

Budget for the action in Euro			Explanation on budget headings	Cost justification
			Provide an explanation for each budget item demonstrating the actual need of that item to complete the action.	Provide a rationale for the estimated calculation. Note that the estimated cost should be based on the actual cost.
A. Operational costs			Operational costs are costs necessary and essential to achieve the objectives and results of the action, including the cost of achieving verifiable deliverables;	
A	1	Result 1		
A	1.1	Activity 1		
A	1.1.1	Experts	E.g. : mention the various experts planned, their main task and the duration	Give the basis of the unit salary calculation for each expert ex: salary grid of the organization for the category
A	1.1.2	Travel & Per diems	Different types can be taken into consideration here: 1) Travel and per diem for the staff of A1.1.1 and 2) Travel and per diem reimbursed to third parties within the framework of the implementation of the activity	Explain the calculation and justify scale
A	1.1.3	Training, Workshops	Mention the number of training / workshops (themes, people etc ...)	Explain the calculation
A	1.1.4	Conferences, Seminars	Mention number of conferences, seminars (theme, people etc ...)	Explain the calculation
A	1.1.5	Consultancies	Mention the various external consultancies planned for this activity	Explain the calculation
A	1.1.6	Material & equipment purchases	Describe the various materials and equipment to be purchased for implementation of activity 1	Explain the calculation
A	1.1.7	Sub-Grants	If sub-grants are authorized in this Grant, mention the purpose and target beneficiaries	Explain the calculation
A	1.1.8	Other costs	Add as many budget lines as there are items that do not fit into the first 7 points. Justify the need for the item to implement the activity	Explain the calculation
A	1.2	Activity 2		
A	1.2.1	Experts		
A	1.2.2	Travel & Per diems		
A	1.2.3	Training, Workshops		
A	1.2.4	Conferences, Seminars		
A	1.2.5	Consultancies		
A	1.2.6	Material & equipment purchases		
A	1.2.7	Sub-Grants		
A	1.2.8	Other costs		
A	2	Result 2		
A	2.1	Activity 1		
A	2.1.1	Experts		
A	2.1.2	Travel & Per diems		
A	2.1.3	Training, Workshops		
A	2.1.4	Conferences, Seminars		
A	2.1.5	Consultancies		
A	2.1.6	Material & equipment purchases		
A	2.1.7	Sub-Grants		
A	2.1.8	Other costs		
A	4	General means	Means essential for the implementation of the action but which cannot be directly affected on an activity result because they concern the action as a whole	
A	4.1	Human resources	Only include HR working on the entire action. The specific HR on an activity will be mentioned above.	
A	4.1.1	Experts	Provide the list of experts involved in the overall results of the action, main task	Give the basis of the unit salary calculation for each expert ex: salary grid of the organization for the category
A	4.1.2	Support Staff	Provide the list of support staff directly involved in the implementation of the action (e.g. 1 accountant, 1 logistician, 1 driver)	Give the basis of the unit salary calculation for each expert ex: salary grid of the organization for the category, % du temps d'affectation sur l'action
A	4.1.3	Travel & Per diems	Describe here the type of missions planned for the personnel above	Explain the calculation and justify scale
A	4.2	Functioning costs		
A	4.2.1	Vehicle purchase or rental	Justify the need	Explain the calculation
A	4.2.2	Computer hardware purchase	Justify the need	Explain the calculation
A	4.2.3	Furniture purchase	Justify the need	Explain the calculation
A	4.2.4	Office rental and maintenance	Justify in case of rental or share in the rental	Explain the calculation
A	4.2.5	Office supplies		Explain the calculation
A	4.2.6	Vehicle use cost		Explain the calculation
A	4.2.7	Other services (tel / internet ...)		Explain the calculation
A	4.2.8	Bank charges	Only if separate bank account dedicated to the grant	Explain the calculation

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B. Management Costs			Management costs are identifiable costs related to management, supervision, coordination, monitoring, control, reporting, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the grant;	
B	1	Human Resources		
B	1.1	Coordination staff	Justify the need for coordination of the action. Indicate the functions, coordination activities	Explain the calculation. Salary Share to be charged on the action
B	1.2	Administrative and financial staff	Justify the need for a FIN/admin follow-up. Indicate the functions, the FIN/Admin coordination activities	Explain the calculation. Salary Share to be charged on the action
B	1.3	Monitoring and evaluation staff	Justify the post, rôle	Explain the calculation. Salary Share to be charged on the action
B	1.4	Travel & Per diems	Costs linked to B1.1 personnel exclusively	Explain the calculation and justify scale
B	2	Functioning costs		
B	2.1	Purchase of equipment (ICT/furniture/others)	Only if purchase is necessary for a B1.1 person. Justify the need	Explain the calculation
B	2.2	Office supplies	Only if necessary for coordination activities of B1.1 staff. Justify the need. Attention: Can only be provided here if the invoice is isolable and attributable to the coordination of the action otherwise it is part of the 7% structure costs	Explain the calculation
B	2.3	Other services (tel / internet ...)	Attention: Can only be provided here if the invoice is isolable and attributable to the coordination of the action otherwise it is part of the 7% structure costs	Explain the calculation
B	2.4	Communication	External communication costs	Explain the calculation
B	3	Monitoring and Evaluation		
B	3.1	Evaluation	Justify the need	Explain the calculation
B	3.2	Capitalization and scientific monitoring	Justify the need	Explain the calculation
B	3.3	Audit	To be foreseen only if an audit will be carried out directly by the contracting beneficiary	Explain the calculation