|  |  |  |
| --- | --- | --- |
| World wide fund for nature C/O WWF-Russia,19-3, Nikoloyamskaya StreetMoscow 109240Russia |  | Tel: +7 095 727 09 39Fax: +7 095 727 09 38 russia@wwf.ruhttp://[www.wwf.ru](http://www.wwf.ru/) |
|  |  |  |
|  |



|  |  |
| --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grantee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grant number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The World Wide Fund for Nature (it was formerly named the World Wildlife Fund) (hereinafter referred to as the “Fund”), registered in accordance with the legislation of the Russian Federation, is happy to announce that pursuant to the causes of sustainable resource use and biodiversity conservation, the Fund has offered to your organization (hereinafter referred to as the “Grantee”), a Grant [grant number] to be used for the project [project title] with the budget of [budget sum].

The period of the project is from [date] until [date].

According to the current legislation of the Russian Federation, grants provided to publicly funded institutions or other non-profit organizations for the implementation of target programs related to fulfilling their institutional objectives are not subject to income tax (see Article 251 p. 14 of the Tax Code of the Russian Federation).

**For the Republic of Kazakhstan**: according to the current legislation of the Republic of Kazakhstan, grant funding provided to non-commercial organizations is exempted from total annual income (see paragraph 2, article 289, chapter 29 of the Tax Code of the Republic of Kazakhstan). By decree #177 of the Government of the Republic of Kazakhstan dated April 9 2018, WWF is included in the list of international and national organizations, foreign and Kazakhstan NGOs, and foundations which provide grant funding.

 **For the Republic of Kyrgyzstan**: according to the current legislation of the republic of Kyrgyzstan, grant funding is not included in the annual income of non-commercial organizations, as long as such funding is used as mandated the Charter (see sub-paragraph 3, paragraph 6, article 18, chapter 18 of the Tax Code of the Republic of Kyrgyzstan).

 **For the Republic of Tajikistan**: according to the current legislation of the Republic of Tajikistan, grant funding provided to non-commercial organizations an used for non-commercial purposes, is excluded from income tax, (see paragraph 2, article 110, chapter 17 of the Tax Code of the Republic of Tajikistan).

 **For the Turkmenistan**: according to the current legislation of the Republic of Turkmenistan, grant funding received by non-commercial organizations is not subject to income tax (see paragraph 3, article 149 of the Tax Code of Turkmenistan).

 **For the Republic of Uzbekistan:** according to the current legislation of the Republic of Uzbekistan, grant funding received by non-commercial organizations is not considered income (see paragraph 8, article 129, chapter 20 of the Tax Code of the Republic of Uzbekistan).

At the end of the reporting year, the Grantee must report on the amount of grant funding received and it’s spending to the local tax authority. If the grant funds are not used for their intended purpose, the Fund has the right to apply to the court for the return of the received grant funds, as well as to inform the tax authorities of the Grantee's country to take tax response measures. **If the Grantee plans to use the grant funds to provide material incentives for your employees in cash or in kind, then the amounts paid are subject to taxation in the prescribed manner in accordance with the law.**

In accordance with the tax legislation of the Grantee’s country, all grant funds provided as part of this grant should be spent solely for the purposes indicated when the grant was issued. Therefore the grant funds you are given must be spent according to the Project Description, goals and expected results of the project, as well as the Budget of project (Appendices I and II respectively) and cannot be used for any other purposes without preliminary written consent by the Fund.

The grant funds can be transferred directly to the Grantee’s bank account, or they can be used as payment of the Grantee’s bills or contracts, including multilateral contracts. The grant funds will be disbursed by request, according to time periods and amounts agreed by Grantee upon with the Project curator and the focal point, with total amount not exceeding the grant amount.

In order to receive a grant, each Grantee must sign the Standard Conditions of the Fund’s Grant, which are mandatory for all grantees of the Fund and include the Grant Terms, the Reporting Instructions, the Safeguard Policies, and the Code of Ethics. For grantees of the project "Conservation of key areas of biodiversity in the Mountains of Central Asian", it is also necessary to sign the Special Conditions of the Fund’s Grant for this project. The Standard Conditions of the Fund’s Grant the Special Conditions of the Fund’s Grant are signed by the Grantee once, regardless of the number of grants received by the Grantee from the Fund.

The head of the Grantee organization agrees to submit to the Fund the full and complete reports on grant funds spending upon request. This report must contain a brief description of results obtained with the grant funds, as well as all expenditure with corresponding records confirming expenditure, including rent, business trips, equipment, office expenses, and other expenses. You are obligated to accurately report all expenditures, and keep copies of all receipts and all reports you send to the Fund.

In case the grant funds were found to have been used improperly or the financial reports have been improperly filled out, the Fund reserves the right to terminate the grant’s financing immediately and may choose to deny you the rights to obtain any grants of the Fund in the future.

