

**Appendix III**  
**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.<br><sup>2</sup> See Articles 1.1 and 3.2.<br><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".<br><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).<br><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>                                               |                   |                  |