driven with the organization-owned or rented vehicle.

Unit cost = €0.606/km (official published rates) \* number of units 1.000 km = total cost €606

- Report: the logbook (mileage record) shows 1,150 km actually driven.

The costs are calculated as follows: €0.606/km \* 1.150 km = €696.9

Ex-ante verification for SCO	
Column “Justification” Unit Cost budgeted	Documentation to be provided
<ul style="list-style-type: none"><li>• Describe the need to operate the vehicle</li><li>• Specify the number of trips or frequency (per month for example) and the number of km</li><li>• Specify rates per km</li></ul>	<ul style="list-style-type: none"><li>• Official published rates and/or</li><li>• Institutional Policies and Regulations</li></ul>

## 2.3. Category 3: Project equipment and supplies

Rental of vehicles, boats, purchase of furniture, computers, batteries, machines, tools, clothing, spare parts, diving equipment, etc., rented/purchased exclusively for the implementation of the project.

**Must be reported as actual costs.**

*Examples of budget lines:*

- 1. Car rental (number of days, for which activity,..)*
- 2. Computer hardware (i.e. 1 laptop and 1 graphics card)*
- 3. Equipment for 3 team members (boots and pants)*
- 4. Purchase of nursery seedlings, seeds, ...*



Please provide as much detail as possible in the "justification" column of the budget.

*Keep in mind that if you buy a computer a few months before the project ends, you may have to pro-rata the cost incurred.*

## 2.4. Category 4: Other costs and services (including subcontracting)

Publications, studies, translation costs, conferences and seminars, visibility actions, training, etc., in general, all services for which a contract/agreement between two parties is signed. Typically, these costs are related to deliverables and concrete activities.

**Must be reported as actual costs.**

*Examples of budget lines:*

- 1. Formation*
- 2. Visibility/communication actions*
- 3. Cost of Conferences/Workshops (2 lectures, 1 workshop)*
- 4. Publications*
- 5. Accounting Services*



*Please include one budget line per service/contract.*

*A maximum of **30% of the total budget is recommended**. Remember that the main activities cannot be outsourced*

## 2.4. Category 4: Subcontracting costs – rules

*The subcontracting costs for the action are eligible if they are calculated on the basis of the costs actually incurred, meet the general eligibility conditions and are awarded according to the beneficiary's usual purchasing practices - provided that these ensure subcontractors offering the best value for money (or, where applicable, the lowest price) and that there is no conflict of interest (Art. 12 AG). They must comply with national public procurement legislation.*

- Purchases **costing less than €5,000** can be made via "single sourcing". Competitive bids are not required. Research should be done on available suppliers, and the purchasing decision should ensure the best value for money. A record of activities performed to ensure value for money must be kept on file.
- Purchases of **> €5,000 and < €50,000**
  - **Goods:** Must be based on written quotes received from **at least three potential suppliers**. They must include the price, description and quantity of the goods, as well as the time and place of delivery.
  - **Services:** All purchases of services must be contracted **on the basis of comprehensive Terms of Reference** including fixed services and specific payment terms. Expressions of interest or CVs **will need to be received from at least three potential companies or individuals**. Fees can be paid on an hourly/daily basis or on a fixed basis. All fees paid to individuals must be consistent with previous salary/fee history and must be competitive and meet the standards set for the type of work to be performed.
- **Above €50,000**, a special tender procedure is necessary. Such purchases are only possible with specific written permission from the relevant IUCN Project Manager.

*If a contract only **covers individual equipment or consumables** that do not constitute an action task in itself, these will be considered equipment (cost category 3)*

## 2.5. Indirect costs



Flat rate

### **Definition:**

*The costs incurred to carry out the action (i.e. office rental\*, supplies such as water, electricity, office supplies, internet costs,...), which are necessary for the implementation of the project, but which are not easily distributed among all the projects that the organisation manages.*

Indirect costs are eligible provided that they do not include costs allocated to another budget line. They must not exceed 7% of the estimated total eligible direct costs (flat-rate).

