



PROCESSING GUIDELINES FOR GAFSP-FUNDED PROJECTS

A QUICK GUIDE

August 2022

Please submit documents and any queries for the GAFSP Coordination Unit (CU) to Indra J. Ekanayake (iekanayake@worldbank.org), and for the Trustee to Angela Williamson (awilliamson@worldbank.org) and Iris Jacqueline Sta. Maria (istamaria@worldbank.org).

Available at www.GAFSPfund.org

Acronyms and Abbreviations

AF	Additional Financing
BITF	Business Investment Financing Track
CfP	Call for Proposals
CSO	Civil Society Organization
COVID-19	Coronavirus disease of 2019
CU	Coordination Unit
DO	Development objective
FCV	Fragile, Conflict, Violence
FTR	Fund Transfer Request
FPA	Financial Procedures Agreement (GAFSP 2.0); previously TA or Transfer Agreement between Trustee and SE
GAFSP	Global Agriculture and Food Security Program
GAFSP 2.0	Revised operational GAFSP model approved in April 2019
GBFT	Grant-Based Financing track
IE	Impact Evaluation
LoC	Letter of Commitment
M&E	Monitoring and Evaluation
MMI	Missing Middle Initiative
PIU	Project Implementation Unit
PIM/ POM	Project Implementation Manual/ Project Operational Manual
PO	Producer Organization
PPG	Project Preparation Grant
RE	Recipient-Executed
RETF	Recipient Executed Trust Fund
SC	Steering Committee
SE	Supervising Entity
TA	Technical Assistance
TAC	Technical Advisory Committee

Quick Reference Guide

Acronyms and Abbreviations.....	2
A. Approval of Country-led or PO-led Proposal by the Steering Committee (SC)	4
B. Approval and Transfer of Supervising Entity (SE) Administrative Fees	5
C. Approval and Transfer of Project Preparation Grant (PPG) (<i>if applicable</i>).....	6
D. Request and Transfer of Impact Evaluation (IE) Budget (<i>if applicable</i>).....	8
E. Project Preparation by the Supervising Entity (SE)	9
F. Final Project Approval by the Steering Committee (SC).....	11
G. Project Extension, Restructuring or Suspension.....	12
H. Progress Reporting and Key Updates by the Supervising Entity (SE)	13
I. Completion Reporting by the Supervising Entity (SE)	14
J. Processing COVID-19 Additional Funding Grants by the Supervising Entity (SE)	15

A. Approval of Country-led or PO-led Proposal by the Steering Committee (SC)¹

Steps/Actions Required	Responsible Entity
A.1. In response to a periodically held Call for Proposals (CfP), eligible countries (Country-led) or eligible producer organizations (PO-led) ² submit proposals for GAFSP funding to the Steering Committee (SC) through the Coordination Unit (CU).	Country or PO
A.2. Proposal package includes the nomination of the preferred Supervising Entity/ies (SE/SEs)	Country or PO In consultation with SE(s)
A.3. The CU reviews proposals for completeness of document package and compliance with eligibility criteria and submits them to the independent Technical Advisory Committee (TAC) for review.	Coordination Unit
A.4. The TAC reviews proposals against the criteria outlined in the Country-led and PO-led modality Guidelines and submits their recommendations to the SC for consideration.	Technical Advisory Committee
A.5. The SC reviews all proposals and the recommendations from the TAC and decides on proposals to be funded, the total grant amount to be allocated and the responsible SE(s).	Steering Committee
A.6. Upon approval of a country or PO proposal by the SC, the CU informs the country or the PO and the selected SE/SEs of the SC decision.	Coordination Unit
A.7. The Trustee sets aside the SC approved grant amounts for each SE ³ under respective Country or PO allocation	Trustee

¹ Sections A to I of these guidelines apply to the regular Public Sector portfolio including Country-led and PO-led grant projects whereas section I on Additional Funding (AF) also covers the Missing Middle Initiative (MMI) pilot projects.

