

**Robert Carr Fund RFP 2018
Annex 3: Costs Eligible for Funding**

The main principle of the Robert Carr Fund is to provide *core* funding. Applicants must describe clearly how requested funding will contribute to achieving the outcomes defined in its Theory of Change of the Robert Carr Fund, as given in figure 1 of Annex 1: “Overview of the Monitoring and Evaluation for Learning (MEL) Framework”.

Different types of costs that may be covered are core costs and activity costs. These are as described in the table below:

Table 1. Cost Categories – Activity Log & Financial Report

<p>1. Core Costs are costs, which are critical for the operations of your organization and/or the consortium and are not solely attributable to any specific single Activity. Core costs are sub-divided into the following sub-categories and typically include eligible expenses outlined below (but are not limited to):</p>	<p>2. Activity Costs are costs that can be clearly attributed to a specific Activity within Categories A, B, C, D, E, F (see “Activity Categories Guide” of the Budget Form for reference). Activity costs combine costs of both Organizational/ Consortium and Programmatic Activities. Activity costs are attributable to the RCNF’s outcomes (in accordance the Theory of Change and Results Framework) and are directly contributing to the Outcomes. Activity costs are sub-divided into the following sub-categories and typically include eligible expenses outlined below (but are not limited to):</p>
<p>I. Human resources costs</p>	<p>I. Implementation costs</p>
<p>Staff salaries (total cost i.e. including taxes, and total full-time equivalent (FTE) number of people)</p>	<p>Consultants and contracted services (e.g. facilitation, interpretation/translation, editing, writing, policy development, conducting training etc.)</p>
<p>Staff’s health insurance</p>	<p>Staff and consultants’ travel to events (e.g. meetings/trainings/workshops - accommodation, per diems, transfers, tickets etc.).</p>
<p>Staff and Board members’ professional development/training/team-building</p>	<p>Participants’ travel to events (e.g. meetings/trainings/workshops - accommodation, per diems, transfers, tickets</p>



II. Finance and Accounting
Bank fees (including the consortium costs, e.g. transfer of sub-grants and small grants)
Audits (project and/or organizational, including costs related to consortium)
Accounting services and system maintenance
Legal advice fees
Taxes
III. Office and telecommunications/IT
Office rent and utilities
Equipment (computers, phones etc.)
Office supplies
Telecommunications (phone lines, internet, post/ mailing etc.)
Furniture (desks, chairs etc.)
IT services, software
Organizational website development and/or maintenance
Organizational listservs and mailing lists development/maintenance

etc.)
Venue (rent, catering, equipment/multimedia, handout materials etc.)
Small grants/sub-grants and stipends etc.
Service delivery expenses (e.g. commodities)
Printed and online materials and publications (e.g. printing, design/web design, layout, infographics etc.)
II. Monitoring, Evaluation and Learning (MEL)
Consultants and contracted services (e.g. M&E data base or Online knowledge centres/library development)
Travel expenses (e.g. Monitoring visits)
III. Consortium-related activity costs
Consultants and contracted services (e.g. development of policies and procedures etc.)
Travel expenses related to Consortium (e.g. face-to-face meetings)
Venue expenses related to Consortium (rent, catering, equipment/multimedia, handout materials etc.)