The main applicant may be asked to justify the percentage requested before signing the grant contract. However, once the flat rate has been set in the Special Conditions of the subsidy contract, no other supporting documents must be provided.

## 2.6. Project Duration and Cash Flow

- *Duration of the project:*

The maximum duration of your project is 36 months, including any extension. Depending on this duration, the reporting periods will vary, but they cannot exceed one year.

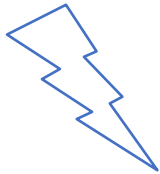
- *Example: 24-months project starting on January 1, 2026, and ending on December 31, 2027, the reporting period and the date of submission of the reports are therefore:*
- *1st reporting period from 1 January 2026 to 30 September 2026, the first reports (technical and financial) must be submitted by 31 October 2026 at the latest.*
- *2nd reporting period from 1 October 2026 to 30 June 2027, second reports must be submitted by 31 July at the latest.*
- *3rd reporting period from 1 July 2027 to 31 December 2027 (6 months), the final report submissions must be submitted by February 28, 2028.*



## 2.6. Project Duration and Cash Flow

- *Cash Flow:*

Fill in the budget for the first 9 months of project implementation = **Budget for the first period = amount of the first deposit after the contract is signed.** (less than 50% of the total budget - unless justified reasons)



*Up to 90% before the end of the project*

*It should be noted that **the last 10% of eligible costs** will be reimbursed once the project has been closed and the costs validated.*

## 2.7. Portal

The above cost categories will be displayed in the budget section of the portal as follows:

IUCN IUCN Grants Portal

Welcome

Application [ ] [ ] [Back] [ ] [ ] [ ] [ ]

NARRATIVE LOGICAL FRAMEWORK & MONITORING PLAN SAFEGUARDS **BUDGET** CHECKLIST & SUBMISSION

**BUDGET** | [Click here for more info](#) | Import / Export | Previous | Continue

Budget Categories	Implementation period					Period 1 project implementation					Detailed Explanation and Justification
	Type of Cost	Unit	Number of Units	Unit Value	Total Cost	Type of Cost	Unit	Number of Units	Unit Value	Total Cost	
<b>1. Personnel costs - (gross salary+employer costs +social charges and other related costs)</b>											
<a href="#">Add</a>											
Personnel costs - (gross salary+employer costs +social charges and other related costs) Subtotal											
<b>2. Travel (international travel, local travel, accomodation and subsistence)</b>											
<a href="#">Add</a>											
Travel (international travel, local travel, accomodation and subsistence) Subtotal											
<b>3. Equipment and supplies for the project</b>											
<a href="#">Add</a>											
Equipment and supplies for the project Subtotal											
<b>4. Other costs, services</b>											
<a href="#">Add</a>											
Other costs, services Subtotal											
<b>5. Subtotal Direct Eligible Costs</b>											
<b>6. Indirect Costs</b>											
<b>7. Total project budget</b>											
<b>8. Cofinancing</b>											
<b>9. Donor contribution</b>											

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# 3. Supporting documents, SCO and reporting phase – personnel costs

## *SCO personnel costs – preparation of the full proposal*

- *Supporting documents to be provided:* contract and payslips of all employees working on the project. If this is a new position within the organization and you want to use SCO, you may need to provide documentation regarding similar positions in your area or ultimately review the actual cost and provide all the documentation once the employee is hired.

## *Reporting phase*

<b><i>Personnel costs</i></b>	<b>Real costs</b>	<ul style="list-style-type: none"><li>- Employment contract</li><li>- Payslip: Details of salaries (gross, net, expenses)</li><li>- Proof of social security and tax contributions</li><li>- Signed timesheets</li><li>- Proof of payment</li></ul>
	<b>Simplified cost option</b>	<ul style="list-style-type: none"><li>- Approved and signed timesheets</li></ul>

# 3. Supporting documents – travel

## SCO travel expenses

- A mileage record per vehicle used, to justify the kilometres travelled
- Activity report, memos, photos, attendance list, etc., to justify travel

