

| BUDGET FOR THE PROJECT <sup>1</sup>  |                                  |  |   |             |                |                       |                   |
|--|----------------------------------|--|---|-------------|----------------|-----------------------|-------------------|
| Acronym:   | All years                        |  |   |             |                |                       |                   |
| Costs  | Lead beneficiary/<br>beneficiary | Cost incurred in the<br>Programme area /<br>outside the<br>Programme area <sup>2</sup> | Project activity<br>/ activities <sup>3</sup> | Unit        | No of<br>units | Unit rate<br>(in EUR) | Costs<br>(in EUR) |
| <b>1. Staff costs<sup>4</sup></b>  |                                  |  |   |             |                |                       |                   |
| Salaries of project management staff (gross amounts)   |                                  |  |   | Per month   |                |                       | 0,00              |
| <b>2. Travel and subsistence costs</b>   |                                  |  |   |             |                |                       |                   |
| 2.1 Per diems for missions <sup>5</sup>  |                                  |  |   |             |                |                       | 0,00              |
| 2.1.1. Abroad missions   |                                  |  |   | Per diem    |                |                       | 0,00              |
| 2.1.2. Local missions  |                                  |  |   | Per diem    |                |                       | 0,00              |
| 2.2 International travel   |                                  |  |   |             |                |                       | 0,00              |
| 2.3 Local transportation   |                                  |  |   |             |                |                       | 0,00              |
| 2.4 Preparation of strong partnership  |                                  |  |   | Per project |                |                       | 0,00              |
| <b>3. Equipment and supplies<sup>6</sup></b>   |                                  |  |   |             |                |                       |                   |
| 3.1 Purchase or rent of vehicles   |                                  |  |   | Per vehicle |                |                       | 0,00              |
| 3.2 Furniture  |                                  |  |   |             |                |                       | 0,00              |
| 3.3 Computer equipment   |                                  |  |   |             |                |                       | 0,00              |
| 3.4 Other (please specify)   |                                  |  |   |             |                |                       | 0,00              |
| <b>4. Services<sup>7</sup></b>   |                                  |  |   |             |                |                       |                   |
| 4.1 Salaries of technician staff (gross amounts)   |                                  |  |   |             |                |                       | 0,00              |
| 4.2 Publications   |                                  |  |   |             |                |                       | 0,00              |
| 4.3 Studies, research  |                                  |  |   |             |                |                       | 0,00              |
| 4.4 External audit costs   |                                  |  |   |             |                |                       | 0,00              |
| 4.5 Evaluation costs   |                                  |  |   |             |                |                       | 0,00              |
| 4.6 Translation, interpreters  |                                  |  |   |             |                |                       | 0,00              |
| 4.7 Financial services (bank guarantee costs etc.)   |                                  |  |   |             |                |                       | 0,00              |
| 4.8 Costs of conferences/seminars  |                                  |  |   |             |                |                       | 0,00              |
| 4.9 Visibility actions <sup>8</sup>  |                                  |  |   |             |                |                       | 0,00              |
| 4.10 Other (please specify)  |                                  |  |   |             |                |                       | 0,00              |
| <b>5. Subtotal direct costs without infrastructure component (1-4)</b>   |                                  |  |   |             |                |                       | 0,00              |
| <b>6. Infrastructure component</b>   |                                  |  |   |             |                |                       |                   |
| Works as well as services and other activities related to planned works.   |                                  |  |   |             |                |                       | 0,00              |
| <b>7. Total direct eligible costs of the Project (5+6)</b>   |                                  |  |   |             |                |                       | 0,00              |
| <b>8. Administrative costs (maximum 7% of 5, subtotal direct costs without infrastructure component)<sup>9</sup></b> |                                  |  |   |             |                |                       |                   |
| <b>9. Total eligible costs (7+8)</b>   |                                  |  |   |             |                |                       | 0,00              |

1. Budget must be filled in English and should be established in euro. Costs and unit rates are rounded to the nearest euro cent. The Budget must cover all eligible costs of the project, not just the EU contribution. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided.

2. Project activities may be implemented outside the Programme area provided that all the following conditions are met:

- a) they take place in other regions from the outside Programme area, but on the territory of Poland, Belarus or Ukraine;
- b) they are necessary for achieving the project's objectives and they benefit the Programme area;
- c) the total amount allocated under the project to activities outside the Programme area does not exceed 20% of the Union contribution at project level;
- d) activities outside the Programme area cannot be of investment and/or infrastructure character.

3. Please, indicate to which project activity refers the relevant cost (activity number).

4. If staff are not working full time on the project, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate).

5. Indicate the country where the per diems are incurred and the applicable rates (which cannot exceed neither the costs normally paid by the beneficiary according to its rules nor the rates published by the EC at the time of the mission. To be comparable with EC rates, per diems shall cover accommodation, meals and local travel within the place of the mission and sundry expenses and should be understood as "overnight stays", that is, "per night".

6. Purchase or rental costs for equipment (new or used) and supplies specifically for the purpose of the project, provided they correspond to market prices.

7. Specify. Lump sums will not be accepted

8. Communication and visibility activities should be properly planned and budgeted at each stage of the project planning. These activities should not only focus on publicising the EU support for the action but also on its outcome and impact. Please note that the Communication and Visibility Manual for EU External Actions is available on the following website:

[http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm). ENI CBC Communication Guide available at [http://admin.staging.enpi.interact-eu.net/downloads/8403/INTERACT\\_ENPI\\_ENI\\_CBC\\_Communication\\_Guide\\_06\\_2015.pdf](http://admin.staging.enpi.interact-eu.net/downloads/8403/INTERACT_ENPI_ENI_CBC_Communication_Guide_06_2015.pdf)

9. Indirect costs may be calculated on a flat-rate of up to 7 % of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure, provided that the rate is calculated on the basis of a fair, equitable and verifiable calculation method. As indirect costs for a project shall be considered those eligible costs which may not be identified as specific costs directly linked to the implementation of the project and may not be booked to it directly according to the conditions of eligibility as defined in Article 48. For example, administrative costs may include costs of running the beneficiary's office (or part of the office) that is in his possession and is used for the day-to-day implementation of the project. Administrative costs may not include ineligible costs or costs already declared under another cost item or heading of the budget of the project.

Checksum.....

| BUDGET JUSTIFICATION   | All Years                                      |   |
|--|--|---|
| Acronym:   |  |   |
| Costs  | Clarification of the budget items <sup>1</sup> | Justification of the estimated costs <sup>2</sup>   |
| <b>1. Staff costs</b>  |  | In addition, please indicate:<br>• Type of employment (permanent, recruited for the project, civil servant)<br>• Type of contract (labour, civil law contract)<br>• Type of dedication to the project (fully or partially)<br>• Amount of time dedicated to the project |
| Salaries of project management staff (gross amounts)   |  |   |
| <b>2. Travel and subsistence costs</b>   |  | In addition, please indicate:<br>• Type of travel (bus, train, own car)<br>• N° of persons per trip<br>• Average estimated cost per trip per person   |
| 2.1 Per diems for missions   |  | In addition, please indicate:<br>• N° of nights;<br>• Reimbursement method (actual costs, daily allowance/per diems, mixed system)<br>• Estimated cost per night  |
| 2.1.1. Abroad missions   |  |   |
| 2.1.2. Local missions  |  |   |
| 2.2 International travel   |  |   |
| 2.3 Local transportation   |  |   |
| 2.4 Preparation of strong partnership  |  |   |
| <b>3. Equipment and supplies</b>   |  | In addition, please indicate:<br>• Type of equipment (vehicle, computers, etc.)<br>• Purchase or rental<br>• Indicative type of award procedure (single tender, negotiated, open tender, etc.)  |
| 3.1 Purchase or rent of vehicles   |  |   |
| 3.2 Furniture  |  |   |
| 3.3 Computer equipment   |  |   |
| 3.4 Other (please specify)   |  |   |
| <b>4. Services</b>   |  | In addition, please indicate:<br>• Type of service (expertise, web-site, conference, etc.)<br>• Indicative type of award procedure (negotiated, open tender, etc.)  |
| 4.1 Salaries of technician staff (gross amounts)   |  |   |
| 4.2 Publications   |  |   |
| 4.3 Studies, research  |  |   |
| 4.4 External audit costs   |  |   |
| 4.5 Evaluation costs   |  |   |
| 4.6 Translation, interpreters  |  |   |
| 4.7 Financial services (bank guarantee costs etc.)   |  |   |
| 4.8 Costs of conferences/seminars  |  |   |
| 4.9 Visibility actions <sup>8</sup>  |  |   |
| 4.10 Other (please specify)  |  |   |
| <b>5. Subtotal direct costs without infrastructure component (1-4)</b>   |  |   |
| <b>6. Infrastructure component</b>   |  | In addition, please indicate:<br>• Estimated cost<br>• Indicative type of award procedure (direct, negotiated, open tender, etc.)   |
| Works as well as services and other activities related to planned works  |  |   |
| <b>7. Total direct eligible costs of the Project (5+6)</b>   | -  | -   |
| <b>8. Administrative costs (maximum 7% of 5, subtotal direct costs without infrastructure component)<sup>9</sup></b> |  |   |
| <b>9. Total eligible costs (7+8)</b>   | -  | -   |

• 1. 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 project activities)

• 2. Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs, as described in Guidelines for Applicants.

**Exchange rates used**  
Please specify the used exchange rate while calculating the budget. We propose to use the October 2016 monthly exchange rate set by EC (InforEuro rate)

|         |  |
|---------|--|
| EUR/PLN |  |
| EUR/UAH |  |
| EUR/BYN |  |

Checksum.....

**DETAILED PROJECT FINANCIAL PLAN**

Acronym:

**PART I: PROJECT RECEIPTS (filled-in automatically from the worksheet 2.2)**

| Project beneficiary | Year 1            |                    |                     |                    | Year 2            |                    |                     |                      | After project implementation | Total       |
|---------------------|-------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------------|----------------------|------------------------------|-------------|
|                     | IQ. Amount in EUR | IIQ. Amount in EUR | IIIQ. Amount in EUR | IVQ. Amount in EUR | VQ. Amount in EUR | VIQ. Amount in EUR | VIIQ. Amount in EUR | VIIIQ. Amount in EUR |                              |             |
| Lead Beneficiary    | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00        |
| Beneficiary #1      | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00        |
| Beneficiary #N      | 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>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>        | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>          | <b>0,00</b>                  | <b>0,00</b> |

**PART II: PROJECT PAYMENTS (filled-in automatically from the worksheet 2.3)**

| Project beneficiary | Preparation costs | Year 1            |                    |                     |                    | Year 2            |                    |                     |                      | After project implementation | Total       |
|---------------------|-------------------|-------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------------|----------------------|------------------------------|-------------|
|                     |                   | IQ. Amount in EUR | IIQ. Amount in EUR | IIIQ. Amount in EUR | IVQ. Amount in EUR | VQ. Amount in EUR | VIQ. Amount in EUR | VIIQ. Amount in EUR | VIIIQ. Amount in EUR |                              |             |
| Lead Beneficiary    | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00        |
| Beneficiary #1      | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00        |
| Beneficiary #N      | 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>       | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>        | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>          | <b>0,00</b>                  | <b>0,00</b> |