² Country-led and PO-led modalities refer to GAFSP 2.0 modalities approved in 2019 and utilized under the 2021 Call.

³ The Trustee has signed a Transfer Agreement (TA) with every Supervising Entity (SE) to govern all financial transactions with that Supervising Entity. Upon establishment of GAFSP 2.0, these TAs will be replaced by a Financial Procedures Agreements (FPAs).

B. Approval and Transfer of Supervising Entity (SE) Administrative Fees

Steps/Actions Required	Responsible Entity
<p>B.1. The SE submits to the CU for SC approval, a detailed budget for project preparation, supervision and completion reporting, and any related administrative fees (collectively “Administrative Fee”) to cover SE overheads for the full duration of the project.</p> <p>a. If the Administrative Fee is 5%⁴ or less of the grant amount for public sector projects⁵, the CU is authorized to approve the Fee on behalf of the SC, and the Fee is submitted to the SC for information only.</p> <p>b. If the Administrative Fee is more than 5% of the grant amount⁵, it will require exceptional approval from the SC. The SE’s Administrative Fee request including justification will be submitted to the SC for approval on a five-day no-objection basis.</p> <p><i>Note 1: For proposals with more than one assigned SE, the SEs, in collaboration with the Government counterpart, should decide on the portion of the grant to be implemented through each SE. This allocation of the grant funding between SEs should be communicated to the CU and Trustee, prior to the SEs request for administrative fees.</i></p> <p><i>Note 2: The partner SE should be copied on administrative fee requests submitted to the CU for projects with multiple SEs.</i></p>	<p>Supervising Entities</p> <p>Coordination Unit</p> <p>Steering Committee</p>
<p>B.2. The CU informs the Trustee and the relevant SE of the SC’s approval of the Administrative Fee.</p>	<p>Coordination Unit</p>
<p>B.3. The Trustee commits the approved amount to the SE and issues a Letter of Commitment (LoC).</p>	<p>Trustee</p>
<p>B.4. The SE may submit to the Trustee, a Fund Transfer Request (FTR) for the transfer of the total Administrative Fee approved by the SC.</p>	<p>Supervising Entity</p>
<p>B.5. The Trustee validates the FTR and transfers the requested funds to the SE.</p>	<p>Trustee</p>
<p>B.6. SEs are not required to provide financial reporting on the use of Administrative Fees. Any undisbursed balances of Administrative Fees at project closing do not need to be returned by the SE to the Trustee, but can be redeployed to support ongoing or future GAFSP projects supervised by the respective SE.</p>	<p>Supervising Entity</p>

⁴ For those grants approved under the 2019 Special Call for Proposals targeting FCV countries, the SC approved Administrative Fee ceiling is 8% of the grant amount. For this call, administrative Fee requests up to 8% are approved by the CU. Fee requests above 8% require exceptional SC approval.

⁵ The SC approved on an exceptional basis administrative fee for MMI projects of up to 12% for parent and MMI 2020 COVID-19 Additional Financing grants, based on adequate justification.

