

NATIONAL BENEFIT SHARING TRUST COMMUNITY GUIDEBOOK



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This Environmental Law Institute (ELI) guidebook was co-authored by ELI Research Associate Lynsey Gaudio and ELI Senior Attorneys Lisa Goldman and Sandra Nichols. ELI also acknowledges contributions and assistance made by the Sustainable Development Institute (SDI) and Liberia's Forestry Development Authority (FDA).

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DEFINITIONS

Affected Community: Affected Communities are communities whose interests will likely be affected by commercial forestry activities under a Forest Resource License, like a Forest Management Contract (FMC) or a Timber Sale Contract (TSC). These interests could include economic, environmental, health, livelihood, aesthetic, cultural, spiritual, or religious interests. The Forestry Development Authority (FDA) is currently defining Affected Communities as communities located within 3 km of a forest where a TSC or FMC has been granted.

Benefit Sharing Regulation: This refers to Regulation 106-07 of the National Forestry Reform Law of 2006, which establishes the requirements for the National Benefit-Sharing Trust.

Community Forestry Development Committee (CFDC): The CFDC is a group of five (or more) members of a community. It includes both men and women. Members of the CFDC are elected by the rest of the community. The CFDC represents the community and helps the community get funds from the Trust for community projects.

Forest Resources License: A permit from the FDA which allows a person or company to take forest resources or use forest land in a productive, sustainable manner. Forest Management Contracts (FMCs), Timber Sale Contracts (TSCs), and Private Use Permits (PUPs) are all types of Forest Resource Licenses.

Land Rental Fee: This is the money a company pays in order to use the forest under a TSC or FMC. Thirty percent of these fees go into the National Benefit Sharing Trust. PUP holders do not pay land rental fees.

Monitoring and Evaluation Committee: The Monitoring and Evaluation Committee is the group of Trust Board members responsible for reviewing all progress reports and monitoring how the project is doing.

National Benefit Sharing Trust (the Trust): The Trust is a collection of funds from land rental fees available for use by Affected Communities. The money in the Trust comes from 30% of the land rental fees paid by logging companies to the Liberian government. Other funding (in the form of grants and donations) can also be held in the Trust. These funds can be used for approved community development projects.

National Forestry Reform Law (NFRL) of 2006: The NFRL is the big forest law that explains how forests in Liberia should be used and managed. The law also talks about how money received from commercial logging operations should be shared. It gave rise to the creation of other laws such as the Community Rights Law and the Benefit Sharing Regulations.

Project Technical Review Committee: The Project Technical Review Committee is the group of Trust Board members responsible for reviewing all applications for funds and approving or rejecting projects.

Trust Board: The Trust Board is a group of 13 people who manage the funds in the National Benefit Sharing Trust on behalf of Affected Communities. The Board also receives and reviews applications requesting funds, and it deposits funds for approved projects into the bank accounts of the Affected Communities. The Trust Board may also supervise the collection of cubic meter fees as part of the Social Agreements that exist under the Forestry Law, although these fees go into an account that is separate from the Trust.

LIST OF ABBREVIATIONS

CFDC	Community Forestry Development Committee
FDA	Forestry Development Authority
FMC	Forest Management Contract
MIA	Ministry of Internal Affairs
MoF	Ministry of Finance
NGO	Nongovernmental organization
PTRC	Project Technical Review Committee
PUP	Private Use Permit
The Trust	National Benefit Sharing Trust
TSC	Timber Sale Contract

Part I: Introduction

Purpose

The National Benefit Sharing Trust (the Trust) was created so that revenues from Liberia's forest sector could be used not only to promote national and country-level development, but also to help communities develop according to their own priorities. The Trust collects a share of the funds from the land rental fees that timber companies must pay the government and sets them aside for communities who are affected by commercial forestry activities. These funds are managed by the Trust Board, which can help the communities use their funds effectively and accountably. The purpose of this Guidebook is to help communities develop and conduct projects using their share of the funds in the Trust.

