

Budget management in proposals

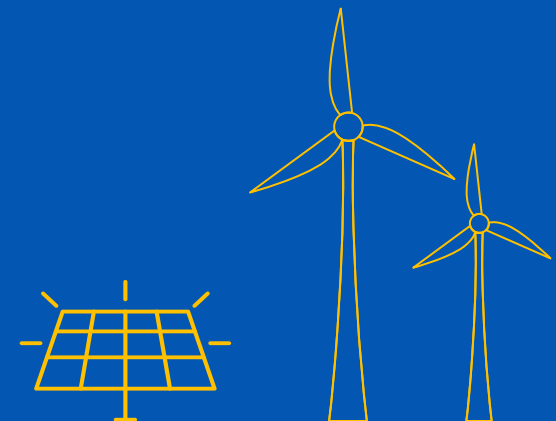


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Virtual Info Day

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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 ██████████

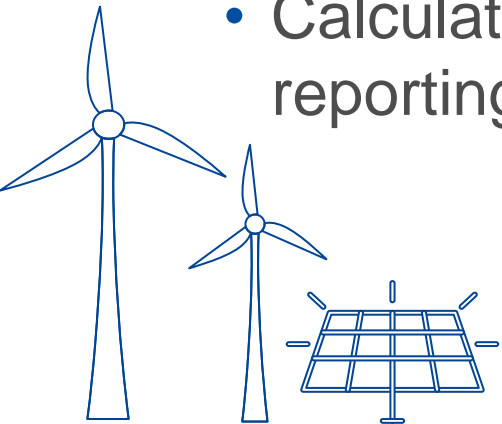
3 - Budget

?

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
Total		0.00	0.00	0.00	0.00	0.00	0.00		0.00

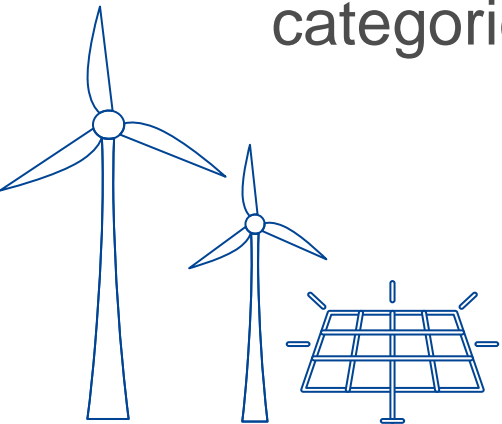
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5.

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

Points of attention for budget planning and structure

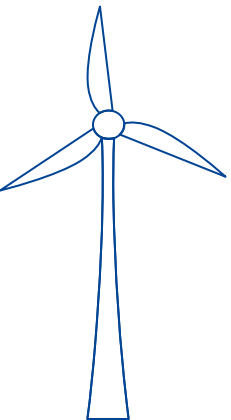
- **Total costs must match** between the tables per cost category (structured) and per work package (unstructured financial information)
 - In case of divergences the information per cost category in the **structured data will prevail**
- **Plan and prepare your accounting:** any cost foreseen to be claimed for reimbursement must be clearly attributable under both approaches (cost categories and work packages)



Public procurement aspects (I)



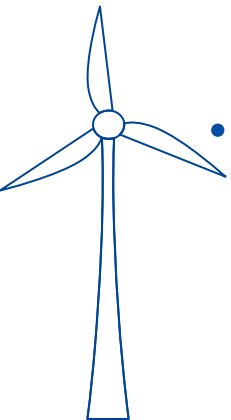
- Depending on applicant's status: to establish whether a proposed project is to be implemented in compliance with EU and national law on public procurement
- In any case, respect sound financial management principles
- During implementation:
 - procurement is verified at payment time
 - non-compliance leads to rejection of costs or reduction of support



Public procurement aspects (II)



- **sound financial management** (principles of economy, efficiency and effectiveness)
 - **best value for money** [at least 3 offers] considering the quality of the service, good or work proposed, i.e. the best price-quality ratio or on the lowest price
 - **avoiding conflict of interests**
- **transparency**
 - publication of a sufficiently accessible advertisement prior to the award of the contract. According to the Commission adequate and commonly used means of publication may include the internet (own website, etc.), National Official Journals, national and local means of publication (press, etc.) and the OJEU (see also Commission interpretative communication n° 2006/C179/02).
- **equal treatment and non-discrimination**
 - in line with the principles of the Treaty on the Functioning of the European Union, and in particular the free movement of goods, freedom of establishment and the freedom to provide services



Public procurement aspects (III)



6. WORK PLAN, WORK PACKAGES AND TIMING

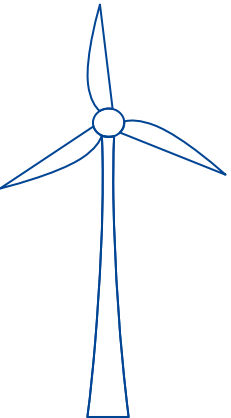
6.2 Work packages and activities

2.2 Status of contracting procedures and authorisations, approvals and permits

Legal, administrative or technical issues

Are there any pending legal/administrative/technical issues, if any, which could prevent the project from being implemented?

Insert text



Work Package 1: [Name, e.g. Project management and coordination]					
Ensure consistence with the detailed budget table per WP/calculator (if applicable) (n/a for pre-fixed Lump Sum Grants)					
Duration:	M X - M X	Lead Beneficiary:	1-Short name		
Objectives					
. Describe the objective of the work package and how it contributes/relates to the overall and specific objectives of the project. State if there are links to other work packages (or conversely that there are no links to any other work package).					
.					
Activities (WP description)					
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide quantitative information (dimensions, capacity of infrastructure, etc). Mention for each task links with tasks planned under other work packages. Flag tasks which are on the critical path.					
Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.					
Add information on other participants' involvement in the project e.g. subcontractors.					
Complete the column on subcontracting. Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a public procurer ('contracting authority/entity' within the meaning of the EU Directives on public procurement), you must also comply with the applicable national law on public procurement."					
Note:					
The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		Subcontracting (Yes/No and Percentage of the task that will be subcontracted).
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Anti-Fraud Strategy

Useful information:

- the [OLAF Leaflet](#)
- [on- line information](#) on fraud awareness

