

Project title:		
Name of the project applicant:		
Name of the project partner(s):		
Name of the project associate(s):		
Project duration:		
Total budget:		
Total requested budget:		
Costs	Unit	# of units
1. Human Resources		
1.1 Salaries (gross salaries, including social security charges, etc.)		
1.1.1. Project Coordinator	month	
1.1.2. Project Assistant	month	
1.1.3. Financial Manager	month	
Total Human resources		
2. Travel costs		
2.1. Local transportation	per km	
Total Travel		
3. Equipment and supplies		
3.1. Cartridge for printers	per item	
3.2. Other (indicate)	per item	
Total Equipment and supplies		
4. Other costs, services		
4.1. Publications		
4.1.1. Layout	per publication	
4.1.2. Printing	per copy	
4.2. Studies, research		
4.3. Costs of conferences/seminars		
4.3.1. Accommodation, food, refreshments (number of events * number of days * number of participants)	per person	
4.3.2. Rent of space/equipment	per event	
4.3.3 Stationary	per participant	
4.3.4. Fees for lecturers	person/day	
4.4. Visibility actions		
4.4.1. Production and distribution of promotional material (leaflets, stickers, posters, etc.)	per unit	
4.4.2. Media promotion of the project	per event	
Total Other costs, services		
5. Total direct costs (1+2+3+4)		
6. Indirect costs (max 7% of 5. Total direct costs)		
7. Total (5+6)		

Instructions for drafting the budget:

Salaries of staff

Staff costs may not exceed 45% of the total value of the budget.

Travel costs

Costs relate to implementation of project activities requiring travel outside the site of the project.

Costs are calculated per:

- a) 0.22 EUR/km;
- b) price of public transport ticket.

Equipment and supplies

Costs of equipment and supplies are eligible if required for the project activities.

Other costs, services

This budget is to be developed in line with project activities.

*** The Total costs implies total value of the project, while the grant request must fall between minimum 70% and ma:**

**** ** When preparing the budget, it is important to keep in mind that costs above EUR 50.00 are subject to VAT exen**

EUR	Costs (EUR)
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
7%	0
	0



**Maximum 100% of eligible costs.
Option.**