

BUDGET FOR THE PROJECT <sup>1</sup>							
Acronym:				All years			
Costs	Lead beneficiary/ beneficiary	Cost incurred in the Programme area / outside the Programme area <sup>2</sup>	Project activity / activities <sup>3</sup>	Unit	No of units	Unit rate (in EUR)	Costs (in EUR)
<b>1. Staff costs<sup>4</sup></b>							
1.1 Salaries of project management staff (gross amounts) (REAL COST or LUMP SUM)				Per month			0,00
<b>2. Travel and subsistence costs</b>							
2.1 Travel and accommodation <sup>5</sup>							0,00
2.2 Preparation of strong partnership (LUMP SUM)				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)				Per month			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)							
<b>5. Subtotal direct costs without infrastructure component (1-4)</b>							0,00
<b>6. Infrastructure component</b>							
							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 or Russia;
- 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 10% 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. Staff costs can be calculated as **REAL COSTS** or **LUMP SUM**.

**REAL COSTS:** please indicate all positions financed by the project, row 1.1 can be duplicated.

**LUMP SUM:** If it is necessary to divide the lump sum and to assign the appropriate amounts to the lead beneficiary and beneficiaries, row 1.1 can be duplicated. The total amount of the lump sum for staff costs is 50 000 euro per project.

In either case 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.