

**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: <specify>                                       |                   |            |                   |                   |                  |
| Expenditure  | Unit              | # of units | Average unit rate | # of participants | Estimated budget |
| <b>1. Human Resources</b>  |                   |            |                   |                   |                  |
| <b>1.1. Staff</b>  |                   |            |                   |                   |                  |
| 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             |
| <b>1.2. Experts/Consultants</b>  |                   |            |                   |                   |                  |
| 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             |
| <b>1.3. Per diems (lunch, dinner, accommodation, transfer)</b>               |                   |            |                   |                   |                  |
| 1.2.1 International  | Per diem          |            | 0,00              |                   | 0,00             |
| 1.2.2 Local  | Per diem          |            | 0,00              |                   | 0,00             |
| <b>Subtotal 1 Human Resources</b>  |                   |            |                   |                   | <b>0,00</b>      |
| <b>2. Travel</b>   |                   |            |                   |                   |                  |
| 2.1 International travel   | Per return flight |            | 0,00              |                   | 0,00             |
| 2.2 Local transportation   | Per trip          |            | 0,00              |                   | 0,00             |
| <b>Subtotal 2 Travel</b>   |                   |            |                   |                   | <b>0,00</b>      |
| <b>3. Equipment and supplies</b>   |                   |            |                   |                   |                  |
| 3.1 specify  | Per xx            |            | 0,00              |                   | 0,00             |
| 3.2 specify  | Per xx            |            | 0,00              |                   | 0,00             |
| <b>Subtotal 3 Equipment and supplies</b>                                     |                   |            |                   |                   | <b>0,00</b>      |
| <b>4. Office items</b>   |                   |            |                   |                   |                  |
| 4.1 Office supplies  | Per month         |            | 0,00              |                   | 0,00             |
| 4.2 Office furniture and equipment   | Per item          |            | 0,00              |                   | 0,00             |
| 4.3 Other services   | Per month         |            | 0,00              |                   | 0,00             |
| <b>Subtotal 4 Office items</b>   |                   |            |                   |                   | <b>0,00</b>      |
| <b>5. Other expenditure and services</b>                                     |                   |            |                   |                   |                  |
| 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             |
| <b>5.5. Conferences/seminars<sup>2</sup></b>                                 |                   |            |                   |                   |                  |
| 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             |
| <b>Subtotal 5 Other expenditure and services</b>                             |                   |            |                   |                   | <b>0,00</b>      |
| <b>6. Other</b>  |                   |            |                   |                   |                  |
| 6.1 specify  | Per xx            |            | 0,00              |                   | 0,00             |
| 6.2 specify  | Per xx            |            | 0,00              |                   | 0,00             |
| <b>Subtotal 6: other</b>   |                   |            |                   |                   | <b>0,00</b>      |
| <b>Subtotal direct eligible costs (1-6)</b>                                  |                   |            |                   |                   | <b>0,00</b>      |
| <b>Subtotal 7: indirect eligible costs<sup>4</sup></b>                       |                   |            |                   |                   | <b>0,00</b>      |
| <b>Total grant expenditure (1-7)<sup>5</sup></b>                             |                   |            |                   |                   | <b>0,00</b>      |

Notes:

<sup>1</sup> In accordance with the principle of co-financing, indicate 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. Contribution should not be included in the overall estimated budget.

<sup>2</sup> See Articles 1.1 and 3.2.

<sup>3</sup> Insert 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".

<sup>4</sup> Indicate percentage (flatrate up to 7%) to be covered by indirect eligible costs (i.e. eligible costs, not referred to in the budget heads 1-6, incurred by the grantee in connection with the action or project concerned).

<sup>5</sup> Please ensure the total grant expenditure is equal or below the maximum amount of grant funds to be awarded.

|  |                     |  |        |
|--|---------------------|--|--------|
| I certify that this is the budget proposed   |                     | I accept the proposed budget                               |        |
| <b>Name of the representative of the Grantee (followed by capacity, e.g. Director)</b> | (Name and capacity) | <b>Name of the representative of the Council of Europe</b> | (Name) |
| <b>Signature</b>   |                     | <b>Signature</b>   |        |
| <b>Date:</b>   |                     | <b>Date:</b>   |        |