**PART III: SURPLUS/DEFICIT (filled-in automatically)**

| Project beneficiary | Preparation costs | Year 1            |                    |                     |                    | Year 2            |                    |                     |                      | After project implementation |
|---------------------|-------------------|-------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------------|----------------------|------------------------------|
|                     |                   | IQ. Amount in EUR | IIQ. Amount in EUR | IIIQ. Amount in EUR | IVQ. Amount in EUR | VQ. Amount in EUR | VIQ. Amount in EUR | VIIQ. Amount in EUR | VIIIQ. Amount in EUR |                              |
| Lead Beneficiary    | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         |
| Beneficiary #1      | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         |
| Beneficiary #N      | 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>       | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>        | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>          | <b>0,00</b>                  |

**INSTRUCTIONS FOR BENEFICIARIES:**

Please, fill in worksheets 2.2 Receipts and 2.3 Payments - estimated receipts and payments within the project per beneficiary taking into consideration project implementation details (e.g. project duration, the payment option chosen etc.). add as many beneficiaries as needed. Detailed Financial Plan will be filled in automatically basing on the information provided in worksheets 2.2 and 2.3. Surplus/Deficit displays any excess funds available or shortfall at the end of the relevant quarter.

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## PROJECTS RECEIPTS

**Acronym:**

[illegible][illegible][illegible][illegible]

## PROJECTS PAYMENTS

Acronym:

| LEAD BENEFICIARY             | Preparation costs | Year 1            |                    |                     |                    | Year 2            |                    |                     |                      | After implementation | Total in EUR |
|------------------------------|-------------------|-------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------------|----------------------|----------------------|--------------|
|                              |                   | IQ. Amount in EUR | IIQ. Amount in EUR | IIIQ. Amount in EUR | IVQ. Amount in EUR | VQ. Amount in EUR | VIQ. Amount in EUR | VIIQ. Amount in EUR | VIIIQ. Amount in EUR |                      |              |
| Staff costs                  | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                 | 0,00         |
| Travel and subsistence costs | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                 | 0,00         |
| Equipment and supplies       | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                 | 0,00         |
| Services                     | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                 | 0,00         |
| Infrastructure component     | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                 | 0,00         |
| Administrative costs         | 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>       | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>        | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>          | <b>0,00</b>          | <b>0,00</b>  |

| BENEFICIARY #1               | Preparation costs | Year 1            |                    |                     |                    | Year 2            |                    |                     |                      | After project implementation | Total in EUR |
|------------------------------|-------------------|-------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------------|----------------------|------------------------------|--------------|
|                              |                   | IQ. Amount in EUR | IIQ. Amount in EUR | IIIQ. Amount in EUR | IVQ. Amount in EUR | VQ. Amount in EUR | VIQ. Amount in EUR | VIIQ. Amount in EUR | VIIIQ. Amount in EUR |                              |              |
| Staff costs                  | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Travel and subsistence costs | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Equipment and supplies       | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Services                     | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Infrastructure component     | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Administrative costs         | 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>       | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>        | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>          | <b>0,00</b>                  | <b>0,00</b>  |

| BENEFICIARY #N               | Preparation costs | Year 1            |                    |                     |                    | Year 2            |                    |                     |                      | After project implementation | Total in EUR |
|------------------------------|-------------------|-------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------------|----------------------|------------------------------|--------------|
|                              |                   | IQ. Amount in EUR | IIQ. Amount in EUR | IIIQ. Amount in EUR | IVQ. Amount in EUR | VQ. Amount in EUR | VIQ. Amount in EUR | VIIQ. Amount in EUR | VIIIQ. Amount in EUR |                              |              |
| Staff costs                  | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Travel and subsistence costs | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Equipment and supplies       | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Services                     | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Infrastructure component     | 0,00              | 0,00              | 0,00               | 0,00                | 0,00               | 0,00              | 0,00               | 0,00                | 0,00                 | 0,00                         | 0,00         |
| Administrative costs         | 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>       | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>        | <b>0,00</b>       | <b>0,00</b>        | <b>0,00</b>         | <b>0,00</b>          | <b>0,00</b>                  | <b>0,00</b>  |

Checksum.....