C. Approval and Transfer of Project Preparation Grant (PPG) (if applicable)

Steps/Actions Required	Responsible Entity
<p>Note 1: The Availability of Project Preparation Grants (PPGs) is determined by the SC before the Call for Proposals is launched. This section applies only when the Call documents specifically reference availability of PPGs.</p>	
<p>C.1. A recipient country or PO, in consultation with the respective SE, may include in its proposal submitted in response to a Call for Proposals, a request for a Project Preparation Grant (PPG) to be used to assist the country in the detailed design of a project under the GAFSP Public Sector Window.⁶ The PPG is approved by the GAFSP SC as part of the overall grant to the country.</p>	Country
<p>C.2. If the approved proposal included a PPG request, following consultations with the Government, the SE⁷ confirms to the CU and Trustee the country's wish to use the PPG and the exact amount before the funds are committed.</p> <p>Note 2. The PPG amount is taken out of the total grant amount allocated to the country. If the country chooses not to utilize the PPG, then the funds will be retained as part of the project grant amount.</p> <p>Note 3. The PPG must be used within 18 months from the date of SC approval and can be used <u>solely by the recipient country for their project preparation activities. The PPG cannot be used for SE costs that are expected to be covered by the administrative fee. Any PPG funds that have not been disbursed after 18 months must be returned to the GAFSP Trustee and cannot be reassigned to be used with the remaining grant funds for implementation.</u></p>	Supervising Entity/ Country
<p>C.3. The Trustee commits the requested PPG amount.</p>	Trustee
<p>C.4. The PPG should be processed following the selected SE's policies and procedures.</p>	Supervising Entity / Country
<p>C.5. The SE may submit to the Trustee an FTR for the transfer of the total PPG approved by the SC.</p>	Supervising Entity
<p>C.6. The Trustee validates the FTR and transfers the funds requested to the SE.</p>	Trustee
<p>C.7. The SE transfers the PPG to the country and supervises the implementation of the Grant to support the preparation of the Project in line with the SE's policies and procedures.⁸</p> <p>Note 4: The PPG is to be used strictly for project preparation <u>by the country, i.e., funds are passed to and used by the recipient, with the role of the SE limited to supervising/supporting implementation of activities supported by</u></p>	Supervising Entity

⁶ The maximum Project Preparation Grant amount is \$500,000

⁷ For projects with more than one SE, the PPG should be channeled through the investment SE.

⁸ Under exceptional circumstances, advance approval may be sought for the SE to execute the PPG on behalf of the countries.

<i>these funds. SE expenses associated with the preparation of the GAFSP project should be covered from the SE Administrative Fee.</i>	
C.8. A brief closure report on the use of and outputs financed by the PPG, and a final account of the use of funds should be submitted by the SE to the CU and Trustee, no later than 19 months after SC approval of the preparation grant. The CU will share these closure reports with the SC for information.	Supervising Entity
C.9. The SE submits the closure report to the Trustee.	Supervising Entity
C.10. If any funds remain unused, the Trustee will send a request for payment to the SE for the return of funds.	Trustee
C.11. The SE must return any funds remaining to the Trustee upon receipt of the request for payment.	Supervising Entity

D. Request and Transfer of Impact Evaluation (IE) Budget *(if applicable)*

Steps/Actions Required	Responsible Entity
<p>Note 1. GAFSP provides funding, on a case by case basis, for rigorous in-depth impact evaluations⁹ (IE) (e.g., those using experimental or quasi-experimental designs) for around a third of country-led GAFSP-funded projects. SEs interested in requesting funds for an in-depth IE are advised to contact the CU prior to preparing the IE proposal and budget.</p>	
<p>D.1. To request funding for an in-depth Impact Evaluation (IE) of a country-led project, the SE must submit an IE proposal and budget to the CU for SC approval¹⁰.</p> <p>a. The SE is encouraged to share an early draft of IE proposal with CU for due diligence review as relating to consistency and compliance with M&E Plan (2017/2021), methodological rigor in accountability for results (i.e., Theory of change and Results Framework), and any other guidance (e.g., budget, IE providers etc.).</p>	Supervising Entities
<p>D.2. The IE proposal, budget and due diligence report will be submitted to the SC by the CU for approval on a five day no-objection basis¹¹.</p>	Coordination Unit
<p>D.3. The CU will communicate any SC questions or comments on the IE proposal to the relevant SE for their response. Any objections to the IE proposal will be communicated to the SC and the relevant SE. If there are no objections the proposal is approved for grant allocation and SE will be notified.</p>	Coordination Unit/ Supervising Entity
<p>D.4. The SE is required to share within a reasonable period¹² the SE approved IE grant document with the CU for notification to the SC. It is also the responsibility of SE to inform the SC through the CU of any proposed revisions that were not adopted and reasons.</p>	Supervising Entity
<p>D.5. The CU informs the Trustee and the relevant SE of the SC's approval of the IE proposal and budget, at the conclusion of the review period and with no objection received.</p>	Coordination Unit
<p>D.6. The Trustee commits the approved amount to the SE and issues a LoC.</p>	Trustee
<p>D.7. The SE may submit to the Trustee an FTR for the transfer of the total IE budget approved by the SC.</p>	Supervising Entity

⁹ Please see GAFSP M&E Plan for full information on qualifying IEs.