Please keep in mind, that all technical reports must include a short description (no longer than 1 page). This is very important for maintaining up to date information about your grant in the grants database of the Fund.

We also request that you provide updated reports regarding any other important developments connected with your project activities. Such reports and any photo materials or additional information are very helpful when we compile the donors’ reports and do our communication and PR work. It is also very important for our search for additional funding to support projects like yours. Additionally, you are obligated to provide copies of any printed materials you have published using the grant funds, with the reference to the Fund’s grant.

The curator of this grant in the WWF Central Asia Regional Programme is [name]. The focal point on your project is [name]. Please address all correspondence and reports related to this project to your project administrator:

|  |  |
| --- | --- |
| via post: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| via E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

We ask that you include the grant number in all correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are satisfied with the conditions of the grant as outlined herein, please confirm by signing two copies of this letter and initialling every page, including the Appendices. Please provide one signed copy to the WWF Russia Office, and retain the other signed copy for your own records.

Should you have any questions regarding the conditions and the aforementioned requirements of the grants, we shall be glad to discuss those with you.

I wish you the best of luck in working on this project.

Yours sincerely,

Mr. P. Gorbunenko

Managing Director

World Wide Fund for Nature (WWF) Russia

**Appendices:**

* Appendix I Project description
* Appendix II Budget
* Appendix III Legal addresses and bank details of the parties and the list of documents

necessary for signing the Grant Letter, and for the transfer of funds.

* Separate agreement - Standard Conditions of Grant
* Separate agreement – Special Conditions of Grant

**I accept the requirements and conditions of the grant described above.**

[name of grantee] Date:

**Appendix I**

Date: [date] Grant number: [grant number]

**PROJECT DESCRIPTION**

1. **Description of Issue or Problem**

[**text**]

1. **Goals**

[**text**]

**Objectives:**

[**text**]

1. **Activities fulfilling the grant objectives**

[**text**]

1. **Expected results**
2. [**text**]
3. **Additional conditions**
4. [**text**]

**Appendix II**

Date: [date] Grant number: [grant number]

**BUDGET**

Project fulfilment period: from \_\_.\_\_.20\_\_ to \_\_.\_\_.20\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| №№ | Expense title | Price, currency | Quantity | Amount, currency |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
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| 14. |  |  |  |  |
| 15. |  |  |  |  |

**Appendix III**

Date: [date] Grant number: [grant number]

**Details of the parties and a set of documents required for signing the grant letter and transferring funds.**

|  |  |
| --- | --- |
| **FUND**World Wide Fund for Nature (WWF) RussiaRegistered office: Post office box 3, 19 Nikoloyamskaya str., building. 3, 109240 Moscow, Russian Federation Bank details:АО «АЛЬФА-БАНК», г. МоскваBank account 40703810801300000039Correspondent account 30101810200000000593BIC 044525593INN 7709440011КПП 770901001ОГРН 1067799033752ОКПО 98984910ОКВЭД 74.20.55Managing Director Mr. P. Gorbunenko | **GRANTEE**Name of the organization:Address: Bank details:Bank:Account:SWIFT:Director: |

**Document checklist:**

1. The Organization Charter (a copy certified by the seal of the organization)
2. Certificate of tax registration (a copy certified by the seal of the organization)
3. Entity Registration Certificate (a copy certified by the seal of the organization)
4. Bank certificate of current account (original, valid for no more than 1 month)
5. The order on the appointment of the head (copy, certified by the seal of the organization)
6. The correspondent bank details of the Grantee's Bank

Date: [date] Acceptance of the Standard Conditions of Grant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Grant number: [grant number]

STANDARD CONDITIONS OF GRANT

Organization head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grantee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General provisions**

1. Changes to the points and conditions of the grant, except those permitted by standard conditions, must be agreed in advance in writing with the Fund.
2. In case of violation of important conditions of the Fund’s grant, the Fund reserves the right to suspend payments under the grant until clarification of the circumstances and making the necessary changes to the Grant Letter. The Fund reserves the right to notify the grantee tax inspectorate about the unfair performance of grant obligations.
3. The grant is carried out in the framework of the current legislation of the Grantee’s country.
4. The Grantee undertakes to comply with the Fund's Safeguard Policies that are attached to the Fund’s Standard Conditions of Grant.

**Resources**

1. Resources (including financial) provided under the grant by the Fund may be used for the purposes specified in the description of the grant and its budget only.
2. The grantee has the right to change the specified budgetary points within 5% of the total amount, with the exception of salaries and compensation, provided the total expenses do not exceed the approved total budget amount. Changes above this limit require prior written approval by the Fund. The Fund does not reimburse expenses incurred in excess of the total budget.
3. The Grantee is obliged to spend the funds allocated by the Fund in full and on time. The Grantee is obliged to inform the Fund about the possible non-use of budget funds two (2) months before the end of the grant period.

