

Useful information for applicants re: budget planning.

Disclaimer: The following is intended as helpful information for applicants. It does not replace or overrule the eligibility criteria, financial and contractual obligations or any other instructions contained in the Call for Proposals, Annexes and/or Application Form. Should the provisions of the Call for Proposals, Annexes and Application Form differ from those of the information below, the provisions of the Call, Annexes and Application Form shall prevail. Thus, all applicants should ensure that they read and fully understand these documents before making an application.

The 2004 Call for Proposals and the Application Form for the Culture 2000 Programme clearly state the following about budget limits:

1. The administrative costs of the project must not exceed 20% of the total amount of all other direct expenditure;
2. General costs (budget heading 2 of the application form including office supplies, consumables, depreciation of computer equipment etc.) incurred by the beneficiary in carrying out the action may be eligible for funding but may not exceed 7% of the total direct costs eligible.

In order to facilitate your project and budget preparation whilst taking these rules into account, you should consider the following:

- Consider all of the activities which your project is proposing (i.e. those which figure in Sections (3)+(4)+(5)+(6) of the budget).
- Calculate what the total estimated expenditure is for these activities.
- You will now be able to calculate the staff budget for the project. Bear in mind that the total estimated amount of the staff section of the budget (section (1)) must not exceed 20% of the total amount of all other direct expenditure (i.e. total expenditure on staff cannot be more than 20% of the total amount of Sections (3)+(4)+(5)+(6) of the budget).
- You will now have a total estimated amount of *direct expenditure* on the project (i.e. Sections (1)+(3)+(4)+(5)+(6) of the budget).
- You will now be able to consider what a reasonable budget estimation will be for general costs in order to carry out the project. A definition of general costs is contained in the Call for Proposals, Annex D. Please bear in mind that only the general costs of the project leader are eligible – NOT those of the coorganisers or any other partners.
- Input the details of your estimated general costs into section (2) of the budget, bearing in mind that the total amount of this section must not exceed 7% of the total amount of all other direct expenditure (i.e. total expenditure on general costs cannot be more than 7% of the total amount of Sections (1)+(3)+(4)+(5)+(6) of the budget).