¹⁰ In-depth IEs are only available for country-led projects. The PO-led projects are not eligible.

¹¹ It is recommended to send draft documents in advance for informal CU review and guidance, prior to formal submission for SC review/approval.

¹² A reasonable period is less than 12-months between SC approval of an IE proposal and SC approval of the final IE grant document. The SE is obligated to keep the CU informed of any delays beyond this period and to be updated of further delays at 3-monthly intervals. The CU in turn will keep the SC updated of any protracted delays.

D.8. The Trustee validates the FTR and transfers the requested funds to the SE.	Trustee
D.9. The SE is required to report to the SC about progress on the IE and use of its funds through the GAFSP 6-monthly reporting exercise (as of June 30 and December 31 of each year) ¹³ .	Supervising Entity

E. Project Preparation by the Supervising Entity (SE)

Steps/Actions Required	Responsible Entity
<p>E.1. Project preparation, implementation, and supervision/implementation support will be governed by the relevant policies and procedures of the selected SE. The following <u>additional guidelines</u> apply:</p> <ol style="list-style-type: none"> a. Funds approved for investment activities are to be used strictly for Recipient-Executed (RE) activities, i.e., funds are passed on to the recipient, with the role of the SE limited to appraisal and implementation support of activities supported by these funds. b. The project design should be in line with the proposal approved by the SC and take into account any comments and recommendations from the Technical Advisory Committee (TAC) and any further guidance contained in the notification of approval letter. c. The SE should provide necessary guidance to project teams to ensure full complementarity between the GAFSP M&E Plan (2017/2021)¹⁴ and the project's M&E arrangements as reflected in formal project design documents to ensure the overall rigor in results reporting to the SC through the CU on a six-monthly basis. d. <u>For proposals approved in 2019 under the Special Call targeting FCV countries</u>, consideration should be given to the following during project preparation: <ol style="list-style-type: none"> i. a clear identification of the causes or “drivers” of fragility that are being addressed; ii. a thorough risk analysis with mitigation measures, including evidence of using a “do no harm” approach in designing activities; iii. a detailed analysis and actions for gender transformative development with clear gender equality outcomes and budget allocations; and 	Supervising Entity

¹³ Refer to section H. Progress Reporting by the Supervising Entity.

¹⁴ All project Monitoring and Evaluation (M&E) frameworks should follow the appropriate GAFSP M&E Plan: all projects (public sector and MMI projects) approved as proposals prior to 2021, should follow the 2017 M&E Plan. All projects approved as proposals after 2021 (country-led and PO-led) should follow the 2021 M&E Plan. Refer to: website links and “M&E Toolkit” for GAFSP Public Sector Window Projects (Annex 2 of the revised GAFSP M&E Plan 2017).

