

GUIDE TO THE PART III (Budget) of the 2002 APPLICATION FORM

Please read carefully the text of the guidelines for the call for proposals before reading the present guide. The conditions set out in the text of the call are not repeated here. Please also read the general information (INFO GEN) included in Part III of the application form.

FINANCIAL CONDITIONS

The maximum budget made available under this Call is € 2,500,000. Depending on the content, relevance and quality of the applications, it is envisaged that a maximum of four European networks will be selected following this Call for Proposals. As a matter of principle, the maximum amount of subsidy to be given for the twelve-month period in 2002-2003 will not exceed the order of magnitude of grants given under the preparatory actions.

The Decision on the Programme explicitly mentions that the core-funding is subject to an upper limit of 90% of the expenditure eligible for support and that this ceiling may only be reached under exceptional circumstances. According to this requirement, each organisation will have to demonstrate its financial need for the requested rate of Community funding. In case the 90% core-funding is envisaged, a detailed analysis of the exceptional circumstances justifying the demand must be included in the application. The appropriate matching funding should be guaranteed in cash by the applicant. Contributions in kind are not accepted.

If the expenditure is lower than estimated, the Commission contribution will be reduced accordingly. In the event of higher costs, the contribution cannot be increased. **It is therefore in the applicant's interest to submit a realistic estimate of expenses.**

ELIGIBLE DIRECT EXPENSES

The co-ordination activities budget for 2002 must be presented in EURO and must be balanced (expenditure must equal resources).

All expenditure indicated in the form must be entered into the organisation's accounts, and be identifiable and verifiable. Only expenditure actually incurred, based on payments actually made, can be declared in the final financial statement to be submitted by the date as indicated in your contract.

The applicants should annex to the form the details of the calculation method used for all budget headings with an amount higher than 1,500 EURO, following the indications given hereafter. These indications are more detailed in the Part III of the application form under the heading "general information" (INFO GEN).

The following overheads can be included, providing they are reasonable and essential to the good operation of the organisation and part of the normal activities provided for in the programme of activities:

Part 1: contributions in kind

Contributions in kind are not accepted.

Part 2: personnel costs

The costs of personnel paid by the organisation submitting the grant application will be based on gross real emoluments or salaries plus social charges and other costs included in the remuneration, to the exclusion of all other expenses.

These emoluments or salaries will be in conformity with the good practice in the Member State concerned. Please do not forget to attach an organisation chart and the description of the tasks of staff involved in the co-ordination activities as well as the CV of the person in charge with the overall management.

The fees must be calculated according to the number of persons/number of days/daily rate applied, and should be based on a maximum total of 220 working days per annum (20 days per month).

Part 3: Travel and subsistence expenses

Full details must be given of the journeys to be made: destinations, number of journeys, means of transport to be used and number of persons. Travel expenses must not under any circumstances exceed the quotas applied to the Commission's own departments.

For information:

- rail: first class
- air: only for journeys over 500km, economy class fare (maximum)
- car: on the basis of the first-class rail fare

As to the subsistence costs, the maximum daily allowance is as follows:

Destination	Daily allowance	Reduction night 1)	Reductions for meals and lodging offered			Reduced allowance 3)
			Meals	Breakfast 2)	Lodging	
Belgium	149,63	37,41	23,94	5,76	50,87	25,44
Denmark	179,28	44,82	28,68	6,90	60,96	30,48
Germany	127,10	31,78	20,34	4,89	43,21	21,61
Greece	113,19	28,30	18,11	4,36	38,48	19,24
Spain	141,30	35,33	22,61	5,44	48,04	24,02
France	130,29	32,57	20,85	5,02	44,30	22,15
Ireland	165,20	41,30	26,43	6,36	56,17	28,08
Italy	129,82	32,46	20,77	5,00	44,14	22,07
Luxemburg	143,48	35,87	22,96	5,52	48,78	24,39
Netherlands	147,69	36,92	23,63	5,69	50,21	25,11

Austria	121,81	30,45	19,49	4,69	41,42	20,71
Portugal	142,98	35,75	22,88	5,50	48,61	24,31
Finland	155,60	38,90	24,90	5,99	52,90	26,45
Sweden	156,54	39,14	25,05	6,03	53,22	26,61
United Kingdom	199,21	49,80	31,87	7,67	67,73	33,87

- 1) If the participant does not have to stay the night or if he/she has travelled in wagon-lit (no reduction applied if the departure from the place of origin has taken place before 7 am or if the return in the place of origin is after 12 pm)
- 2) If some of the costs are provided for in the conference costs, the above deductions are applicable
- 3) If all costs (two meals and lodging) are provided for in the conference costs, this is the amount allowed for local transport and other small expenses

Part 4: Different services

publications and information: these costs may include the costs of the organisation's regular publications and information activities, insofar as these are not included under another budget heading.

Please give, for each publication, an estimate of the number of pages and planned circulation, the frequency, an indication of the production costs per copy, any translation expenses, as well as an estimate of the distribution costs.

If publications are to be sold, please indicate this in the form.

interpreting and translation costs: details of translation costs must include the language translated, the number of pages, the rate applied per page. Interpretation costs must specify the number of persons/number of days/daily rates.

Subcontracting costs: Please indicate the precise name of address of any subcontractor, the precise nature of the tasks that will be entrusted to that person/organisation and the amount and the method of calculation (fully detailed estimate)

Part 5: Administrative costs

Rental and associated costs: the cost of rental or depreciation of the rooms/ offices are calculated based on the principles, rules and accounting methods in effect at the beneficiary organisation.

Equipment: where fixed assets are purchased, only the annual depreciation can be taken into account.

Part 6: Contingency reserve

These costs cannot exceed more than 5% of the direct eligible costs.

INDIRECT ELIGIBLE EXPENSES

Indirect costs are general costs/expenses directly generated by the carrying out of the co-ordination work programme and indispensable to the work programme, up to a

maximum of 7% of the total direct Costs (Chapter I). Under this general heading the following could be covered, for example: running costs such as: stationery, photocopying, telephone calls, heating, electricity etc.

Organisations successfully selected under this Call will not be allowed to include such costs in further applications to be submitted to other Commission' services. Once the final selection is complete, a list of successful applicants will be made available to all Commission' services in this regard.

INELIGIBLE EXPENSES

The following are excluded:

- expenses incurred by a third party, and not reimbursed by the beneficiary organisation;
- provisions for exchange losses risks;
- indirect eligible expenses which exceed more than 7% of total direct eligible costs;
- the cost of purchasing infrastructure equipment (except up to the amount of the annual depreciation of the equipment purchased);
- expenses not related to the operation and the normal activities of the organisation;
- debts, interest owed, doubtful debts;
- expenditure which is manifestly pointless or excessive;
- expenditure which has occurred outside the contractual period.

RETENTION OF ACCOUNTING DOCUMENTS

If the application is accepted, the person responsible for the organisation will be required to make a signed commitment, to furnish proof of the correct use of the grant, and to enable the Commission and/or the European Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the beneficiary for five years following final payment by the Commission.

SPECIFIC MENTION OF COMMUNITY SUPPORT REQUIRED

Beneficiaries are required to mention clearly the fact that they have received funding from the European Union in any publication, or on the occasion of activities, for which the grant is used, using the following wording:

"With support from the European Commission – The European Union against social exclusion and poverty."

"The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".