**Trips and Field Missions**

1. Air travel related to the implementation of the grant can be reimbursed only for economy class, except in cases specifically agreed with the Fund should another class be necessary. In cases where rail transport is used, the travel is reimbursed either for first class or second class (regular compartment and luxury sleeping compartment), excluding those cases where the cost of a railway ticket exceeds the cost of an economy class air ticket to the destination.
2. The per diems associated with the implementation of the grant are paid within the limits established by the legislation of the Grantee’s country, or the Grant budget.
3. When accepting the financial report, the Fund reserves the right not to accept budget expenses whose appropriateness is in doubt.

**Main equipment and other resources**

1. All changes in the ownership and use of equipment provided by the Fund must be stipulated in writing in advance in an agreement between the Fund and the Grantee, and, if possible, with the original donor.
2. All costs associated with the normal operation of all equipment donated or acquired with funds provided by the Fund, including all insurances (provided by the Grantee) and taxes, must be paid by the Grantee unless otherwise provided by the budget of the grant. The Grantee also agrees to maintain the equipment in good working condition for at least 5 (five) years from the date of its delivery.
3. All equipment purchased with the grant funds may prominently display stickers with the WWF Panda logo, which can be provided to the Grantee upon a separate request. An exception to this rule applies to equipment used by the inspection staff during operational work, in which case the placement of the WWF Panda logo on the equipment is not allowed.

**Technical support**

1. A technical consultation on the implementation of the grant is provided to the Grantee by the Fund.

**Reports**

1. Reports are provided in the form provided in the Appendices to the Standard Conditions of Grant. The Fund reserves the right to require the submission of any reporting materials that are necessary to confirm successful fulfilment of the grant.

**Anti-corruption activities**

1. The Parties will cooperate in the prevention of fraud and corruption, and require that personnel involved, as well as consultants, suppliers, contractors, etc., financed under the grant, refrain from offering to third parties, or accepting or promising on behalf of third parties, for themselves or for any other party, any gifts, remuneration, compensation or benefits of any kind that may be construed as illegal or corrupt practices.
2. The Parties shall immediately inform each other of any cases or suspicions of fraud and corruption referred to in this article and the measures taken, as described in the following paragraph.
3. Each party must take urgent measures to terminate, investigate and, if necessary, apply procedures for prosecution and/or sanctions in accordance with applicable laws and policies, against any person suspected of resource abuse, fraud, or corruption in connection with the Project.
4. Each Grantee agrees to the Code of Ethics, which is an Appendix to the Standard Conditions of Grant.

**Confidentiality**

1. Information on the grant usually lies within the public domain and is made freely accessible. However, in some special circumstances, confidentially may be required. In that case, materials and all information regarding the grant, excluding its general description, it can be characterized as confidential by the Grantee himself, and will be used accordingly as long as the Fund considers such an attitude necessary.

Appendices: Annex I Reporting Instructions

 Annex II Financial report template

 Annex III Safeguard Policies

 Annex IV Code of Ethics (it requires to be signed)

I agree to the Standard Conditions of Grant and implementation of the grant set out above.

[signature of grantee] Date:

**Appendix I**

 Acceptance of the Standard Conditions of Grant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [date] Grant number: [grant number]

**REPORTING INSTRUCTIONS**

The Fund generates funds from the public and, accordingly, is held responsible for their appropriate use. These reports play a very important role in allowing the Fund to monitor its conservation activities and associated expenditures; they are also very useful for the Fund's fundraising and information activities.

With a view to standardize and simplify the report making procedure, the following format is to be adhered to:

1. **Progress report on the grant**

These are technical reports which will be appraised by the Fund technical employees and, if and when necessary, by other specialists. These reports will also be used to update the Fund’s database. These reports should be brief, factual, and not exceed 1500 words. All relevant information must be presented in the following manner:

1. The grant number and title;
2. The timeframe encompassed by the report;
3. The Grantee organization’s name and address;
4. A brief summary (no longer than 1 page) to be used in the Fund’s data bank, pertaining to the grants;
5. Introduction: a brief description of the subject, problem specification, or requirements that led to the start of the grant;
6. Purposes and targets.
7. Progress in the grant activities. This section should familiarize the Foundation with the stage of work on the grant, especially in relation to achieving its goals. Prospects for achieving the goals should be highlighted, as well as obstacles to grant implementation should be described.
8. Evaluation of methodology: the methods that have been developed for the grant must be fully evaluated;
9. Planned activities for the next reporting timeframe;
10. Conclusion.
11. **Final report on the grant**

A final report that must not exceed 3000 words has to be submitted in the same format as above, but replacing paragraph 9 with the following:

1. Conclusion and recommendations. The conclusion must consider the grant’s results in terms of its objective, the resources used and an acceptable methodology. Recommendations for future activities, if necessary, should be as specific as possible and should identify the organization necessary for their implementation. If feasible, the requirements to personnel, costs, equipment, budget, and terms of achievements of such activities should be defined in detail.
2. Equipment status report: limit yourself to describing the vehicles and main equipment that has been obtained on the basis of the grant’s funds:
3. Equipment status, i.e. whether spare parts should be replaced, mileage of the transport vehicles, etc.
4. Appraisal of the equipment as per the grant;
5. Recommendation for future use of equipment if it is not stipulated by the grant; for instance, transferals to federal organizations, usage for a new grant.
6. **The financial report**

The financial report confirms the intended use of grant funds. It must correspond to the project description, objectives and expected results, budget and deadlines. If the grantee is unable to meet the specified deadlines, the Grantee is obliged to request permission from the grantor to extend the project in writing.