## Actual costs – travel costs

Travel	Daily Subsistence Allowances (DSA)	<ul style="list-style-type: none"> <li>- If actual costs are used: all receipts and invoices, plus a summary table.</li> <li>- If fixed DSA rates are used: proof of DSA payment and the travel policy applied by the organisation.</li> <li>- In all cases evidence of travel and evidence of purpose of travel, such as mission reports.</li> </ul>
	Travel costs	<ul style="list-style-type: none"> <li>- Proof of procurement (travel authorisation, quotes, evaluation documents, etc)</li> <li>- Invoice or e-ticket clearly stating the price</li> <li>- Boarding pass</li> <li>- Proof of the purpose of the trip, such as a personal invitation, event agenda, presentation, speaking engagement, etc.</li> <li>- Proof of accommodation, i.e. hotel invoice, rooming list, signed attendance list.</li> <li>- Costs related to the use of beneficiaries' own vehicles must be justified with a vehicle logbook and calculated using the applicable national/regional mileage rate (where available).</li> <li>- For fuel and oil expenses, a summary list of distances travelled, average fuel consumption of the vehicles used, fuel costs, and maintenance fees must be provided.</li> </ul>

### 3. Supporting documentation – purchase of goods and services

Purchase of goods and services	General requirements	Proof of procurement (requests for quotations, tenders, received bids, evaluation), proof of contract or order, delivery receipts, acceptance certificates, invoices/receipts, bank payment proof, evidence of deliverables, photos of goods, proof of EU logo compliance.
	- Below 5,000 euros	- Facture, devis, bon de livraison signé
	- Between €5,000 and €50,000	<ul style="list-style-type: none"> <li>○ Purchase of goods               <ol style="list-style-type: none"> <li>1. Request for quotation</li> <li>2. Minimum of 3 quotations</li> <li>3. Quotations must include price, description, quantity, delivery time and place</li> <li>4. Selection note / minutes of evaluation</li> </ol> </li> <li>○ Service Purchase: Call for Applications               <ol style="list-style-type: none"> <li>1. Full Terms of Reference (qualifications, expected results)</li> <li>2. Request for offers from at least 3 providers (by email or public announcement)</li> <li>3. Received offers</li> <li>4. Written contract or purchase order with payment details and fees</li> <li>5. Selection note / minutes of evaluation</li> </ol> </li> </ul>

### 3. Supporting documents – reporting phase

- The budget must be in EURO.
- The reports will also be in EURO.
- To convert costs incurred to the currency of your books and records when implementing the project:
  - Go to the [InforEuro](#) website.
  - Extract the CSV file with the local currency rates in euros for the reporting period.
  - Calculate the average rate and apply it to costs.
- If the project generates revenue, this must be notified, and the eligible costs will be adjusted.
- Once the full proposals have been selected and the grant contracts have been signed, a financial briefing dedicated to reporting will be prepared.



# Summary

- Each proposal requires a project coordinator responsible for implementation and a point of contact for regional hubs and IUCN.
- External stakeholders (service providers, consultants, etc.) cannot be included in personnel costs (category 1) but in "other costs" (category 4).
- A budget line must be provided for communication/visibility actions.
- Design your project with the time you need to order and receive materials in mind.
- You must declare the total budget including the 5% co-financing. After each interim report, the costs declared are checked for eligibility and validated or clarifications are requested.

# Tips and advice

- ✓ Start the project on the first day of the month. This way, at the reporting stage, you avoid proration or timesheets that span two reporting periods.
- ✓ Ensure that all employment costs are included as intended. The reporting phase (financial and technical) usually takes longer than expected.
- ✓ Think carefully about how many staff members you might need. For each of them, timesheets will be required.
- ✓ Be consistent between the activities you are going to implement and the budget.
- ✓ Think about the necessary equipment. Details and justifications are to be provided.
- ✓ Negotiate with your bank the fees for receiving international transfers. Bank charges are not eligible costs.
- ✓ Keep all documents for 10 years from the closure of your project, as the donor may visit you at any time after the project ends.
- ✓ Please do not hesitate to contact your regional hub or IUCN if you have any questions.



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