**APPENDIX II**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ESTIMATED BUDGET** | | | | | |
| Activity: |  |  |  |  |  |
| Place: |  |  |  |  |  |
| Date: |  |  |  |  |  |
| Administrator responsible: |  |  |  |  |  |
| **Payments** | **Unit** | **# of units** | **Average unit rate (€)** | **# of participants** | **Estimated   budget (€)** |
| **1. Per diems 1** |  |  |  |  |  |
| 1.1 Hotel expenses (nights x unit rate x participants) | Per night |  |  |  |  |
| 1.2 Lunches (lunches x unit rate x participants) | Per lunch |  |  |  |  |
| 1.3 Dinners (dinners x unit rate x participants) | Per dinner |  |  |  |  |
| 1.4 Coffee breaks (breaks x unit rate x participants) | Per break |  |  |  |  |
| ***Subtotal Per diems*** |  |  |  |  |  |
| **2. Travel** |  |  |  |  |  |
| 2.1 National participants (return trip x unit rate x participants) | Per trip |  |  |  |  |
| 2.2 Local transport (coach hire) | Per day |  |  |  |  |
| 2.3 Local transport (taxi) (trips x unit rate x participants) | Per trip |  |  |  |  |
| ***Subtotal Travel*** |  |  |  |  |  |
| **3. Rent of hall, interpretation and translation** |  |  |  |  |  |
| 3.1 Rent of hall (days x unit rate) | Per day |  |  |  |  |
| 3.2 Rent of interpretation equipment (days x unit rate) | Per day |  |  |  |  |
| 3.3 Interpretation services (days x unit rate x interpreters) | Per day |  |  |  |  |
| 3.4 Translation (pages x unit rate) | Per page |  |  |  |  |
| ***Subtotal Rent of hall, interpretation and translation*** |  |  |  |  |  |
| **4. Publications and printed material** |  |  |  |  |  |
| 4.1 Publications (editing) (item x unit rate) | Per item |  |  |  |  |
| 4.2 Publications (printing) (item x unit rate x copies) | Per item |  |  |  |  |
| ***Subtotal Publications and printed material*** |  |  |  |  |  |
| **5. Other (specify)** |  |  |  |  |  |
| 5.1 Human resources | specify |  |  |  |  |
| 5.2 specify | specify |  |  |  |  |
| ***Subtotal Other*** |  |  |  |  |  |
| **6. Administrative fees** |  |  |  |  |  |
| 6.1 Stationery supplies | Per event |  |  |  |  |
| 6.2 Other services (tel/fax, mail, copies) | Per event |  |  |  |  |
| ***Subtotal Administrative fees*** |  |  |  |  |  |
| **Total project costs (1-6)** |  |  |  |  | **0** |
| **Notes:**  **1 Different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc). Average unit rate can be used but not average number of participants!** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

I certify that this is the budget proposed I accept the proposed budget

Name of the representative of the Beneficiary ... Name of the representative of the

(*followed by capacity, e.g. Director*) Council of Europe

Signature ……………. Signature:.........................

Date: ………………… Date: ……………………