

1. Budget for the Action¹

Costs	All Years				Year 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical								
1.1.2 Administrative/ support staff	Per month				Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month				Per month			
1.3 Per diems for missions/travel ⁵	Per month				Per month			
1.3.1 Abroad (staff assigned to the Action)	Per diem				Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem				Per diem			
1.3.3 Seminar/conference participants	Per diem				Per diem			
Subtotal Human Resources								
2. Travel⁶								
2.1 International travel	Per flight				Per flight			
2.2 Local transportation	Per month				Per month			
Subtotal Travel								
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles	Per vehicle				Per vehicle			
3.2 Furniture, computer equipment								
3.3 Machines, tools...								
3.4 Spare parts/equipment for machines, tools								
3.5 Other (please specify)								
Subtotal Equipment and supplies								
4. Local office								
4.1 Vehicle costs	Per month				Per month			
4.2 Office rent	Per month				Per month			
4.3 Consumables - office supplies	Per month				Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month				Per month			
Subtotal Local office								
5. Other costs, services⁸								
5.1 Publications ⁹								
5.2 Studies, research ⁹								
5.3 Expenditure verification/Audit								
5.4 Evaluation costs								
5.5 Translation, interpreters								
5.6 Financial services (bank guarantee costs etc.)								
5.7 Costs of conferences/seminars ⁹								

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5.8. Visibility actions ¹⁰								
Subtotal Other costs, services								
6. Other								
Subtotal Other								
7. Subtotal direct eligible costs of the Action (1-6)								
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)								
9. Total eligible costs of the Action (7+8)								
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)								
11. Total eligible costs (9+10)								
12. - Taxes ¹¹								
- Contributions in kind ¹²								
13. Total accepted¹¹ costs of the Action (11+12)								

2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
1. Human Resources		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)		
1.1.1 Technical		
1.1.2 Administrative/ support staff		
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)		
1.3 Per diems for missions/travel		
1.3.1 Abroad (staff assigned to the Action)		
1.3.2 Local (staff assigned to the Action)		
1.3.3 Seminar/conference participants		
Subtotal Human Resources		
2. Travel		
2.1 International travel		
2.2 Local transportation		
Subtotal Travel		
3. Equipment and supplies		
3.1 Purchase or rent of vehicles		
3.2 Furniture, computer equipment		
3.3 Machines, tools...		
3.4 Spare parts/equipment for machines, tools		
3.5 Other (please specify)		
Subtotal Equipment and supplies		
4. Local office		
4.1 Vehicle costs		
4.2 Office rent		
4.3 Consumables - office supplies		
4.4 Other services (tel/fax, electricity/heating, maintenance)		
Subtotal Local office		
5. Other costs, services		
5.1 Publications		

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	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
5.2 Studies, research		
5.3 Expenditure verification/Audit		
5.4 Evaluation costs		
5.5 Translation, interpreters		
5.6 Financial services (bank guarantee costs etc.)		
5.7 Costs of conferences/seminars		
5.8. Visibility actions		
Subtotal Other costs, services		
6. Other		
Subtotal Other		
12. - Taxes		
- Contributions in kind		

3. Expected sources of funding & summary of estimated costs¹

		Amount	Percentage
		EUR	%
Expected sources of funding			
EU/EDF contribution sought in this application (A)			
Other contributions (Applicant, other Donors etc)			
Name	Conditions ⁶		
Revenue from the Action			
To be inserted if applicable and allowed by the guidelines: In-kind contributions ⁵			
Expected TOTAL CONTRIBUTIONS			
Estimated Costs			
Estimated TOTAL ELIGIBLE COSTS ² (B)			
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)			
To be inserted if applicable and allowed by the guidelines: Taxes/In-kind contributions ⁵			
Estimated TOTAL ACCEPTED COSTS ³ (C)			
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)			

1. Expected sources of funding and estimated costs must be in balance. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 7 of the full application form)

2. as per heading 11 of the Budget of the Action

3. as per heading 13 of the Budget of the Action

4. do not round, enter percentage with 2 decimals (e.g. 74,38%)

5. as per heading 12 of the Budget of the Action

6. with reference to art.17.4 (b) of the General Conditions