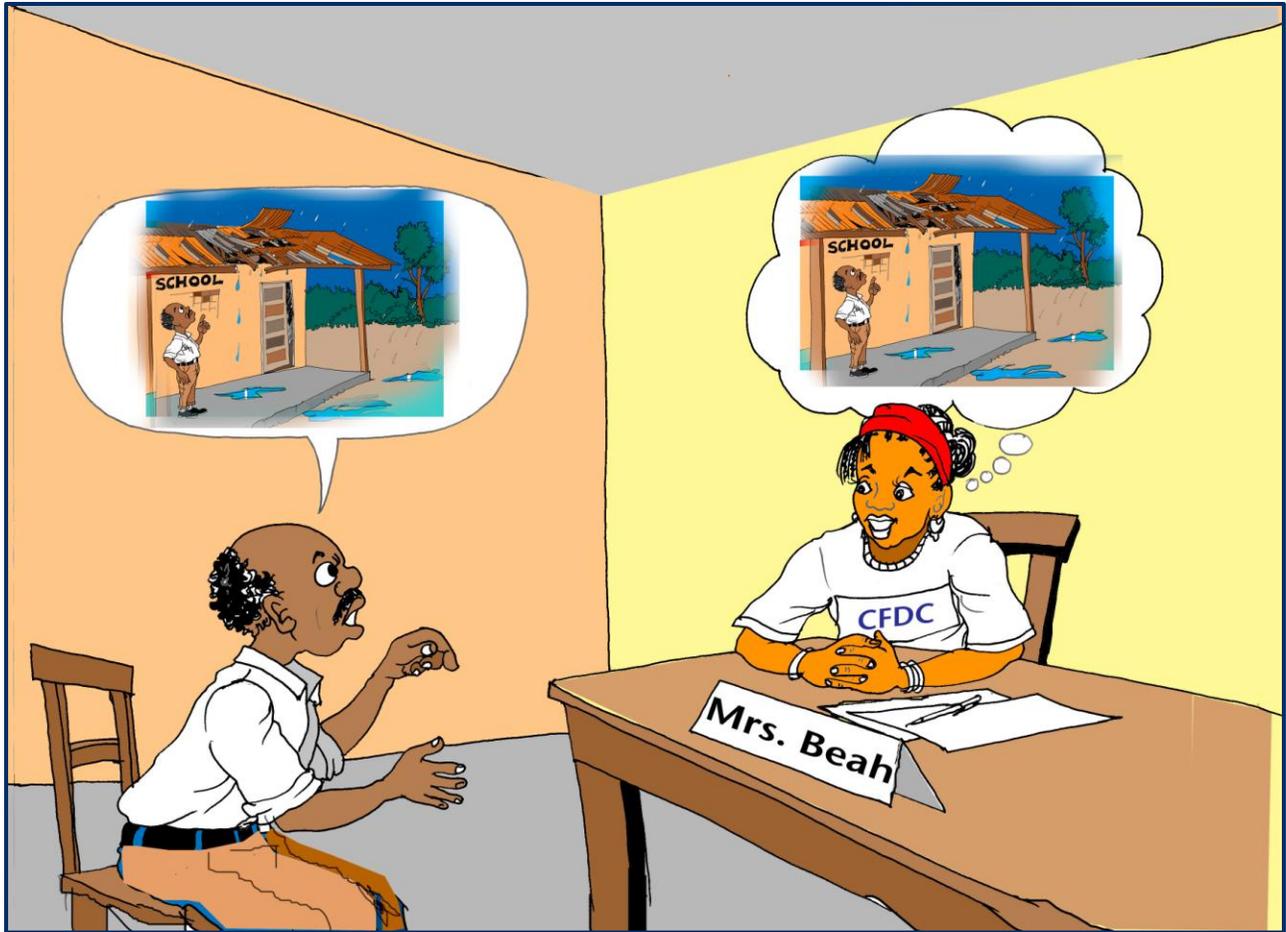
The National Benefit Sharing Trust was created by Liberia's **National Forestry Reform Law (NFRL) of 2006**, Chapter 14 (specifically, Section 14.2(e) and (f)). The Trust operates under Regulations 106-07 (also sometimes known as the **Benefit Sharing Regulation**) and 114-10 to the NFRL.

Developing a project with funds from the National Benefit Sharing Trust: a school roof for Flomo Town

Flomo Town is a small village near a forest where a timber company works. Community members go into the forest nearly every day to hunt, collect firewood, and gather medicinal plants. Since the company began cutting trees, the people of Flomo Town have had to travel farther to find what they need from the forest.

One day, a huge storm rolls in and the roof of Flomo Town Elementary School starts to leak. All the teachers and students get wet, making it difficult for them to concentrate on their studies. Mr. Momo, the principal of Flomo Town Elementary School, wants to fix the roof, but he knows the school does not have enough money. Is there any way he can get funds to help the school?





Mr. Momo remembers that his community has a **Community Forestry Development Committee (CFDC)** and wonders if they can help him. Mr. Momo decides to talk to his friend Mrs. Beah, who is a member of the CFDC.

Definitions:

Community Forestry Development Committee (CFDC): The CFDC is a group of five (or more) members of a community. It includes both men and women. Members of the CFDC are elected by the rest of the community. The CFDC represents the community and helps the community get funds from the Trust for community projects.

Affected Community: Affected Communities are communities whose interests will likely be affected by commercial forestry activities under a Forest Resource License, like a Forest Management Contract (FMC) or a Timber Sale Contract (TSC). These interests could include economic, environmental, health, livelihood, aesthetic, cultural, spiritual, or religious interests. The Forestry Development Authority (FDA) is currently defining Affected Communities as communities located within 3 km of a forest where a TSC or FMC has been granted.

Mrs. Beah tells him that since their community is affected by the logging company using the forest nearby, they are what is called an **Affected Community** and the CFDC can apply for money from the **National Benefit Sharing Trust** (the Trust) to help fund community projects.

The CFDC thinks the project will help their community, so they decide to submit an application for funds to fix the school's



roof. The CFDC talks to Mr. Momo, the teachers, and other community members about the project. Together, they discuss how they will fix the roof and how much money they need. They talk about what materials they need to buy, who they can hire to fix the roof, and how much everything will cost. They decide who will be in charge of each step—who will be responsible for the funds, who will buy the materials, and who will oversee the roof

being built. As a community, they discuss a detailed budget and write a list of tasks and people responsible for each task.

The CFDC fills out the application form and submits it to the **Trust Board** on behalf of the community. Later, the CFDC finds out that their application was approved! The Trust Board deposits the money in the community's bank account and Mr. Clark (who is the head of the CFDC), and Mrs. Beah (who is the CFDC's primary signatory) go to the bank and take out funds to fix the school's roof.

The community follows the list of tasks they developed and, over the next few weeks, they fix the school's roof. When the next storm hits, the students and teachers stay dry.

Three months after their project was approved, the CFDC submits a progress report to the Trust Board letting them know that the project was a success.



Definitions:

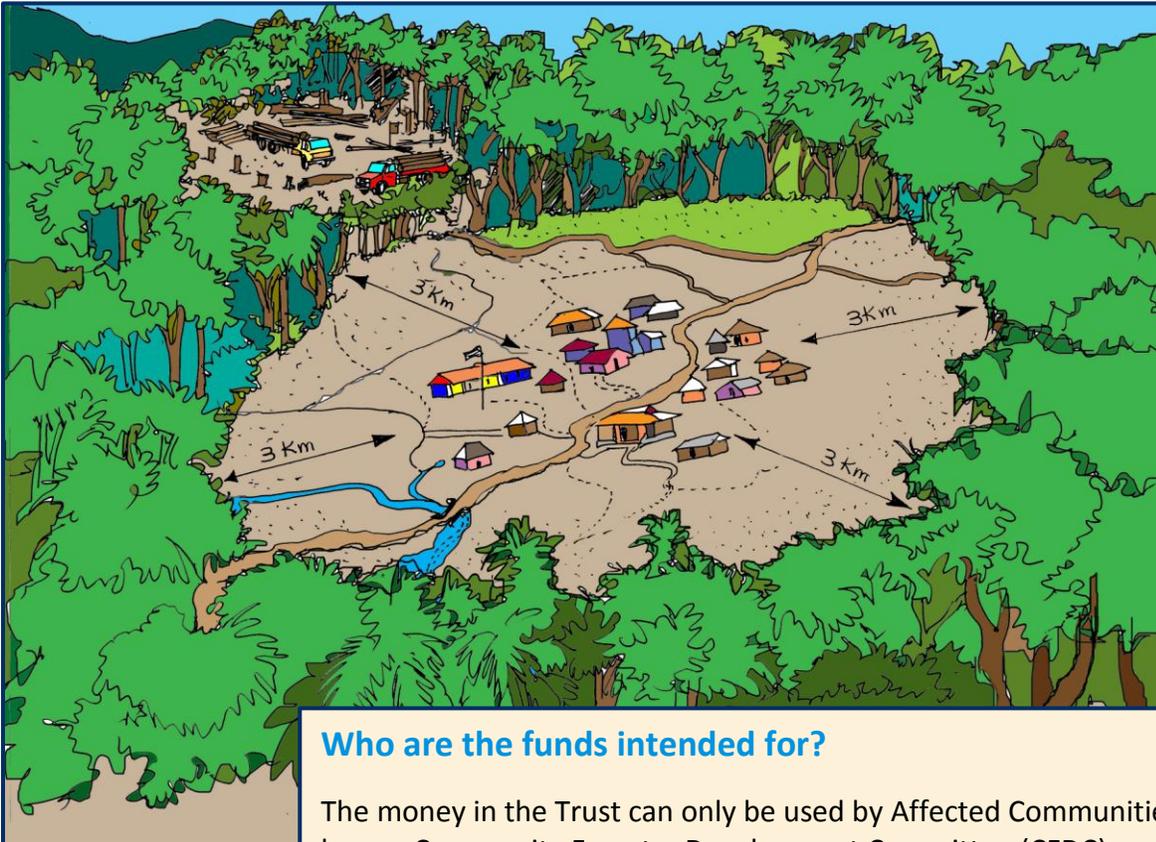
National Benefit Sharing Trust (the Trust): The Trust is a collection of funds from land rental fees available for use by Affected Communities. The money in the Trust comes from 30% of the land rental fees paid by logging companies to the Liberian government. Other funding (in the form of grants and donations) can also be held in the Trust. These funds can be used for approved community development projects.

Trust Board: The Trust Board is a group of 13 people who manage the funds in the National Benefit Sharing Trust on behalf of Affected Communities. The Board also receives and reviews applications requesting funds, and it deposits funds for approved projects into the bank accounts of the Affected Communities. The Trust Board may also supervise the collection of cubic meter fees as part of the Social Agreements that exist under the Forestry Law, although these fees go into an account that is separate from the Trust.

Part II: National Benefit Sharing Trust

What is the National Benefit Sharing Trust?

The National Benefit Sharing Trust holds a portion of funds collected from forest land rental fees for use by Affected Communities. These funds are managed by a Trust Board and can be used by Affected Communities for community projects.



Who are the funds intended for?

The money in the Trust can only be used by Affected Communities who have a Community Forestry Development Committee (CFDC).

Affected Communities are communities whose interests will likely be affected by companies using the forest under a Forest Resource License like a Timber Sale Contract (TSC) or a Forest Management Contract (FMC). The community's interests include economic, environmental, health, livelihood, aesthetic, cultural, spiritual, and religious interests.

For example, in the story, Flomo Town is located within 3 km of a forest where a timber company works (the Forestry Development Authority has defined Affected Communities as those communities within 3 km of a commercial timber operation). Flomo Town's community members frequently used the forest and were no longer able to collect medicine or firewood because of the company's operations. They qualified as an Affected Community and were able to apply for funds from the Trust through their CFDC.



Affected Communities must have a Community Forestry Development Committee (CFDC) in order to apply for funds. Since Flomo Town has a CFDC, they were able to apply for funds.

The CFDC represents the community and helps them access funds for community projects from the Trust. Before the CFDC can apply for funds, the CFDC must write a constitution about how they will work for the community and manage the funds in a responsible way. As of September 2012, at least 22 CFDCs had been formed (see Appendix B for a full list). New CFDCs will continue to be established as more logging companies start to use the forest.

Question: *My community doesn't have a Community Forestry Development Committee. Can we still apply for funds?*

Answer: No, your community must have a CFDC in order to apply for funds. CFDCs are only formed where there are logging activities taking place under a Forest Resource License (such as small activities under a Timber Sale Contract, or large operations under a Forest Management Contract). If you have questions about how to form a CFDC, you can contact the Forestry Development Authority (FDA) or NGOs working in the forestry sector (see Additional Resources for contact information).