The costs of the grant must **strictly** comply with the project budget. Grant funds may not be used for any other purposes without prior written consent of the Fund.

**Instructions for writing and submitting a financial report to the Fund:**

All financial reports are compiled by the grant recipient. The grant report must be prepared taking into account the following requirements:

* Each report sheet must be marked with the number and name of the grant (project), as well as the name of the Grantee;
* All expenses incurred under the grant must be verified by certified copies of documents. The original documents attached to the report must be kept by the Grantee. The copies are certified with a seal and personal signature of the Director and/or the Chief Accountant of the Grantee, with the full titles, full names, and positions. If the report contains a large number of pages, a one-time certification of all pages of the report is allowed, provided that all pages are connected to each other. On the back of the report, attach a sheet of paper with the inscription: "Stapled, numbered and sealed, [number] of certified copies." Stamp the seal and signatures of the Director and Chief Accountant of the Grantee’s organization, with full names and positions;
* All report pages should be numbered. Page numbering is placed in the upper right corner of the page;
* Reports should be prepared in Russian. Documents prepared in other languages ​​must have a Russian translation certified by the Grantee;
* Any documents confirming the fact of spending funds should clearly identify the grant recipient. Documents confirming payment by another legal or physical entity are not admissible in the financial statements.
* Copies of all primary documents must be of good quality. It is not admissible to use photocopies of stapled documents (for example, a sales receipt and a cash register attached to it), it is forbidden to cut documents (for example, if a receipt is very large, then it is better to split the entire purchase into several receipts);
* Documents in the financial statements confirming grant fund spending on dates other than those specified in the Grant Letter will not be admissible;
* Specific deadlines for financial statements submission are agreed with the project manager, manager or administrator of the project, and are approved in the Grant Letter.

When receiving funds in one currency, and spending in another, documents confirming currency exchange fact during the grant period of expenditure of funds are required. Such documents may be certificates, exchange point receipts (for individuals), or bank statements (for legal entities) only.

When purchasing goods and services in the amount over 5 000 (five thousand) USD or more, or in another currency in the amount equivalent to that sum, you are obligated to conduct a supplier selection process by requesting (at least 3) quotes from prospective suppliers, and signing a document certifying the selection procedure, with subsequent approval of the supplier by the grantmaking organization. In addition, before purchasing goods and services in amount of 5 000 (five thousand) USD, you must inform WWF Russia of these plans, and we will provide you with a full document of the procurement policy for review and signing.

It could happen that receipts to be provided with your financial report might contain items that should not be included in the financial report. In such cases, you should highlight the amount included in the report.

For example:

* the receipt contains several amounts, of which one needs to be included in the report;
* the total sum in a payment order contains an amount that needs be included in the report;
* a phone bill which includes several phone conversations, only some of which pertain to the project and need to be calculated and included in the report.

In such cases, a copy of the receipt must be accompanied by a statement made by the Grantee’s designated financial report writer, written as follows: “Please accept receipt # \_\_\_\_\_\_\_\_ for the financial report for grant number\_\_\_\_\_\_\_\_ in the amount of \_\_\_\_\_\_\_\_\_\_.” ***Important!* Do NOT** cross out items not pertaining to the financial report!

**Supporting documents:**

The dates of all supporting documents must correspond in time to the period for which the grant is allocated. Supporting documents whose dates of issue (clearance) are outside of the grant dates are not allowed to include in the report. **The standard requirements for documents and their contents are listed below, but the requirements can be adjusted by the Grantee depending on the requirements of the legislation of the Grantee's country**.

You must have the following types of documents:

For payments for services:

1. A payment order to the address of the service provider or cash receipt from the service provider or cashier’s check.

**Important!** You must make copies of the cash receipts timely. Faded and unreadable cash receipts are not accepted for the grant report!

**The cash receipt** must meet the requirements of national legislation.

1. Contract, invoice and / or invoice of the service provider or receipt (postal services, communication services);
2. The act of providing services (with the exception of postal and communication services), the act of acceptance and transfer of work performed.