<p>iv. the identification of capacity development activities based on completed institutional analyses and needs assessments.</p> <p>e. Also, <u>for proposals approved under the 2019 Special Call</u>, a new dedicated Advisory Services program within the GAFSP IFC-managed Private Sector Window has been made available to all projects. This is to explore options for support to eligible private sector entities located in countries that receive GAFSP funds, in association with the approved Public Sector Window project. In this regard, the International Finance Corporation (IFC) GAFSP team ¹⁵can be contacted for further details.</p> <p>f. <u>For projects approved under the 2021 6th Call for Proposals</u>, the concept of ‘building back better,’ which encompasses attention to economic recovery while enhancing climate resilience, will be a key evaluation point for final project approval. Consideration should also be given to the inclusion of a detailed analysis and actions for gender transformative development with clear gender equality outcomes and budget allocations.</p> <p>g. For all projects, GAFSP is designed to facilitate country-led investment plans that are inclusive, with the participation of all relevant stakeholders. The engagement of Civil society Organizations (CSOs), especially that of producer organizations (POs), is a core element of GAFSP from project design through implementation and will be a key evaluation point for final project approval.</p> <p>h. Any <i>major changes</i> during preparation of the project to the proposal approved by the SC (e.g., to the project objectives, scope, components, and major activities to be funded under those components) must be sent to the CU with the appropriate justification for review and five-day no-objection approval by the SC, prior to moving forward with appraisal and finalization of project documentation. The SE is advised to submit major changes to the project design to the for SC approval prior to finalizing project preparation with the recipient to ensure any SC feedback or objections can still be considered in the project design.</p>	
<p>E.2. Grant allocation by SE: For those projects with two SEs, the SEs are requested to confirm to the GAFSP CU the allocation of the approved grant amount between the two SEs as agreed with the Government as early as possible (refer also to point B.1. above).</p>	Supervising Entities
<p>E.3. Optional: It is encouraged that the SE share the project concept note (or equivalent initial draft project document) once developed with the CU, to ensure completeness with the additional requirements described under point E.1. above, before the project is fully developed and presented to SC for their approval in order to facilitate the review process.</p>	Supervising Entity/ Coordination Unit

¹⁵ IFC GAFSP Team contacts are Niraj Shah (NShah1@ifc.org) and Bheeshm Chaudhary (Bchaudhary@ifc.org)

F. Final Project Approval by the Steering Committee (SC)

Steps/Actions Required	Responsible Entity
<p>F.1. Prior to the final approval of the project by the relevant approving body within the SE (and prior to negotiations), the SE submits the completed draft project document (e.g., project appraisal document or equivalent) to the CU for SC approval on a five-day no-objection basis to ensure that the conditions under E.1. above have been met.</p> <p>Note 1: When a country is awarded a GAFSP grant to be supervised by two SEs, then the two SEs should aim to submit a joint project document or aim to coordinate and submit their respective draft project documents to the CU for review by the SC at the same time.</p>	Supervising Entity/ Coordination Unit
<p>F.2. The SE GAFSP focal point is responsible for sending the near-final project document to the CU.¹⁶ The CU will review the documentation for completeness with the requirements described under E1 above. Complete documents will be sent to the SC on a five day no-objection basis for the approval of the final draft project document¹⁷ <u>The SE should allow 3 to 4 weeks for the overall process.</u> The SE is responsible for ensuring that the project document approved by the SE's relevant governing body is consistent with the document approved by the SC.</p>	Supervising Entity/ Coordination Unit
<p>F.3. During the SC review period, the CU will communicate any comments or questions from the SC on the project document to the relevant SE for their response. Any objections by an SC member to the project document will be communicated to the whole SC and the relevant SE. If there are no objections, the proposal is approved for grant allocation and the SE will be notified.</p>	Coordination Unit/ Supervising Entity
<p>F.4. The SE is responsible for sharing the SE approved project document confirming that proposed revisions (if any) were adopted in the project document, or any other SE recognized and related operational document (e.g., Project operational/ implementation manual) to the CU on a timely manner.</p>	Supervising Entity
<p>F.5. The CU is expected to do timely monitoring project documents submitted by the SE and any expected revisions are to be communicated with the SE prior to SE approval.</p>	Coordination Unit/ Supervising Entity
<p>F.6. Following SC approval, the CU will confirm approval in writing to all SC members and the SE. The CU also informs the Trustee and updates records in the Portal system. The Trustee will review approval documents and will commit the approved amount to the SE in SAP. The Trustee will issue a LoC.</p>	CU/Trustee

¹⁶ The project document can be at or near the time of appraisal and should be shared for SC approval prior to moving forward internally for Negotiations and final SE approval.