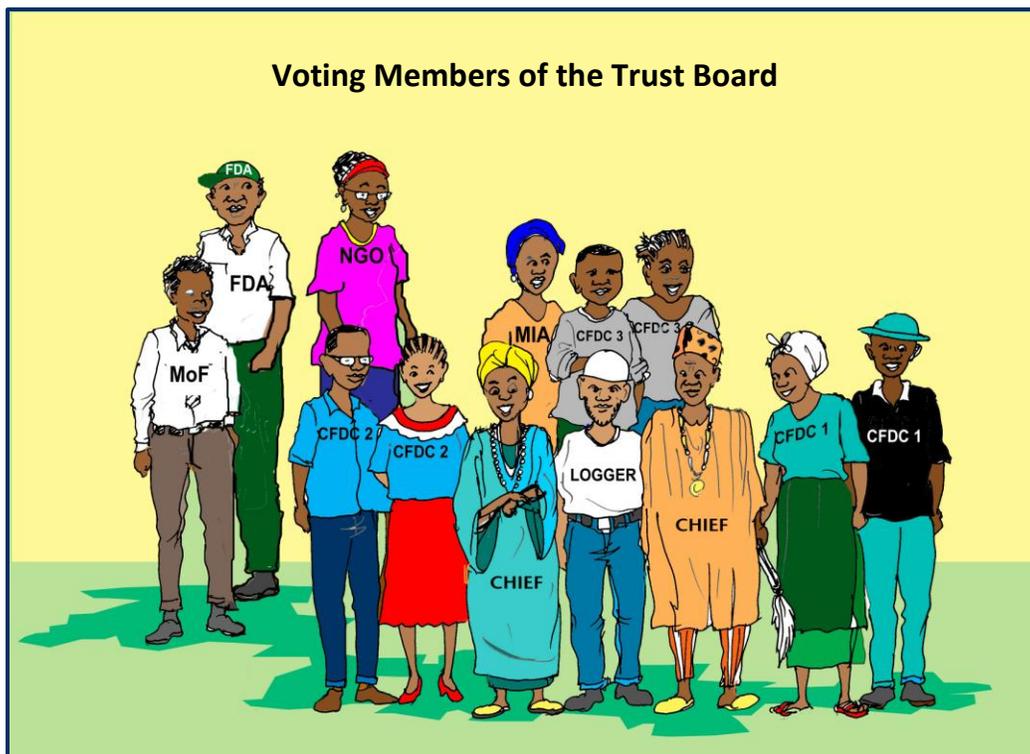
Who manages the Trust?

The Trust Board was created to manage the funds in the National Benefit Sharing Trust. The Board is made up of 13 voting members, including:

- Two Paramount Chiefs
- One person from the Forestry Development Authority (FDA)
- One person from a Civil Society Organization (for example, an NGO)
- One person from the logging industry
- One person from the Ministry of Finance (MoF)
- One person from the Ministry of Internal Affairs (MIA)
- Six people from the Union of Community Forestry Development Committees—The Union of CFDCs is divided into three regions. Each region must provide two people to represent the Union on the Trust Board. Region I includes Grand Cape Mount, Gbarpolu, and Lofa. Region II includes Grand Bassa, Rivercess, and Nimba. Region III includes Maryland, Grand Kru, and RiverGee.

In addition, three non-voting members also serve on the Trust Board, including one representative from the international donor and nongovernmental organizations and two appointed ex officio members (ex officio members are appointed based on their position in another organization).

The Trust Board holds and manages funds from the National Benefit Sharing Trust on behalf of Affected Communities. The Board also receives and reviews applications from CFDCs requesting funds for projects in their Affected Communities.



Where does the money in the Trust come from?

Whenever someone, like a logging company, gets permission to use the forest under a **Forest Resource License**, like a TSC or FMC, they have to pay a certain amount of money to the government in order to use the land. This is called a **land rental fee**.

Thirty percent of the money a company pays to the government in land rental fees is deposited into the Trust for use by Affected Communities. The government deposits this money into the Trust four times each year (that is, at least once every three months). Each CFDC receives a share of the Trust based on the number of hectares of land the Affected Community covers.

Definitions:

Forest Resource License: A permit from the FDA which allows a person or company to take forest resources or use forest land in a productive, sustainable manner. Forest Management Contracts (FMCs), Timber Sale Contracts (TSCs), and Private Use Permits (PUPs) are all types of Forest Resource Licenses.

Land rental fee: This is the money a company pays in order to use the forest under a TSC or FMC. Thirty percent of these fees go into the National Benefit Sharing Trust. PUP holders do not pay land rental fees.

My community qualifies as an Affected Community. How do we know how much money is available in the Trust for us to use?

Your community may apply for a portion of the money available in the Trust. The size of this portion is based on the amount of money a company pays in order to rent the forest lands near your community. If multiple communities are located near the same area, each community will have access to some of the funds.

Every three months, the Trust Board is required to send a report to your community's CFDC that lets them know how much money is available in the Trust. The Trust Board is also required to maintain a list of interested people and organizations who will also receive the report every three months. In addition, you have the right to ask for this information at any time.

To find out how many hectares of land are used under a Forest Resource License within your county, contact your regional FDA office or the GIS Department at FDA Headquarters.

Question: If a logging company pays \$10,000 each year in land rental fees, how much money will go into the Trust?

Answer: 30% of the land rental fee will go into the Trust. 30% of \$10,000 is \$3,000. Thus, \$3,000 will go into the Trust.

Question: I am concerned that the funds are not reaching our account correctly. Is there a way for me to check this?

Answer: The Trust Board is responsible for monitoring the funds, with the assistance of the Monitoring and Evaluation Committee. Every three months, the Trust Board must provide a report to all CFDCs, describing the financial status of the Trust. The report must explain all funds received and spent by the Trust during each three-month period.

Question: Does my community have to use all the available funds at once?

Answer: No, your community does not have to use all the funds at once. You can apply for multiple projects throughout the year.

Question: We did not use all of our available funds this year. What happens to the leftover money?

Answer: This money remains in the Trust. The funds never disappear. If you do not use all of your money, the money will add up over time. Your community can apply for the money at any time.

What can the funds in the Trust be used for?

Affected Communities can use the funds in the Trust for projects that have been identified and agreed upon by the community. These projects must benefit the community as a whole; projects that only benefit one or a few people are not allowed. Funds cannot be used to support political activities. If the project will charge a fee, the community must agree to the fee in advance.

Flomo Town does not have a medical clinic. Whenever someone gets sick they have to walk 30 km to reach the closest clinic. Flomo Town wants to build a medical clinic for itself. They would need to pay staff to run the clinic and the clinic would charge a small fee for each patient. Can they apply for funds from the National Benefit Sharing Trust to help build the clinic?