For payments for goods:

1. Payment order to the address of the supplier of the goods or a cash receipt from the supplier of the goods or a cash voucher
2. The invoice and/or invoice of the supplier of the goods (when paying with payment orders or through receipt cash orders);
3. Invoice from the supplier or a sales receipt (when paying through the cash register).
4. Advance report on business expenses (with cash payment)
5. A cash order for the payment of accountable amounts

**The sales receipt** is issued at the time of payment for the goods (work, services) and must contain the following information:

* Title of the document;
* The serial number of the document, the date of its issuance;
* Name for the organization (surname, name, patronymic - for the individual entrepreneur);
* Taxpayer identification number assigned to the organization (individual entrepreneur) issued the document;
* Name and quantity of paid purchased goods (completed works, rendered services);
* The amount of payment made in cash and (or) using a payment card;
* Position, surname and initials of the person who issued the document, and his personal signature.

For Travel Payments:

1. ticket and receipt of payment for any additional services (bed linen in railway transport)
2. a travel order, official assignment
3. an advance receipt for travel expenses
4. an order for payment of travel expenses

Staff Payments (for legal entities):

1. Expenditure orders or payment orders and payroll.

For Fuel Payments:

1. cash receipts for fuel, travel sheets
2. an advance report on business expenses
3. a cash order for the payment of accountable amounts

The report signed by the Grantee is submitted to the project coordinator for approval and confirmation of the appropriateness of costs.

If the Grantee wishes additional advice on grant accounting and financial statements should contact their assigned curator.

1. **The public relations report**

Press releases, illustrated articles, and regular the Fund’s publications connect the Fund’s projects and the general public. The quality of such publications depends on the regularity of information flow on the grant. The types of information required for this activity are listed below:

1. PR reports must be written in an easy to read language without technical terminology. The PR report must explain the goals of the project as well as its organizational structure. How does it fit in the local conservation landscape, and what purpose does it serve? Such reports can include interesting stories, jokes, or accounts relating to difficult moments in the field and funny situations. You may also find it useful to describe typical everyday situations or work experience with the local participants and volunteers.
2. Photographs are very important. Photographs may be included into the report, but must also be emailed as separate files simultaneously with the PR report. Photos must be “action shots”, i.e. animals must be doing something interesting; people must be shown in action, preferably out in the field. All photos of transport must clearly show the Panda logo. When possible, show local people working in the area covered by the grant.
3. It is desirable to include the statements of the local authorities about the importance of the grant, its progress, achievements and problems. It is particularly useful to cite high-ranking governmental officials.
4. It is important to quote local and national politicians in regards to conservation work, its achievements and relevance of the grant.
5. Please place information regarding the Fund support on all printed materials, publications, and notices. Please also include WWF logos on these materials. Image layouts can be sent to the Grantee upon request.
6. When including WWF logos, the WWF corporate style must be observed. Technical characteristics of the image can be sent to the Grantee upon request.
7. WWF Public Relations Department will request such reports from time to time. We will also welcome additional information on a voluntary basis.

**Appendix II**

 Acceptance of the Standard Conditions of Grant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [date] Grant number: [grant number]

**TITLE PAGE**

**Financial report template**

Project name

Grant number

Grantee name

Reporting period

Amount of financing under the Agreement:

|  |  |
| --- | --- |
|  | Total amount (currency) |
| Total financing received  |  |
| 1st payment (No., date) |   |
| 2nd payment -(No., date) |   |
| 3rd payment (No. , date) |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Approved budget category** | **Budget (currency)** | **Expenses of the previous period (currency)** | **Expenses for the reporting period (currency)** | **Total expenses (currency** | **Remainder/Overrun (currency)** |
|  |  | 1 | 2 | 3 | 4 = 2 + 3 | 5 = 1 - 4 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |   |  |  |  |  |
|   | **TOTAL:** | **0,00** | **0,00** | **0,00** | **0,00** | **0,00** |

CEO [signature]

Chief accouter [signature] [seal]

Date: [date]

|  |
| --- |
| **COST DESCRIPTION FOR THE FINANCIAL REPORT** |
| Grant number:Project title: |  |
| Grant recipient: |  |
| Total amount: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget category** | ***Exchange rate*** | ***Date*** | ***Sum/USD*** | ***Sum/Local currency*** | ***№ page in the Report*** | ***Documents*** |
|   |   |   |   |   |   |   |
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| Итого |  |  |  |  |  |  |

CEO [signature]

Chief accouter [signature] [seal]

Date: [date]

**Appendix III**

Acceptance of the Standard Conditions of Grant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [date]

Grant number: [grant number]

**SAFEGUARD POLICIES**

As the Ggrantee, you agree to comply with the safeguard policies of the Fund, and comply with the safeguard measures described in this Appendix. If your project triggers any of the items listed in the safeguard policy and could potentially carry negative consequences, you are requested to immediately notify the curator of your grant. Informing the curator and triggering a safeguard does not mean that you will not be able to complete your project. In most cases, you will simply need to submit an additional safeguard document, which will help you think through the project's potential consequences, and establish a grievance mechanism. We can advise you on any specific requirements needed for compliance. You will be responsible for timely information, monitoring and implementing any needed measures.

