Appendix II

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| **ESTIMATED BUDGET – GRANT AGREEMENT** |
|
| Action: |  *<specify>* |
| Place:  |  *<specify>* |
| Implementation period: |  *<specify>* |
| CoE Administrator responsible: |  *<specify>* |
| Currency: |  *<specify>* |
| Grant by the Council of Europe: |  *<specify the total amount of the CoE Grant >* |
| Contribution by the Grantee: |  *<¹specify>* |
| **Expenditure** | **Unit** | **# of units** | **Average unit rate**  | **# of participants** | **Estimated** |
|  **budget** |
| **1. Human Resources**  |
| **1.1. Staff** |
| 1.1.1 specify | Per xx |   | 0,00  |   | 0,00  |
| 1.1.2 specify | Per xx |   | 0,00  |   | 0,00  |
| 1.1.3 specify | Per xx |   | 0,00  |   | 0,00  |
| **1.2. Experts/Consultants** |
| 1.2.1 specify | Per xx |   | 0,00  |   | 0,00  |
| 1.2.2 specify | Per xx |   | 0,00  |   | 0,00  |
| 1.2.3 specify | Per xx |   | 0,00  |   | 0,00  |
| **1.3. Per diems (lunch, dinner, accommodation, transfer)** |
| 1.2.1 International  | Per diem |   | 0,00  |   | 0,00  |
| 1.2.2 Local  | Per diem |   | 0,00  |   | 0,00  |
| ***Subtotal 1 Human Resources***  | **0,00**  |
| **2. Travel**  |
| 2.1 International travel  | Per return flight  |   | 0,00  |   | 0,00  |
| 2.2 Local transportation  | Per trip |   | 0,00  |   | 0,00  |
| ***Subtotal 2 Travel***  | **0,00**  |
| **3. Equipment and supplies**  |
| 3.1 specify | Per xx |   | 0,00  |   | 0,00  |
| 3.2 specify | Per xx |   | 0,00  |   | 0,00  |
| ***Subtotal 3 Equipment and supplies*** | **0,00**  |
| **4. Office items**  |
| 4.1 Office rent and related charges  | Per month  |   | 0,00  |   | 0,00  |
| 4.2 Office supplies | Per month  |   | 0,00  |   | 0,00  |
| 4.3 Office furniture and equipment  | Per item |   | 0,00  |   | 0,00  |
| 4.4 Other services  | Per month  |   | 0,00  |   | 0,00  |
| ***Subtotal 4 Office items***  | **0,00**  |
| **5. Other expenditure and services**  |
| 5.1 Publications  | Per item  |   | 0,00  |   | 0,00  |
| 5.2 Studies, research  | Per item  |   | 0,00  |   | 0,00  |
| 5.3 Translation  | Per 250 words |   | 0,00  |   | 0,00  |
| 5.4 Interpretation  | Per person/day |   | 0,00  |   | 0,00  |
| **5.5. Conferences/seminars²** |
| 5.5.1 Rent of hall  | Per event  |   | 0,00  |   | 0,00  |
| 5.5.2 Rent of interpretation equipment  | Per event  |   | 0,00  |   | 0,00  |
| 5.5.3 Coffee breaks | Per event  |   | 0,00  |   | 0,00  |
| 5.5.4 Local transportation  | Per event  |   | 0,00  |   | 0,00  |
| 5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer) | Per event  |   | 0,00  |   | 0,00  |
| 5.5.6 Visibility actions | Per item  |   | 0,00  |   | 0,00  |
| ***Subtotal 5 Other expenditure and services***  | **0,00**  |
| **6. Other** |
| 6.1 specify  | Per xx |   | 0,00  |   | 0,00  |
| 6.2 specify | Per xx |   | 0,00  |   | 0,00  |
| ***Subtotal 6 Other***  | **0,00**  |
| **Total Grant expenditure (1-6)** | **0,00**  |
| Notes: |
| ¹Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box. |
| ²Insert 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”. 2 See Articles 1.1 and 3.2. |
| I certify that this is the budget proposed | I accept the proposed budget |
| **Name of the representative of the Grantee (*followed by capacity, e.g. Director*)** | *(Name and capacity)* | **Name of the representative of the Council of Europe**  | *(Name)* |
| **Signature**  |  | **Signature** |  |
| **Date:** |  | **Date:** |  |