**Guideline for preparing the Budget**

Please fill in the Budget template (Excel doc). Make sure that the activities included in the project description are properly reflected in the project Budget.

Please pay attention to the following when preparing the Budget:

* *Category 1.* ***Human resources***
  1. **Gross salaries –** these should include the staff engaged for the project, who are employed in the organization that submits the application/ the co-applicant. Please calculate the gross salaries, including social insurance contributions and other similar costs.
  2. **Per diems for missions/travels** – per diem costs for official travels that are related to solely the project activities.
* *Category 2.* ***Transport***

*2.*1 Costs for international travel related to events;

* 1. Costs for local transport for activities directly related to the project;
* *Category 3.* ***Other costs, services***

This category includes the following costs:

* Publications (design and print)
* Research
* Translation and interpretation (includes written translation, consecutive and simultaneous interpretation)
* Event organizing costs (rental costs, refreshments, materials, etc.)
* Visibility costs (communication with the public, promotional materials, promotion on social media, etc.)
* *Category 4.* ***Other costs***
* If the project manager/ applicant or co-applicant coordinator/ is engaged on the basis of contract per services rendered, these costs should be budgeted in category 4. The honoraria section should include both the net amount and the personal income tax.
* Costs for renting equipment and purchases related to the project activities;
* IT services,
* All other costs directly related to the project activities and do not fit in Category 3.

**Important note:** Purchase of equipment is ineligible cost.

**Indirect costs** (administrative costs) are costs that arise from the day-to-day operations of the organization and are not directly related to the project activities (for example: rent/ use of workspace, **(these costs will be accepted if the organization has real office costs)**, bank commissions, accounting costs, telephone/ internet costs, office equipment, etc.). The amount of these administrative costs must not exceed 7% of the total direct costs. These indirect costs should not be budgeted in detail but as a single total sum. As these are costs related to the operation of the organization they must be recorded in the books of the organization, according to the general rules of accounting and archiving.

The total amount of direct and indirect costs must not exceed 5,000 euros in denar counter value.

**Important note**: VAT is ineligible cost for this project.

The amounts in all budget lines should be stated VAT free. This means that the amount of funds that will be requested, should exclude VAT and all invoices submitted as proof of cost incurred must be issued excluding VAT. If the organization is paying VAT within this project, it shall borne by itself that VAT cost.

When preparing the Budget, the rule of non-profit and avoidance of double financing must be followed.

**Ineligible Budget costs:**

* Debts and costs related to debts (interest);
* Costs incurred by the beneficiary/ beneficiaries, funded by another project of work program which is receiving grant from the European union or another grant by another donor;
* Currency exchange rate losses;
* Purchase of real estate;
* Purchase of equipment;
* Costs for damages and fixings;

The applicant is responsible for the accuracy of the information included in the Budget.