**Summaries of Safeguard Policies:**

ENVIRONMENTAL ASSESSMENT

The project should not cause, nor facilitate, any significant loss or degradation of forests or other natural habitats. Any activity funded by the Fund should be consistent with existing PAs (Protected Areas) management plans or other resource management strategies applicable to local situations.

INVOLUNTARY RESETTLEMENT

Activities involving resettlement of local people or land acquisition are not allowed under the Fund funding program. Particular attention is given to mitigating foreseen and unforeseen impacts of involuntary restrictions on access to natural resources, such as may arise through establishment or strengthening of PAs (Protected Areas).

INDIGENOUS PEOPLES

Many of the world’s remaining areas of high biodiversity overlap with lands occupied and used by indigenous peoples. The Fund encourages proposals that support indigenous peoples and other local communities in community-based conservation and activities that enhance local tenure and sustainable resource management. All Fund’s projects working in areas with indigenous people must follow the principle of free, prior and informed consent.

PEST MANAGEMENT

The Fund may support projects related to agriculture extension services or invasive species management. These projects may include the procurement, handling, storage and use of pesticides. No pesticides that are unlawful under national or international law will be supported under the project.

BEST PRACTICES IN STAKEHOLDER ENGAGEMENT

Organizations applying for the Fund’s grants are expected to identify the range of stakeholders that may be interested in their actions and consider how external communications might facilitate a dialogue with all stakeholders during design and, later, implementation of the project. Stakeholders, in particular local and indigenous communities, should be informed and provided with information regarding project activities.

HEALTH AND SAFETY PLAN

For projects that may involve activities that might require attention to health and safety issues, such as handling of dangerous animals or construction, grantees may be requested to complete a health and safety plan.​ Potential consequences to communities’ health and safety are addressed through the plan, including consequences of engagement with employees of conservation agencies and organizations.

PHYSICAL CULTURAL RESOURCES

The Fund will not fund any activity that involves the removal or alteration of any physical cultural resources (defined as movable or immovable objects, sites, structures, and natural features and landscapes that have archeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance). These may, however, be present in project areas and measures should be put in place to ensure that they are identified and adverse effects avoided.

**We do not support the following activities:**

I. Weapons and munitions. The restriction does not apply to field knives, bush knives, machetes and other essential field or safety gear provided to employees of conservation agencies and organizations. Equipment needed for research or translocation of wildlife is also permitted.

II. Military activities. Use of rangers, eco-guards, participation in the project of employees of conservation agencies and organizations, or similar personnel is not considered a military purpose as long as such persons are subject to the authority of civil administrative bodies, including those run by legitimate political in fragile situations as defined by the World Bank. “Legitimate” here means political organizations that are not banned by national governments nor on any international banned lists issued by foreign governments and the UN.

III. Activities involving harmful or exploitative forms of forced labor/harmful child labor, except for volunteer labor.

IV. The procurement or use of formulated products that are in World Health Organization (WHO) Classes IA and IB, or formulations of products in Class II, unless there are restrictions that are likely to deny use or access by lay personnel and others without training or proper equipment. WHO Class IA denotes Extremely Hazardous Products, Class IB denotes Highly Hazardous Products, and Class II denotes Moderately Hazardous Products.

V. Not allow the procurement or use in its projects pesticides and other chemicals specified as persistent organic pollutants identified under the Stockholm Convention;

VI. Conversion or degradation of critical natural habitats, especially those that are legally protected, officially proposed for protection, or identified as having high conservation value;

VII. Introduction of, or increased competitiveness of, species known to be invasive into new environments.

[signature of grantee] Date:**Appendix IV**

 Acceptance of the Standard Conditions of Grant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [date] Grant number: [grant number]

**CODE OF ETHICS:**

1. Scope of Applicability

The following ethics standards apply to all recipients of grant funds. These entities are responsible for the deposit or transfer of, or take or influence decisions regarding the use of Grant funds received from the Fund. Grant recipients are employees, agents, sub-contractors and sub-recipients of the Grantee.

1. Ethics Standards

Grantee organizations are expected to observe the highest standards of professional and personal ethics in the implementation of projects funded by the Fund.

**Any violations of the Code of Ethics should be reported to the WWF Hotline at** **info@wwf.ru** **.**

The Grantee shall communicate and advertise the below ethics standards and inform all Grantee organizations of the availability of the **WWF Hotline** for complaints related to the Project.

Grantees organizations are required to implement monitor and enforce compliance with the Code of Ethics that substantially reflects the following ethics standards:

Integrity:

* Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.
* Comply with Funding Terms and Conditions, internal policies of the Donee as well as all applicable laws, rules and regulations, domestic and international, in every country where the Donee does business and where Project related activities are carried out.
* Reflect actual expenses or work performed in expense reports, time sheets, and other records.
* Never engage in any of the following acts: falsification of business documents, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

* Perform duties, exercise authority and use Grant funds and assets procured with Grant funds for Project purposes and never for personal benefit.
* Avoid conflicts of interest and not allow independent judgment to be compromised.
* Not accept gifts or favors from Project vendors/suppliers, sub-recipients or sub-contractors in excess of token gifts.

