



# Budget management in proposals

**Info Day 10 October 2022**

*Gianluca Ferreri*  
*Head of Sector, CEF Energy CEF Energy and Renewable*  
*Energy Financing Mechanism, CINEA*

# Budget requirements for proposals

- I. Detailed budget breakdown per cost category
  
- II. Detailed budget table per work package

NOTE: 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
- Based on five cost categories: A. personnel, B. subcontracting, C. purchase, D. other cost categories and E. indirect costs
- To be encoded per participant and affiliated entity

*NOTE: cost categories “E. indirect costs” and “D.1 Financial support to third parties” are not applicable under this call and are only listed due to IT system constraints in the eGrant environment*

# I) Detailed budget breakdown per cost category

- A. Personnel cost
- B. Subcontracting costs: contracts for goods, works or services that are part of the proposed project's tasks
- C. Purchase costs: contracts for goods, works or services needed to carry out the proposed project (e.g. travel, subsistence, equipment, consumables and supplies) but which are not part of the proposed project's tasks

*NOTE: project management costs should not exceed 10% of total costs for the project; costs exceeding this limit will be rejected during grant preparation*

*REMINDER: procurement rules to be respected*

# I) Detailed budget breakdown per cost category

## Application forms

Proposal ID **SEP-210788387**

Acronym **██████████**

## 3 - Budget

?

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	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	
1	Charalampos Xenogiannis	BE	Coordinator						⊘	⊘ 0,00	0,00		0	Fixed 50	0,00		0,00						0,00
Total				0	0	0	0	0	0	0,00	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00	

## II) Detailed budget table per work package

- Encoded in an Excel file available for [download](#) and to be uploaded after completion (unstructured financial information)
- Based on costs per work package (several work packages are possible)
- To be encoded as totals per work package, per applicant (several applicants per work package are possible) and per reporting period
- Calculates the totals per work package and per applicant for each reporting period

*NOTE: the duration of the proposed project is up to 24 months*

# II) Detailed budget table per work package

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>									
Work Package	Participant	Reporting period 1	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

# Points of attention 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**
- **Plan and prepare your accounting:** any cost foreseen to be claimed for reimbursement must be clearly attributable under both approaches (cost categories and work packages)



# Budget categories and cost eligibility conditions as set up in the call text

**B. Subcontracting costs** : contracts for goods, works or services that are part of the action tasks

**C. Purchase costs** : contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks

- C.1 Travel and subsistence; C.2 Equipment; C.3 Other goods, works and services

Selection of both types of contracts: using the beneficiary's usual purchasing practices provided that these ensure subcontracts/purchase contracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests.

'Contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

# Budget categories and cost eligibility conditions as set up in the call text

- eligible cost country restrictions: only costs for activities carried out in eligible countries are eligible /subcontracted work must be performed in the eligible countries
- Other cost categories ( Article 6.2. category D) synergetic elements and works in outermost regions are allowed (*costs for financial support to third parties and land purchases are not allowed*)
- Equipment : full cost
- Indirect costs: CEF Energy : 0% ( not eligible)
- VAT: not eligible
- In-kind contributions for free are allowed, but cost-neutral, *i.e they cannot be declared as cost*

*Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- personnel costs:
  - average personnel costs (unit cost according to usual cost accounting practices): Yes
  - SME owner/natural person unit cost<sup>1</sup> : Yes
- subcontracting costs:
  - country restrictions for subcontracting costs: Yes, subcontracted work must be performed in the eligible countries or target countries
- travel and subsistence unit cost<sup>2</sup>: No (only actual costs)
- equipment costs: full cost
- other cost categories:
  - costs for financial support to third parties: not allowed
- indirect cost flat-rate: 0% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: VAT is NOT eligible
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
  - eligible cost country restrictions: Yes, only costs for activities carried out in eligible countries or target countries are eligible

<sup>1</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

<sup>2</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).