

ANNEX 2 : ESTIMATED BUDGET OF THE ACTION

All amounts should be provided in **euro**

Project title	<< please fill in >>
Name of the applicant	<< please fill in >>
Maximum co-financing rate:	
Maximum amount per grant in euro	

Overview of expenditure and revenue

Overview of expenditure		
Estimated eligible costs	Amount	Remarks
A. Personnel costs (Employees, Natural persons under direct contract, Seconded persons, SME owners and natural person beneficiaries, Volunteers)	- €	
B. Sub-contracting costs	- €	
C. Purchase costs (Travel and subsistence, Equipment, Other goods, seminars & conferences, works and services)	- €	
D. Other cost categories (Financial support to third parties)	- €	
Total direct costs (categories A - D)	- €	
E. Indirect costs (overheads - flat rate 7%)	- €	
Grand Total eligible costs (categories A - E)	- €	
Overview of revenue		
Estimated contributions	Amount	Remarks
A. Grant requested from the Commission		
B. Income generated by the action		
C. Financial contribution from third parties		
D. Financial contribution of the beneficiary (own resources)		
Grand Total contributions (categories A - D)	- €	

The above overview of expenditure and revenue is a compulsory annex to the grant application and constitutes the estimated budget of the action.

This template consists of 7 tab sheets (including this one), it has embedded calculation formulas (such as sum-ups), drop down lists as well as automatic links of the sub-total amounts to the above overview template.

'Section Estimated eligible costs' (grey cells):

- Rows A to E are automatically filled-in when the related tab sections A to E are manually filled-in by the beneficiary.

Section 'Estimated contributions':

- Rows A to D and must be completed directly in this overview template (white cells). Please manually complete this section above.

For more information on how to fill in the template, please refer to tab 'Guidance to the applicants'.

Please note that one or more error messages will appear in the Remarks column of the budget table if one or more conditions are not met - please revise accordingly.

Please note that the budget cannot be validated until all errors are resolved.

In the absence of any remarks, a green "Budget can be validated" message will appear at the bottom of the table above.

Guidance to the applicants

Applicants are required to fill in this budget template in order to complete their application to this call for proposals.

The budget is intended to cover ALL eligible expenditure and revenue incurred in the framework of the action. It is composed as follows:

Expenditure categories:

- A. Personnel costs
- B. Sub-contracting costs
- C. Purchase costs
- D. Other cost categories
- E. Indirect costs

Revenue categories:

- A. Grant requested from the Commission
- B. Income generated by the project
- C. Financial contribution from third parties
- D. Financial contribution of the beneficiary (own resources)

Practically, applicants are required to fill in the 5 spreadsheets related to each expenditure category (A - E). Each spreadsheet includes specific information regarding the relevant expenditure category, which is designed to help applicants in the budget completion process.

Once all the expenditure spreadsheets are completed, applicants are required to fill in section 'Estimated contribution' (categories A - D).

Furthermore, some key principles apply to particular aspects of the budget and to the budget as a whole:

- Expenditure category E (Indirect costs) must not exceed 7% of the total amount of direct costs (that is the sum of categories A - D);
- Revenue category A (Grant requested from the Commission) must not exceed the maximum amount and the co-financing rate allowed for this action, as specified in the publication documents for this call.
- The overall revenue (sum of categories A - D) must be exactly equal to the overall expenditure (sum of categories A - E) to ensure a balanced budget. **Non-balanced budgets will not be validated.**

Each of these principles is practically explained in the relevant specific spreadsheets. Applicants who do not respect one or more of the above principles will see error messages appear as they fill in the budget tables.

B. Sub-contracting

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information, then fill in the budget table below.

This expenditure category covers the costs incurred in the framework of contracts for the provision of services concluded between the beneficiary and one or more sub-contractors.

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the national law on public procurement.

Indicatively, this expenditure category can notably cover two kinds of costs:

- Costs related to external consultancy services, studies, or professional services in a specific field (e.g. communication and IT services)

~~- Costs related to human resources working on the project, but not directly employed by the beneficiary (e.g. freelance or interim staff, independent consultants)~~

Fill in the budget tables belows by completing the fields in *white*

All amounts to be provided in euro

Sub-contract #	Description of the service provided	Total cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Total cost		

Total Purchase costs	
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E. Indirect costs

Specific information and guidelines regarding this expenditure category:

Please carefully read the following information.

This expenditure category covers the general management expenses of the project for the beneficiary. Indirect costs will be reimbursed at the rate of 7% of the eligible direct costs (categories A - D, except volunteers costs and exempted specific costs categories, if any).

It is therefore recommended to first fill in categories A - D in order to know the maximum amount that can be requested under this expenditure category.

The overall maximum amount for indirect costs that can be requested, as calculated upon the data provided in sections A - D, is provided below:

a. Total direct eligible costs (categories A - D)	
b. Volunteers costs (category A.5)	
(a) - (b)	
Amount of indirect costs (flat-rate 7%)	

flat-rate

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