

**ANNEX****Guidelines for Non-Qualifying Costs**

The following provides guidelines for non-qualifying direct costs for projects supported by the Community Integration Fund (CIF).

**Important Note:**

All projected and actual costs are subject to evaluation by the NIC Secretariat and must be clearly specified and justified during the application and reimbursement process.

All costs incurred must be critical to the project and relevant to the desired integration outcomes. The NIC Secretariat's decision is final. The NIC Secretariat reserves the right to reject any non-qualifying or unreasonable expenditures as it deems fit, and is under no obligation to disclose reasons for approving or rejecting expenditures. The Applicant is to seek clarification from the NIC Secretariat prior to the event, if there is anything the Applicant is uncertain about.

**Non-Qualifying Costs**

S/N	Type of Expenses	Description
1.	Expenditure on Manpower	Staff salary and payroll are not supported. However, fees for freelancers employed by the applicant or its associate may be supported. Applicants are to submit freelancers' signed acknowledgement of receipt of fees paid for services provided. Volunteer allowance, capped at \$20/pax may be considered on a case-by-case basis.  Any costs by related parties (such as the organisation's partner or board member, or close relative, associate, affiliated companies, etc) that are not declared upfront would not be supported.
2.	Cash prizes, honorarium, goodwill gifts and donations	Cash gifts, direct cash donations and other non-cash gifts given on the grounds of goodwill. Examples include welfare packs for charity organisations, red packets, tips and festive food items.
3.	Start-up, operating and capital expenditure	Purchase of equipment/assets, infrastructure utilities, mobile and landlines set-up, connection and usage, prepaid cards for mobiles.
4.	Audit fees	Not supportable unless requested by NIC Secretariat.