



# Budget management in proposals

Info Day –CEF Energy call for PCIs

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# Costs

Identify your costs and prepare your proposed project's budget!

- Call text requirements to be checked
  - Section 10. Legal and financial set-up of the Grant Agreements, under part Budget categories and cost eligibility rules
- Only actual costs apply
  - No unit costs except for personnel costs where average costs for personnel may be used
- No study related costs for works proposals
  - Study proposals are separate from works proposals

# Costs

- Examples of eligible costs: necessary for the implementation of the project, reasonable, verifiable, justified and comply with sound financial management principles, etc.
- Examples of ineligible costs: return on capital, VAT, costs of land and building acquisition, currency exchange losses, excessive or reckless expenditure, in-kind contributions by third parties, indirect costs, etc.

# Budget related requirements for proposals

- I. Detailed budget breakdown per cost category
- II. Detailed budget table per work package (per reporting period, per applicant/affiliated entity)

NOTE: tables under points I and II are mandatory to be encoded/ submitted with each proposal

# I. Detailed budget breakdown per cost category

- Structured financial information – encoded directly via the Funding & Tenders portal
- To be encoded per participant and per affiliated entity

Example! Many columns, not all apply for CEF-Energy Call for PCIs!

Application forms

Proposal ID **SEP-210869778**

Acronym **Text**

3 - Budget



If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

50% Funding Rate

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/EUR	Purchase costs - Equipment/EUR	Purchase costs - Other goods, works and services/EUR	Financial support to third parties/EUR	Studies/EUR	Synergetic elements/EUR	Works in outermost regions/EUR	Land purchases/EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution to eligible costs/EUR	Requested EU contribution to eligible costs/EUR	Max grant amount/EUR	Income generated by the project/EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/EUR	Total estimated project income/EUR
										Special Funding rate		Special Funding rate														
1	Bard Consulting Scs	BE	Coordinator	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0	5 000,00	0	5 000,00	50	2 500,00	2 500,00	2 500,00	0,00	0,00	0,00	0,00	2 500,00
2	Jantzen Tomasz Janisz	PL	Partner	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0	5 000,00	0	5 000,00	50	2 500,00	2 500,00	2 500,00	0,00	0,00	0,00	0,00	2 500,00
<b>Total</b>				2 000	2 000	2 000	2 000	2 000	0	0	0	0	0	0	10 000,00	0	10 000,00	50	5 000,00	5 000,00	5 000,00	0,00	0,00	0,00	0,00	5 000,00

# I. Detailed budget breakdown per cost category

Co-funding rate set at 50%; exception – 75% – for electricity and gas works proposals in case of evidence of significant positive externalities, such as security of supply, solidarity or innovation

## Application forms

Proposal ID **SEP-210869778**

Acronym **Test**

## 3 - Budget



If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

50% Funding Rate **Fixed, exceptional – 75%** ▼

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/EUR	Purchase costs - Other goods, works and services/EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR
										Special Funding rate		Special Funding rate			
										0		70			
1	Baird Consulting Scs	BE	Coordinator	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0.00	5 000.00
2	Janitom Tomasz Janisz	PL	Partner	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0.00	5 000.00
Total				2 000	2 000	2 000	2 000	2 000	0	0	0	0	0	0.00	10 000.00

# I. Detailed budget breakdown per cost category

- Based on cost categories: A. personnel, B. subcontracting, C. purchase
- Cost categories below are not applicable under this call and are only listed in the table due to IT system constraints in the eGrants environment: SME owners and natural person beneficiaries, financial support to third parties, land purchases, indirect costs

Application forms

Proposal ID SEP-210869778




Acronym Test

## 3 - Budget

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If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

50% Funding Rate ▼

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/EUR <b>A</b>	Subcontracting costs/EUR <b>B</b>	Purchase costs - Travel and subsistence/ EUR <b>C</b>	Purchase costs - Equipment/EUR <b>C</b>	Purchase costs - Other goods, works and services/EUR <b>C</b>	Financial support to third parties/ EUR 	Studies/ EUR <b>For Works-N/A</b>	Synergetic elements/ EUR <b>If applicable</b>	Works in outermost regions/ EUR <b>If applicable</b>	Land purchases/ EUR 	Indirect costs/EUR 	Total eligible costs/EUR
										Special Funding rate 0		Special Funding rate 70			
1	Baird Consulting Scs	BE	Coordinator	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0.00	5 000.00
2	Janitom Tomasz Janisz	PL	Partner	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0.00	5 000.00
<b>Total</b>				2 000	2 000	2 000	2 000	2 000	0	0	0	0	0	0.00	10 000.00

# I. Detailed budget breakdown per cost category

- A. Personnel cost:
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - Project management costs should not exceed 10% of total costs for the project; costs exceeding this limit will be rejected
- B. Subcontracting costs: contracts for goods, works or services that are part of the proposed project's tasks
  - Examples: contract to a third party to prepare an EIA documentation; turnkey contract for design and construction of a substation
  - Procurement principles to be respected for costs under subcontracting
- C. Purchase costs: goods, works or services purchased to carry out the proposed project
  - C.1 Travel and subsistence; for example, for travel related to FATs
  - C.2 Equipment; for example, purchases of equipment, infrastructure or other assets specifically needed for the project (not subcontracted)
  - C.3 Other goods, works and services; for example, consumables and supplies, promotion and dissemination, translation



## II. Detailed budget table per work package

- Unstructured financial information - encoded in an Excel file (template available in Submission system for [download](#)) and to be uploaded as part of your application (special section in the Funding & Tenders portal)
- Based on costs per work package (several work packages are possible)
- To be encoded as totals per work package, per participant, including affiliated entity if applicable (several participants per work package are possible) and per reporting period (RP)
- Instructions are provided in the first sheet; calculates the totals per work package and per applicant for each RP

# II. Detailed budget table per work package

Standard RP is 24 months

RP can't be shorter than 6 months

Encode actual dates (start/end)

1.

START (BUDGET FORECAST PER WP)	
PROJECT DATA	
Project number:	
Project acronym:	

2.

Work package name	Funding Rate
WP name 1	0%
WP name 2	0%
WP name 3	0%
WP name 4	0%

3.

Participant name
Participant name1
Participant name2

4.

DETAILED BUDGET TABLE PER WP									
PROJECT DATA									
Project number: 0									
Project acronym: 0									
BUDGET BREAKDOWN PER WORK PACKAGE AND PARTICIPANT									
<i>Reporting period can be added/deleted as needed</i>									
<b>Example: duration is 54 months; RPs should be 24+24+6 months</b>									
Work Package	Participant	Reporting period 1 01/01/2024-01/01/2026	Reporting period 2	Reporting period 3	Reporting period 4	Reporting period 5	Total costs	Funding rate (for work package)	EU contribution
WP name 1	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 1	Participant name2	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 2	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 3	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 4	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	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>

5.

#	EU CONTRIBUTION	TOTAL COSTS
ENCODE VALUE FROM EGRANTS	0	0
DIFFERENCE	0	0

# Tips for budget planning and structure

- **Total costs must match** between the tables per cost category (structured) and per work package (unstructured financial information)
  - In case of divergences the information per cost category in the **structured data will prevail**
- **Familiarise yourself with the Model Grant Agreement provisions before submitting the application:** cost eligibility and types of cost should be known upfront
- **Prepare your accounting:** any cost foreseen to be claimed for reimbursement must be clearly attributable under both approaches (cost categories and work packages) in your own accountancy system

# Thank you! Questions?



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