Accountability:

* Disclose to the Fund, at the earliest opportunity, any information they have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
* Exercise responsible stewardship over Donation funds and assets procured with Donation funds; spend funds wisely, in furtherance of the project.
* Manage programs, activities, staff and operations in a professionally sound manner, with knowledge and wisdom, and with the goal of a successful project outcome.

Confidentiality:

* Not disclose confidential or sensitive information (capable of causing financial and reputational damage) obtained during the course of the project.

Mutual Respect and Collaboration:

* Assist the Fund, Project partners and beneficiaries in building the necessary capacity to carry out the Project efficiently and effectively and to manage Funds in a fiscally and operationally prudent manner.

**I hereby acknowledge receipt of the Code of Ethics and certify agreement and compliance therewith.**

[signature of grantee] Date:

**SPECIAL CONDITIONS OF THE GRANT**

within the framework of the Project

"Conservation of key areas of biodiversity in the Mountains of Central Asian»

Date: [date] Grant number: [grant number]

Grantee name [name]

Address:

These special conditions of the Fund’s grant relate to grants allocated by the Fund within the framework of the project "Conservation of key areas of biodiversity in the Mountains of Central Asian". The donor of the project is the Critical Ecosystem Partnership Fund (hereinafter referred to as CEPF), represented by Conservation International (hereinafter referred to as CI).

Grantees may not use grant fund:

1. for any payment to persons or entities listed on any financial sanction list maintained by the United Nations, European Union, France and the United States of America or other jurisdiction where Project activities are carried out,
2. for any payment to purchase, supply, finance any supplies, services or sectors which are subject to an embargo by the United Nations, the European Union, France, United States or other jurisdiction where Project activities are carried out, or
3. for penalties on late payments imposed by suppliers except if such penalties were incurred in connection with a disputed payment which was under arbitration or litigation. The Grantee hereby expressly binds itself to include this provision in all sub-contracts and sub-awards issued under the Fund’s grant.

Grantees may not use Donation funds for payments that represent a conflict of interest. A conflict of interest includes transactions in which an individual’s personal or financial interests conflict or appear to conflict with his/her official responsibility.

Examples include, but are not limited to, such transactions as payments to the business partner(s) of the project director, co-project director, or members of their immediate families for salaries or any other type of compensation, or payments to organizations in which the project director, co-project director, or member(s) of their immediate families have a financial interest.

Grantees may not use Donation funds for any activities that can be construed as acts of corruption, fraud or anti-competitive practice, and activities which have funds from illicit origin.

Title to any equipment and other property purchased with Donation funds (including any interest thereon) shall be in the name of the Grantee, until permanent disposition instructions are provided at the expiration or other termination of the grant.

The Grantee agrees to provide adequate insurance for motorized vehicles and for all equipment with a unit cost equal to or greater than five thousand U.S. Dollars (US$5,000) purchased with Donation funds, and agrees to properly maintain all equipment and other property purchased with Donation funds.

The Parties agree that any non-sensitive results data collected, procured or otherwise developed under this Donation may be made publicly available by CI in accordance with its Data Use Terms and Conditions (Attached).

Any information gathered by the Grantee, and creative work developed by the Grantee under this Donation, including without limitation any data, datasets, research, knowledge and all written, graphic, audio, visual and any other materials, contributions, applicable work product and production elements contained therein, whether on paper, disk, tape, digital file or any other media (the ‘Work’), shall remain the intellectual property of the Grantee, provided however that Grantee hereby irrevocably grants to each of the Funding Sources a perpetual, royalty free, non-exclusive right to copy, distribute, publish, use, and prepare derivative works from the Work for any purpose, in any media, and in any territory for noncommercial use.

The Grantee represents and warrants compliance today and throughout the Donation Term, with all U.S. export, trade control, and sanctions laws, anti-terrorism laws, and anti-money laundering laws, including but not limited to the USA PATRIOT Act, the laws administered by the United States Treasury Department’s Office of Foreign Asset Control, Executive Order 13224 as if such aforementioned laws and regulations directly reached the activities of the Grantee.

The Grantee shall inform the Fund of any decision or event which might affect the organization, completion or operation of the Project.

The Grantee shall be encouraged to contact the relevant Regional Implementation Team or CEPF Grant Director if they have additional questions about the Fund’s decisions made about this Donation. If the Recipient is not satisfied with the response, a grievance may be submitted to the CEPF Executive Director at cepfexecutive@conservation.org.