¹⁷ It is recommended to send draft documents in advance for informal CU review and guidance, prior to formal submission for SC review/approval.

F.7. Following approval of the Project by the relevant approving body of the SE, and within a reasonable period ¹⁸ the SE notifies the Trustee and the CU of that approval and shares the approved project document to the CU for notification to SC. It is also the responsibility of SE to inform the SC through the CU of any proposed revisions that were not adopted and reasons.	Supervising Entity
F.8. The SE may now submit a FTR to the Trustee based on the projected cash requirements for the project for the first 12-month period.	Supervising Entity
F.9. The Trustee validates the FTR and transfers the funds requested to the SE.	Trustee
F.10. The SE submits an FTR on an annual basis (or more frequently if required) based on the disbursement needs of the relevant projects for that year.	Supervising Entity

G. Project Extension, Restructuring or Suspension

Steps/Actions Required	Responsible Entity
<p>G.1. Changes to the project (e.g., budget, safeguards, development objective (DO), project design) during implementation, or extension of the project closing date are subject to the following GAFSP approvals, <u>prior to completion of internal SE approval processes for the restructuring or extension</u>:</p> <p>a. Minor changes to the project design, minor reallocation of funds between components, or cumulative extension of the project closing date for less than two years must be submitted to the CU for information. The communication to the CU should include details of the changes being made and justification for the changes. These changes will periodically be communicated to the SC for information.</p> <p>b. Changes to the project development objectives or to the project safeguards category, major reallocations of project costs (i.e., >25% of original component cost) to new activities or other components, and cumulative extensions of the project closing date for more than two years <u>will require SC approval</u>. The SE should submit details of the proposed changes and justification for those changes, as well as a project restructuring document to the SC through the CU for approval on a five-day no-objection basis.</p>	Supervising Entity
G.2. The CU will inform the SE of SC approval of the project extension or restructuring.	Coordination Unit

¹⁸ Within two-months after SE approval or before effectiveness of a project, whichever comes first, is considered as a reasonable period.

G.3. The SE is also required to inform the SC through the CU of a project suspension and lifting of such suspension, at the same time that the relevant Government is informed.	Supervising Entity
--	--------------------

H. Progress Reporting and Key Updates by the Supervising Entity (SE)

Steps/Actions Required	Responsible Entity
<p>H.1. The SE is required to report to the SC, on project progress (including, inter alia, progress on disbursement and progress in outputs/outcomes included in the project's results framework/M&E systems) using the standardized CU-prepared GAFSP reporting template on a 6-monthly basis (data as of June 30 and December 31 of each year).</p> <p><i>Note 1: For projects with two SEs, if a single joint project document was submitted for SC approval (refer to point F1 above) then only one progress update will be required covering the activities supervised by both SEs.</i></p>	Supervising Entity
<p>H.2. The CU will notify the SEs in June and December each year of the deadline for submission of the progress update and provide the reporting template.</p>	Coordination Unit
<p>H.3. Reporting to the Trustee will be in accordance with the conditions of the Transfer Agreement.</p>	Supervising Entity
<p>H.4. The SE is required to notify the CU, regarding any change of the Task Team Leader (TTL) as soon as possible</p>	Supervising Entity
<p>H.5. The SE is required to notify the CU, regarding any project preparation delays beyond two-years after grant approval. If any major implementation arrangements (e.g., changes to SEs, co-financing, implementing agencies project name) are proposed the SE is responsible for providing Memo for additional SC approval to the CU for processing. SE is also required to keep CU informed of any subsequent delays on a six-monthly basis.</p>	Supervising Entity
<p>H.6. The CU will keep SC informed of any project delays and will process additional SC approval relating to substantial changes to approved grant.</p>	Coordination Unit

