



Budget management in proposals

Info Day –CEF Energy call for PCIs

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Costs

- 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

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

I. Detailed budget breakdown per cost category

Example! Many columns, not all apply for CEF-Energy 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	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	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	Janitors Tomasz Janisz	PL	Partner	1 000	1 000	1 000	1 000	1 000	0	0	0	0	0	0,00	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
Total				2 000	2 000	2 000	2 000	2 000	0	0	0	0	0	0,00	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

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
										For Works-N/A		If applicable			
									0	0	0	0	0	0.00	5 000.00
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

Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate Fixed	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
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
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
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

- Structured financial information – encoded directly via the Funding & Tenders portal
- To be encoded per participant and per affiliated entity
- Co-funding rate set at 50%; exception for different funding rate – 75% – for electricity and gas works proposals in case of evidence of significant positive externalities, such as security of supply, solidarity or innovation

I. Detailed budget breakdown per cost category

- Based on five cost categories: A. personnel, B. subcontracting, C. purchase, D. other costs and E. indirect costs
- 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:
 - A.4 SME owners and natural person beneficiaries
 - D.1 Financial support to third parties
 - E. indirect costs

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 for the project
 - C.3 Other goods, works and services; for example, consumables and supplies, promotion and dissemination, translation

II. Detailed budget table per work package

- Encoded in an Excel file (template available in Submission system for [download](#)) and to be uploaded as part of your application (unstructured financial information)
- Based on costs per work package (several work packages are possible)
- Instructions are provided in the first sheet

II. Detailed budget table per work package

- 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)
- Calculates the totals per work package and per applicant for each RP
- Standard RP is 24 months, for example, total project duration is 54 months, thus your RPs should be 24+24+6 months (always encode the start and end of your RP in the table)

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

5.

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

Consequences 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**
- **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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