Yes, they can apply for funds from the National Benefit Sharing Trust to build the clinic, because the clinic will benefit the community as a whole. Since the project will charge a fee, the CFDC must state in their application that community members know the clinic will charge a fee. The application must also state that the money earned from the fee will go back into the community bank account and will be used to help pay the staff at the clinic.

Mrs. Janjay decides to run for a position on her Community Forestry Development Committee. Mrs. Janjay needs funds for her campaign and wants to apply for money from the National Benefit Sharing Trust. Can she use funds from the Trust for her campaign?

No, projects may not be political and may not benefit only one person.

Mr. Dwe's wife is sick and he needs money to take her to the doctor. He knows about the National Benefit Sharing Trust and wants to apply for funds to cover his wife's medical costs. Is this allowed?

No. The funds may not be used for personal benefit, only for community benefit. But if the CFDC wants to discuss how to address a lack of medical services in the community, such as by establishing a clinic, they may develop a project and apply for funds from the Trust, because this will benefit the community as a whole.

In Flomo Town, the market is not covered. Mrs. Mardea goes to the market every week to sell her pawpaws. She is tired of having rain fall on her head. She wants to get funds from the National Benefit Sharing Trust to build a roof for the market. May she have the money?

As an Affected Community, Flomo Town has formed a CFDC. Mrs. Mardea must discuss the request with the CFDC. The CFDC must determine if the request will benefit the community. If the CFDC decides that building a roof for the market is in the best interest of the community, they can submit an application for funds.

Part III: Application Process

We have an idea for a project. Now what do we do?

Once the community and the CFDC have decided on a project, they must fill out and submit an application to the Trust Board (see pages 10-12 for a sample application). The CFDC is the only group who can submit the application. No single person can submit an application for funds on their own.

What information do we need to include in our application?

Like Flomo Town in the example at the beginning of this guidebook, the community needs to decide several things in order to fill out the application: how they will carry out the project, who will be responsible for each step of the project, and how much money they will need.

Question: *Who requests the money for a project?*

Answer: The CFDC must request money from the Trust by submitting an application.

Question: *Where does the CFDC submit the application?*

Answer: The CFDC must submit the application to the Trust Board. They can submit the application to the Board Secretariat, who provides administrative support to the Board. (Note: As of October 2012, an interim Secretariat was in place.) The CFDC should keep a copy of the application for their records.

Question: *Do we have to pay anything to submit an application?*

Answer: No, submitting an application is free.

The application must:

- 1) Describe why the community needs the project and who will benefit from the project;
- 2) Describe how the project will be carried out and who will be responsible for each step of the work; and
- 3) Include a proposed budget that shows the total amount of money requested, as well as how the money will be spent.



National Benefit Sharing Trust Application Form

In order to submit an application, the CFDC must answer the questions below. Community members who will benefit from the project should work with the CFDC to fill out the application form. If the CFDC runs out of space on the form, they may add more pages or supporting documentation. The CFDC must be as detailed as possible when answering the application questions.

Comments are included below each question to help explain what the question requires.

1. Name of CFDC applying for funds:

2. Name of Proposed Activity:

Name your project.

3. Location of Proposed Activity (Be specific about where money will be spent.)

4. Brief Description:

Describe what the funds will be used for and why your community needs the project. The project cannot benefit only one person or family; it must benefit the whole community.

5. Work Plan (Please provide a work plan describing who is responsible for different tasks, a schedule showing when the tasks will take place, and a procurement plan showing what goods and services must be purchased.)

- a. Who – list people responsible for different tasks
- b. What – list the tasks and the outputs (*what is produced*)
- c. When – list the schedule

List the different steps of the project, including who will be in charge of each step, when each step will be taken, and what materials or services you need for each step. For example, if the first step is to buy materials, who will buy the materials, and when? You need to list this information for every step of the project.

6. Procurement (Detail all goods and services being purchased. Provide multiple bids for every item over L\$500, or explain why procurement from a sole source is justified.)

Provide a detailed budget. List prices for everything you need to buy for the project, including materials and services. For every item over L\$500, you must compare prices and list a few different prices. When absolutely necessary, it is possible to skip the step of comparing prices, but you must have a good reason that is explained here. For example, if there is only one place to buy an item for the project, explain that here.

7. Will the project earn revenues?

- a. Yes (if yes, please describe)
- b. No

If the project will earn money once it is completed, you must state that all money will go into the community bank account. You must also describe how the community will use this money and what it will be used for.

National Benefit Sharing Trust Application Form (page 2)

8. Fees

a. Will beneficiaries have to pay a fee for the benefits?

- i. Yes (if yes, please describe)
- ii. No

Once the project is finished, will community members have to pay a fee in order to use or benefit from the project? If a fee will be required, describe it. Why is there a fee? How much money will be charged?

b. Have beneficiaries agreed to the fees?

- i. Yes (if yes, please give evidence below)
- ii. No

Only answer this question if people will have to pay a fee to use or benefit from the project. If a fee is required, people must agree to the fee or the application will be rejected. You must explain that those who will benefit from the project know there will be a fee and that they accept and agree to this fee. You must explain why this is true. Was a community meeting held to discuss the fee? How do you know that people have agreed to the fee?

9. Financial Management

a. How will assets and revenues be managed? (Please describe how project funds, income from the project, and the assets of the project will be managed.)

Describe how you will handle the project money, equipment, materials, and any fees earned from the project. Who will take care of the money and materials?

b. What will happen to the assets after the project ends? (Describe who will own and who will control anything purchased, built or made, and any expected earnings. Under what conditions could the assets change ownership?)

After the project ends, explain who will keep or manage the materials and other equipment left over from the project, as well as any money earned from the project (such as the collection of fees). How/why would control over the earnings, materials, or equipment be given to someone else, if necessary?

c. Responsible Parties (Please name the person or persons responsible for the funds and all persons having access to the funds.)

List the person who is responsible for the project money, as well as anyone else who will have access to the money.

d. Uses of funds for political purposes (Will the project be used for any political purpose, such as to support a candidate or a party in an election?)

