

Name of Applicant:

## DETAILED BUDGET

The budget has to be presented in €  
Where the Euro is not the national currency the applicant must mention the national currency used and the date and rate of change applied (see <http://europa.eu.int/comm/budget/inforeuro>)

## DIRECT ELIGIBLE COSTS

### HEADING 1: STAFF OF THE ORGANISATION SPECIFICALLY ASSIGNED TO THE OPERATION

- Daily salary cost=yearly gross salary including social security charges divided by 220 working days (staff costs must be based on real salaries)  
- Number of working days are those exclusively devoted to the preparation and implementation of proposal

Please provide full details on calculation and composition of staff costs and functions performed on an extra document

Name	Name of organisation and function within this organisation	Status	Daily salary cost	Number of days	Total in Euro
<b>Management</b>					
					0,00
					0,00
					0,00
<b>Total Management</b>					<b>0,00</b>
<b>Administration</b>					
					0,00
					0,00
					0,00
					0,00
					0,00
<b>Total Administration</b>					<b>0,00</b>
<b>Secretarial costs</b>					
					0,00
					0,00
					0,00
<b>Total secretarial costs</b>					<b>0,00</b>
<b>Accountant</b>					
					0,00
					0,00
					0,00
					0,00
<b>Total cost accountant</b>					<b>0,00</b>
<b>Other staff</b>					
					0,00
					0,00
					0,00
					0,00
<b>Total other staff</b>					<b>0,00</b>
<b>TOTAL STAFF COST</b>					<b>0,00</b>

### HEADING 2 - COST FOR TRAVEL AND SUBSISTENCE ALLOWANCES

Establish a list below of all events for which travel and subsistence costs are necessary and refer to these in the following budget table accordingly

Type of Event	Reference *)	Location	Provisional dates	Subject of the event

\*) Choose a reference for your event which can be used in the following budget items, for example Conf 1, Conf 2, Sem 1, Training 1

[illegible]

### HEADING 3 : COST FOR SERVICES

Cost for information and dissemination			
For example, advertisements, distribution, etc - please add specifications			
Nature of costs	Quantity	Unit cost	Total cost
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
TOTAL			0,00

Cost for translation				
Description of documents to be translated (from .. into..)	Number of languages	Cost per page	Number of pages	Total cost
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>0,00</b>

Cost for specific project evaluation			
Description of tasks to be performed and name of evaluator	Number of days	Cost per day	Total cost
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

Cost for reproduction and publication			
Description of document to be reproduced or published	Quantity	Unit cost	Total cost
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

Fees for interpreters				
Ref. of the event (according to your reference under Heading 2 "Travel")	Number of interpreters	Number of days	Cost per day	Total cost
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>0,00</b>

Costs for other services			
For example for experts or consultants, etc.			
Status and tasks to be performed	Daily salary cost	Number of days	Total in Euro
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

Total cost of all items in Heading Services	
Cost for information and dissemination	0,00
Cost for translation	0,00
Cost for evaluation	0,00
Cost for publication and reproduction	0,00
Costs for interpreters	0,00
Other services	0,00
<b>Total cost of Services</b>	<b>0,00</b>

#### HEADING 4 : COST FOR ADMINISTRATION

**Rent of equipment or depreciation of New Technical Equipment (no depreciation of office material such as chairs, tables etc.)**

Cost for rental or depreciation of **new technical** equipment, please specify. **Invoices will have to be included with your claim for final payment of the subsidy**

Is only eligible:

. Rent (leasing) for a determined period

. linear depreciation for **new technical** equipment over 3 years; for existing equipment depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated.

Example for calculation of depreciation: cost equipment new 999€; depreciation 999:3 years = 333 €/year; use of the equipment for a period of 6 months; eligible depreciation 333 : 2 =€ 166,5

Type of equipment	Unit cost of new equipment	Quantity	Eligible cost (depreciation cost per item of equipment)	Total cost
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
<b>Total</b>				<b>0,00</b>

**Hire of rooms (cost of rent of meeting or conference rooms, etc)**

Subject of event (according to your reference under Heading 2 "Travel")	Quantity	Cost of rent per day	Number of days	TOTAL IN €
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>0,00</b>

**Hire of interpreting booths**

Subject of event (and reference)	Quantity	Cost of rent per day	Number of days	Total in €
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>0,00</b>

**Costs for Audits**

Nature of Audit	Quantity	Unit cost	TOTAL IN €
			0,00
			0,00
<b>Total</b>			<b>0,00</b>

Other administrative costs : rent of offices and related charges.			
Cost for banking transactions (exchange losses are not eligible), insurance, certificates, etc.			
Nature of costs	Quantity	Unit cost	TOTAL IN €
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

Total of Heading Administration	
Rent of equipment or depreciation of new technical equipment	0,00
Hire of rooms	0,00
Hire of interpreting booths	0,00
Audits	0,00
Other administrative costs	0,00
<b>Total of Heading Administration</b>	<b>0,00</b>

**TOTAL ELIGIBLE COST**

Total cost of all Headings	
Staff	0,00
Travel and Subsistence	0,00
Services	0,00
Administration	0,00
<b>Total costs</b>	<b>0,00</b>

**TOTAL ELIGIBLE COST** 0,00

**TOTAL INCOME**

BENEFICIARY'S CONTRIBUTION IN CASH		
Contributions	Amount	Breakdown (name of organisation and amount)
Contribution in cash of the applicant on its own resources - explain origin of resources (contribution of members, own capital, etc) and enclose declaration of commitment to co-financing	0,00	
Co-financing in cash from other sources (enclose declarations of commitment to co-financing)	0,00	
<b>Total of beneficiary's contribution in</b>	<b>0,00</b>	

Revenue generated by the action		
Description of revenue	Estimated amount	Details on calculation
	0,00	
	0,00	
	0,00	
<b>Total of revenue generated by the action</b>	<b>0,00</b>	

Total of beneficiary's contribution in cash	0,00
Revenue generated by the action	0,00
Commission grant requested	0,00
<b>TOTAL INCOME</b>	<b>0,00</b>
Percentage of the grant to the total cost	#DIV/0!

## SUMMARY PAGE OF THE PROVISIONAL BUDGET IN EURO

*This form has not to be filled in, Excel will automatically insert all the total amounts of the sheet  
"Detailed budget" - Summary page to be printed and signed by legal representative*

INCOME		EXPENSES			
BENEFICIARY's CONTRIBUTION IN CASH =   <					

Name of organisation:

Name of legal representative:

Place and date:

Signature: