

Guideline for Budget Template EFJCA-CERV re-granting

The budget template is available for download on the EFJCA webpage (Budget template EFJCA-CERV re-granting). Please only use this template.

Instructions on how to fill out the budget template:

ID form:

Applicant	
Legal name of the organisation	
Official address	
Contactperson	
Email	
Telephone	
Bankaccount IBAN	

This form must be manually filled by the applicants.

Forecast budget calculation:

The **cost type column** is a drop-down list. The applicant must choose one of the following assigned categories:

- A Staff costs/hours
- C.1A Travel
- C.1B Accommodation
- C.1C Subsistence
- C2 Equipment
- C3 Other goods
- E Indirect costs

The **Activity column** is to be manually filled by the applicant and corresponds to the proposed activity.

The **Number of units column** is to be manually filled by the applicant. For example it can contain the number of daily staff costs or hours, days needed for accommodation, travels, equipment, other goods,

In case of accommodation and/or daily subsistence allowances, the EU guidelines apply (see separate download).

The **Amount per unit column** is to be manually filled by the applicant. The total EURO is automatically filled/calculated by the system.

In the **Additional information column** is to be manually filled by the applicant. The applicant is free to add additional information, such as a further explanation of the specified activities and/or costs.

Summary estimated budget and funding:

Summary estimated budget	
A Staffcosts/hours	0,00
C.1A Travel	0,00
C.1B Accomodation	0,00
C.1C Subsistence	0,00
C2 Equipment	0,00
C3 Other goods	0,00
E Indirect costs	0,00
	0,00
Funding	
Maximum contribution EFJCA 80%	0,00
Own contribution applicant	0,00
	0,00

These sections are automatically filled/calculated by the system. As also mentioned in Full call for applications the maximum contribution is 80% of the requested budget.