- i. Yes (if yes, please explain)
- ii. No

The answer to this question must be "No" or the application will be rejected. Funds cannot be used for political purposes.

National Benefit Sharing Trust Application Form (page 3)

10. Beneficiaries

- a. **Describe the beneficiaries and say how they will benefit (List communities that will benefit and their proximity to the project site. Indicate how they will benefit from the project. Show which of them are within the affected community zone. If you wish, you can attach a map.)**

List the communities and groups of people who will be helped by the project, and show where they are located. Explain how the project will help them.

- b. **Describe how stakeholders are engaged in proposal development.**

Community members who will benefit from the project need to help plan the project. You must explain who these people are and how they helped with the proposal.

- c. **How will women benefit? (Describe how women participated in the design, and how they will benefit from the project.)**

Women must help plan the project and carry it out. You must explain how women helped develop the project and how they will benefit from it.

- d. **Are project assets used for public or private benefit? (Do the assets mainly benefit individuals or the community?) Explain**

Project money and materials must help the community. Explain how the money and materials will be used for the community as a whole, not just a few people.

11. Indicators of success (Please say how you will know when the project is finished and whether or not it is successful.)

Name of CFDC members submitting this application (Please give names, affiliations, and contact information for the responsible party and those assisting in the preparation of this application.)

Witnesses: Please list three witnesses to this application from the affected communities with their mark; alternatively, you may include letters of support for the project from beneficiary communities.

Three people from the community must sign the application and list their names. They cannot include the CFDC members who are submitting the application. Or, you can send letters from communities who will benefit from the project, stating that they support the project. This is to make sure the application is truthful and is supported by the community.



Application Process DOs and DON'Ts

Do:

- Describe the project as clearly as possible.
- List the people or groups of people who will benefit from the project.
- Include a detailed budget.
- List everyone who will be involved in the project.
- Explain who will manage the funds and how the funds will be managed.
- Describe how your community will determine if the project is a success.
- Involve women and people who will benefit from the project when your community develops the proposal and fills out the application.
- Ensure that women will also benefit from the project and describe how they will benefit.

Don't:

- Don't submit an application if the money will be used for political activities. The Trust Board will reject the application.
- Don't submit an application if the money will be used for personal purposes. The Trust Board will reject the application. Projects must benefit the community as a whole.
- Don't submit an application if the project will charge fees and community members have not been informed of these fees and have not accepted them. The application will be rejected.
- Don't submit an application if the project will earn money that will not go into a community bank account. The application will be rejected.
- Don't submit an application if the project will earn money, but the application does not include clear guidelines on how this money will be used. The application will be rejected.
- Don't submit an application for a project and then use the money for something else.

Part IV: Project Review and Approval

What happens after we submit our application?

After the CFDC submits an application to the Trust Board, the **Project Technical Review Committee (PTRC)** will review the application and rate it based on: (1) whether or not the PTRC thinks the project can be accomplished with the amount of money requested, (2) whether or not the PTRC thinks the community will be able to successfully complete the project, and (3) if the community has completed project(s) in the past, how the community performed on those projects.

Based on their assessment of the application, the PTRC will either: (a) accept the proposal, (b) reject the proposal, or (c) send the application back to the CFDC for revisions.

Definition:

Project Technical Review Committee (PTRC): The Project Technical Review Committee is the group of Trust Board members responsible for reviewing all applications for funds and approving or rejecting projects.



Project Technical Review Committee Criteria Form

When reviewing the application, the PTRC will use the questions below to decide whether or not they should approve the application. The community does not need to complete this form. These questions show how the application will be graded. For Parts 1 and 2, if any answers to the questions are “No,” the application will be returned to your community. If the application is returned, the community will need to provide additional information and then send the application to the PTRC again for review. For Part 3, if any answers are “No,” the project will automatically be rejected. In order for an application to be approved, the answer to every question must be “Yes.” Comments are included below each question to help explain what the PTRC looks for when filling out this form.

Part 1: Who Benefits

If there are any “no” answers to part 1, return the application for clarification

- 1. Does the application state clearly what communities will benefit? (See application question 10a)**
- 2. Does the application state why the communities want the project? (See application question 10a)**
- 3. Does the application document how key stakeholders participated in the development of the proposal and how they will benefit? (See application question 10b)**
Community members who will benefit from the project must help plan the project. The application must explain how these people helped with the proposal and how they will benefit from the project.
- 4. Were women involved in project planning? Will women be involved in project implementation? (See application question 10c)**
The application must show that women helped plan the project and will help carry it out if it is approved.

Part 2 – Project Administration

If there are any “no” answers to part 2, return the application for clarification

- 1. Does the application state how the project will be sustained and who will control the assets? (See application question 9a, 9b)**
Assets include project money and materials. The application must explain who will manage the project and be responsible for any equipment and materials.
- 2. Is there a realistic estimate of costs? (See application question 6)**
The answer to question 6 on the application must include realistic prices for all materials.
- 3. Are criteria for success clearly defined? (See application question 11)**
The answer to question 11 on the application must explain how you will determine whether or not the project is successful.
- 4. Is it clear who will have access to and will be accountable for all funds spent? (See application question 9c)**
The application must explain who will be allowed to handle the money for your project and who will be responsible for the money.

Project Technical Review Committee Criteria Form (page 2)

Part 3 – Money Matters

If there are any “no” answers to part 3, reject the proposal

- 1. If fees will be charged, does the application make clear that the communities understand and accept that there will be fees? (See application question 8a, 8b)**
The answer to question 8 on the application must explain whether anyone must pay a fee in order to use the project, and, if people must pay a fee, whether the community understands this.
- 2. Do any revenues from the project go into the community bank account with clear guidance on how they are to be used? (See application question 9a)**
If the project will earn money, all of that money must go into the community bank account and the application must explain how the community will manage this money and what it will be used for.
- 3. Will funds be used exclusively for non-political purposes? (See application question 9d)**
Funds may only be used for non-political projects or your application will be rejected.
- 4. Will funds be used exclusively for public benefit (as opposed to personal benefit)? (See application question 10a-d)**
Funds may only be used for projects that benefit the overall community. They may not be used for individual or personal projects.