I. Completion Reporting by the Supervising Entity (SE)

Steps/Actions Required	Responsible Entity
<p>I.1. Within 30 days after the end of each financial reporting year (or such other frequency agreed upon with the Trustee) and/or following the closing date of the project¹⁹, the SE will submit a report on closures and use of funds to the Trustee.</p>	Supervising Entity
<p>I.2. The Trustee will cancel any unused portion of the grant and will send a request for payment to the SE.</p>	Trustee
<p>I.3. The SE must return any funds remaining to the Trustee upon receipt of the request for payment.</p>	Supervising Entity
<p>I.4. The SE must submit an investment income report to the Trustee on an annual basis and return any investment income to the Trustee during project implementation when requested by the Trustee and at the end of the project.</p>	Supervising Entity / Trustee
<p>I.5. Within 6 months following the project closing date, the SE should submit to the SC through the CU a full project closing report. The project closing report may be in the standard format typically used by the SE or where no SE standard format is available use the closing report template provided by the CU on request.</p> <p>Note 1: <i>If the GAFSP funding is part of a larger project that may not be completed at the time of the closing of the GAFSP grant, an interim completion report should be submitted within 6 months of the GAFSP grant closing date. The full project completion report should be submitted upon completion of the full project.</i></p>	Supervising Entity

¹⁹ The project closing date is the date after which no more disbursements can be made by the SE from the GAFSP grant.

J. Processing COVID-19 Additional Funding Grants by the Supervising Entity (SE)

Steps/Actions Required	Responsible Entity
<p>Note 1. <i>The below guidance applies only to the additional funding awarded in August and September 2020 to the GAFSP MMI Pilot Projects and Public Sector Window projects for COVID-19 response.</i></p>	
<p>J.1. Appraisal and Approval: Additional Funding (AF) grants should be processed in collaboration with the project counterparts following the internal policies and procedures of the SE.</p> <ul style="list-style-type: none"> a. Grants should be processed as additional financing to the ongoing GAFSP project for which these grants were approved and should not be stand-alone projects. b. In line with the objectives for the AF, the AF activities should address short to medium term COVID response and mitigation needs, and should be mostly implemented within 12 months of SE approval for the MMI AF grants and within 18 months of SE approval for the Public Sector Window AF grants. c. Feedback from the technical expert review of the approved proposal should be taken into account during appraisal of the AF. If there is a need for closing date extension beyond that already approved by the SC at the time of AF grant approval, such changes would require a separate extension of closing date request. See Section G of these Guidelines. d. The final draft additional financing/restructuring related documents should be shared by the SE with the CU for completeness with requirements prior to internal SE approval of the AF. The CU will share the project documents with the SC for their information and reference. e. The SE is requested to share the final AF document with the CU for information upon internal SE approval of the AF. 	Supervising Entity
<p>J.2. Administrative Fees. Additional SE Administrative Fees were approved by the SC at the time the additional funding grants were approved. SEs may submit an FTR to the Trustee to request the transfer of the full administrative fee amount.</p> <p>Note 2: <i>The additional Administrative Fees should cover the costs for preparation, implementation support and completion reporting for the AF grant, as well as any associated SE fees. There is no possibility for SEs to request additional Administrative Fees.</i></p>	Supervising Entity
<p>J.3. Fund Transfer: Once the AF is approved by the SE, a fund transfer request, including confirmation of SE approval, may be submitted to the Trustee to request the transfer of the full grant amount.</p>	Supervising Entity / Trustee

<p>J.4. Progress Reporting and Completion Reporting: Progress and completion reporting for the AF grants will follow the procedures laid out respectively under sections H and I of these guidelines.</p> <ul style="list-style-type: none">a. The AF will be included in the regular six-monthly reporting template of the original project.b. SEs will be requested to report disaggregated disbursement data for the AF grant and the original GAFSP grant.c. Only one completion report will be required covering the original GAFSP grant and the additional financing upon completion of the full project.	Supervising Entity
<p>J.5. Project Extension, Restructuring or Suspension. Procedures for extension, restructuring or suspension will remain as outlined under section G of these Guidelines.</p>	