If the Grantee wishes to file another complaint related to the administration of the Project or Donation Funds, a complaint may be submitted to the CI Ethics Hotline at www.ci.ethicspoint.com or via phone to a local dial-in number displayed at www.ciethicspoint.com. All complaints will be treated as confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law.

The Grantee must inform its sub-contractors, as well as all persons who may be affected by the project, of the possibility to complain about the Grantee's actions during the project implementation at the same addresses and in the same manner as indicated in the previous two paragraphs.

**Data Use Terms & Conditions**

Data sets may be reproduced, distributed, or used to produce and distribute derivative works, provided, however, that:

1. the data sets are appropriately attributed to the data set creator/owner as indicated in the metadata,
2. when used in a publication, the publication includes a citation in the format indicated in the metadata,
3. the user informs the Fund and CEPF via email at the email address indicated in the meta data about any use of the data sets in a publication or derived work,
4. any digital object identifier (“DOI”) included in the data set remains intact,
5. any modification of the original data set is clearly marked as a modification,
6. works substantially derived from the data sets may be reproduced, distributed, or used to produce and distribute derivative works under terms not less restrictive than these data use terms, and
7. any distribution of data sets includes the following disclaimer of warranty: “These data sets are provided “as is” and without any warranty of any kind, either express or implied, whether of title, of accuracy, of non-infringement, of the absence of errors, of fitness for purpose, or otherwise.”

**Critical Ecosystem Partnership Fund Credit and Logo Usage Policy**

All publications, reports and publicity materials produced with the grant of the Foundation and its donor – the Critical Ecosystem Partnership Fund (CEPF) must contain a reference to the Fund and CEPF.

 All Web sites created with the Fund’s support or publicizing lists of donors (including CEPF funding sources) or materials arising from the Fund’s Donation shall also include a link to the CEPF Web site, www.cepf.net.

In text credits and references, the full name shall be used, rather than the acronym.

When the name Critical Ecosystem Partnership Fund is translated, it shall be translated as follows: Bahasa: Dana Kemitraan Ekosistem Kritis Chinese:关键生态系统合作基金 French: F onds de partenariat pour les écosystèmes critiques Portuguese: Fundo de Parceria para Ecossistemas Críticos

Russian: Фонд сотрудничества для сохранения важнейших экосистем, находящихся в уязвимом состоянии Spanish: Fondo de Alianzas para los Ecosistemas Cr íticos

The following description shall also be used: "The Critical Ecosystem Partnership Fund is a joint initiative of l’Agence Française de Développement, Conservation International, the European Union, the Global Environment Facility, the Government of Japan and the World Bank. A fundamental goal is to ensure civil society is engaged in biodiversity conservation.”

When the description is translated, it shall be translated as follows:

• French: "Le Fonds de partenariat pour les écosystèmes critiques est une initiative conjointe de l’Agence Française de Développement, Conservation International, l’ Union européenne, du Fonds pour l’Environnement Mondial, du gouvernement du Japon et de la Banque Mondiale. Un objectif fondamental est de garantir que la société civile est engagée dans la conservation de la biodiversité."

• Portuguese : “O Fundo de Parceria para Ecossistemas Críticos é uma iniciativa conjunta da Agência Francesa de Desenvolvimento, da Conservação Internacional, União Europeia, da Gestão Ambiental

**Appendices:** Appendix I Statement of Integrity, Eligibility and Social and Environmental Responsibility (it requires to be signed)

I agree with the Special conditions of the grant of the World wide Fund for nature of Russia set out above.

[signature of grantee] Date:

**Appendix I**

*The Application below is signed by the Grantee under this grant and in this case, the World Fund for nature of Russia is a Party to the agreement. The Grantee undertakes to sign this application with all sub-contractors and in that case the Grantee is a Party to the agreement.*

**Statement of Integrity, Eligibility and Social and Environmental Responsibility**

Reference name of the bid or proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (The "Contract") To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (The "Contracting Authority")

1. We recognize and accept that Agence Française de Développement ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or sub-consultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub-consultants are in any of the following situations:
	1. Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganization or being in any analogous situation arising from any similar procedure;
	2. Having been:
	3. convicted within the past five years by a court decision, which has the force of res judicata in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
	4. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
	5. convicted within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
	6. Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
	7. Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
	8. Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;
	9. Being subject to an exclusion decision of the World Bank and being listed on the website http://www.worldbank.org/debarr (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
	10. Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub-consultants are in any of the following situations of conflict of interest:
	1. Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
	2. Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
	3. Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
	4. Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
	5. In the case of procurement of goods, works or plants: i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract; ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
	1. We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
	2. We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
	3. We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to: (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority’s country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;
	4. We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
	5. We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
	6. Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub-consultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;
	7. We commit ourselves to comply with and ensure that all of our suppliers, contractors, sub-contractors, consultants or sub-consultants comply with international environmental and labor standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or sub-consultants authorize AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In the capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly empowered to sign in the name and on behalf of1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Write the name of the organization. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.