Again, answers to these questions, which are intended to help the PTRC review your application, will be used to decide if your application should be approved, rejected, or sent back for revision.



Part V: Carrying Out the Project

Our project was approved! Now what happens?

The Trust Board will inform your CFDC about the outcome of the application.

Where does the money go?

In order to receive money for the project, the CFDC must have a bank account at a local commercial bank. Three members of the CFDC must be listed on this account, including one who will be the primary account holder. If your CFDC does not have an account, they will need to open an account at a local commercial bank, such as Ecobank or LBDI.

Once the project has been approved, the Trust Board will deposit the money into the CFDC's bank account. In order to withdraw any funds, the bank will need signatures from two members of the CFDC. One must be the primary account holder, and the second can be one of the other two members on the account. Remember, at least two members of the CFDC will need to go to the bank in order to withdraw project funds.





We started our project. Is there anything we need to do?

Once a project is approved, the CFDC must submit a progress report every three months, updating the Trust Board on the status of the project. These progress reports must be submitted every three months until the project is complete. The CFDC must report any problems with the project in these progress reports. The **Monitoring and Evaluation Committee** will review all progress reports and keep track of how the project is proceeding.

Definition:

Monitoring and Evaluation Committee:

The Monitoring and Evaluation Committee is the group of Trust Board members responsible for reviewing all progress reports and monitoring how the project is doing.

If any questions or problems come up during your project, the Trust Board can help your community resolve them.

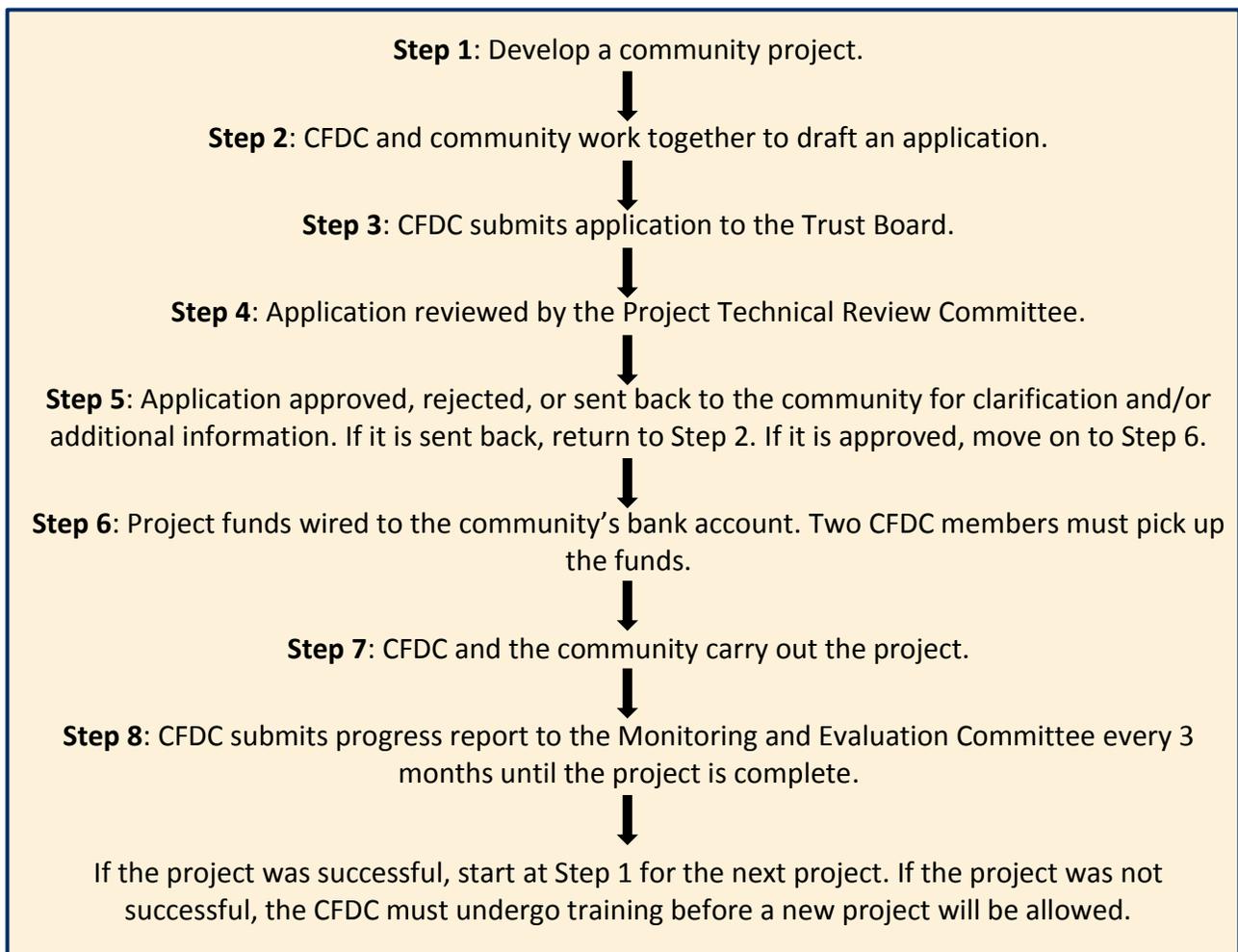
Part VI: New Projects

We want to submit an application for a new project. What happens if our first project had some problems?

Once your community has completed one or more projects, the Project Technical Review Committee will consider these projects when deciding whether to approve or reject new requests for funds. If the Monitoring and Evaluation Committee finds that past projects were not successful, your community's CFDC members will be required to go through training before another project is allowed.

