Annex III. Budget for the Action[1]

Costs	All Years				Year 1[2]			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)[3]	Unit	# of units	Unit rate (in EUR)	Costs (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	Per month				Per month			
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]								
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. Travel[6]								
2.1. International travel	Per flight				Per flight			
2.2 Local transportation	Per month				Per month			
Subtotal Travel								
3. Equipment and supplies[7]								
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, services[8]								
5.1 Publications[9]								
5.2 Studies, research[9]								
5.3 Expenditure verification								
5.4 Evaluation costs								
5.5 Translation, interpreters								
5.6 Costs of conferences/seminars[9]								
5.7. Visibility actions[10]								
Subtotal Other costs, services								

	All Years				Year 1			
Expenses	**Unit**	**# of units**	**Unit rate (in EUR)**	**Costs (in EUR)**	**Unit**	**# of units**	**Unit rate (in EUR)**	**Costs (in EUR)**
6. Other								
Subtotal Other								
7. Subtotal direct eligible costs of the Action (1-6)								
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)								
9. Total direct eligible costs of the Action (7+ 8)								
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)								
11. Total eligible costs (9+10)								

1. The Budget must cover all eligible costs of the Action, not just the Contracting Authority's 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. This section must be completed if the Action is to be implemented over a period of more than 12 months.

3. If the Contracting Authority is not the European Commission, the budget may be established in euro or in the currency of the country of the Contracting Authority. Costs and unit rates are rounded to the nearest euro cent.
4. If staff are not working full time on the Action, 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 must not exceed the scales published by the E.C. at the time of contract signature http://ec.europa.eu/europeaid/work/procedures/index_en.htm). If information is not available, enter a global amount. Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.
6. Costs for C02 offsetting of air travel may be included. C02 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.

7. Costs of purchase or rental.

8. Specify. Lump sums will not be accepted.

9. Only indicate here when fully subcontracted.

10. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation. 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)

NOTA BENE: The beneficiary alone is responsible for the correctness of the financial information provided in these tables.

Sources of funding

							Amount EUR	Percentage of total %
Applicant's financial contribution								
Commission/EDF contribution sought in this application								
Contribution(s) from other European Institutions or EU Member States								
Name	*Conditions*							
Contributions from other organisations:								
Name	*Conditions*							
TOTAL CONTRIBUTIONS								
Direct revenue from the Action								
(to be inserted if allowed by the guidelines: in kind contribution)								
OVERALL TOTAL								