If the CFDC needs to go through training, the Trust Board will work with the CFDC to find a partner to run the training session. Once the training session is completed, and upon recommendation by the Affected Community and the Monitoring and Evaluation Committee, the CFDC may submit a new proposal.

Project Cycle:



Additional Resources

For more information, please contact:

Forestry Development Authority (FDA) Community Forestry Department

Lawrence Greene

Technical Manager, Community Forestry

E-Mail Address: lygreene2002@yahoo.com

Website: <http://www.fda.gov.lr/>

Phone Number: +231 (0)6512977

You can also contact your FDA Regional Office or a Regional Forester.

National Benefit Sharing Trust Board (current as of September 2012; see Appendix A for a full list of Board Members)

Kula Jackson, Chairman

E-Mail Address: ngo_coalition_liberia@yahoo.com

Phone Number: +231 (0)6556411

Ekema Witherspoon, Secretary

E-Mail Address: EEKEMAA@yahoo.com

Phone Number: +231 (0)6517811/+231 (0)77016905

Sustainable Development Institute (SDI)

Environment and Development Centre

Sustainable Development Institute

Duarzon Village, Robertsfield Highway

Margibi County, Liberia

Website: <http://sdiliberia.org/>

E-Mail Address: listserv@sdiliberia.org

Phone Number: +231 (0)641355

Save My Future Foundation (SAMFU)

PO Box 6829,

Aminata Paynesville, ELWA

Liberia

E-Mail Address: samfu1@yahoo.com

Phone Number: + 231 (0)6531661/+231 (0)6561955

Environmental Law Institute (ELI)

2000 L Street, NW, Suite 620

Washington, DC 20036

Website: www.eli.org

E-Mail Address: law@eli.org

APPENDIX A: Trust Board Information

Trust Board Members¹

	Name	Position	Institution Representing
1	E. Ekema A. Witherspoon, I.	Assistant Minister for Technical Services, Ministry of Internal Affairs	Ministry of Internal Affairs
2	J. Rudolph Merab	President, Liberia Timber Association	Logging Industries
3	K. Jlayteh Sayor	Chief Accountant, Forestry Development Authority	Forestry Development Authority
4	Atty. Kula L. Jackson	Coordinator, CSO/NGO Coalition	Civil Society Organization
5	Chief Momoh S. Taylor	Paramount Chief, Lofa County	Paramount Chiefs Association
6	Chief Willie Tokpah	Paramount Chief, Nimba County	Paramount Chiefs Association
7	James Beyan	Chairman, CFDC/Gbarpolu County	Union of CFDCs, Western Region
8	Michael M. Roberts	Member, CFDC/Grand Cape Mount County	Union of CFDCs, Western Region
9	William Page	Chairman, CFDC/Grand Bassa County	Union of CFDCs, Central Region
10	Matthew T. Walley	Chairman, CFDC/Rivercess County	Union of CFDCs, Central Region
11	Lawrence K. Williams	Chairman, CFDC/Grand Gedeh County	Union of CFDCs, Eastern Region
12	George P. Desuah	Chairman, CFDC/River Gee County	Union of CFDCs, Eastern Region
13	Kofi Abedu-Bentsi, Sr.	Technical Focal Point, DME	Ministry of Finance
14	[Current representative ²]		International donor and nongovernmental organizations
15	[Appointed member ²]		Appointed ex officio member
16	[Appointed member ²]		Appointed ex officio member

Trust Board Officers¹

	Name	Position	Sector Representing
1	Kula L. Jackson	Chairman	Civil Society Organization
2	Matthew T. Walley	Vice Chairman	Affected Community
3	E. Ekema A. Witherspoon, I.	Secretary	Government
4	J. Rudolph Merab	Treasurer	Logging Industries

Monitoring and Evaluation Committee Members¹

	Name	Position	Sector Representing
1	Kofi Abedu-Bentsi, Sr.	Chairman	Government
2	Willie Tokpah	Member	Affected Community
3	Michael M. Roberts	Member	Affected Community
4	William Page	Member	Affected Community
5	James Beyan	Member	Affected Community
6	[Appointed member]	Member	Member Ex Officio
7	All Elected Board Officers	Members Ex Officio	

Project Technical Review Committee Members¹

	Name	Position	Sector Representing
1	Lawrence K. Williams	Chairman	Affected Community
2	Momoh S. Taylor	Member	Affected Community
3	K. Jlayteh Sayor	Member	Government
4	Vincent Tarplah	Member	Affected Community
5	[Current representative]	Member	International donor and nongovernmental organizations
6	[Appointed member]	Member	Member Ex Officio
7	All Elected Board Officers	Members Ex Officio	

¹All lists are current as of August 2011.

²Non-voting member

APPENDIX B: Current CFDCs

CFDC Number	Name of CFDC	Location
1	Timber Sale Contract Area 2	Grand Bassa
2	Timber Sale Contract Area 3	Grand Bassa
3	Timber Sale Contract Area 6	Gbarpolu
4	Timber Sale Contract Area 7	Gbarpolu
5	Timber Sale Contract Area 9	Grand Cape Mount
6	Timber Sale Contract Area 10	Grand Cape Mount
7	Timber Sale Contract Area 11	Grand Cape Mount
8	Timber Sale Contract Area 16	Grand Cape Mount
9	Forest Management Contract Area A	Gbarpolu
10	Forest Management Contract Area A	Lofa
11	Forest Management Contract Area B	Rivercess
12	Forest Management Contract Area C	Rivercess
13	Forest Management Contract Area K	Rivercess
14	Forest Management Contract Area K	Nimba
15	Forest Management Contract Area K	Grand Gedeh
16	Forest Management Contract Area F	Grand Gedeh
17	Forest Management Contract Area F	River Gee
18	Forest Management Contract Area I	Grand Gedeh
19	Forest Management Contract Area I	Sinoe
20	Forest Management Contract Area P	River Gee
21	Forest Management Contract Area P	Maryland
22	Forest Management Contract Area P	Grand Kru

*This list is current as of September 2012.



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