

## Some guidance

Dear Madam/Sir,

You will find herewith a template for the submission of the budget statements related to the grant agreement.

Here are the **basic features** of this model :

**name institute :** please *type* your institute's name *here*; it will appear *automatically* in all sheets :

**(un)locked cells :** *grey* parts are for Commission (ECFIN) use  
*white* parts can be used freely by you

**insert a row** *click* on the "+" button

**delete a row** *click* on the "-" button

**(sub)totals :** will be calculated *automatically*

**aggregated total sheet :** will be calculated *automatically*

**comments :** point the cursor on the cell with a red triangle; comments will appear with examples or guidance to better identify the budget item

### Important remarks :

1. Please **complete** the sheet: "*Information on beneficiary*" in order to give us up-to-date administrative details.
2. Please **specify or detail** as much as possible.
3. When **subcontracting** is involved, please also provide us with the requested *information* (see sheet: "Subcontracting").

For **more background**, please also have a look at the following document :

ECFIN's document "**Financial management of grant agreements**" (**Aide-mémoire for drawing up financial estimates and financial statements**) deals with the most important rules for drawing up budget estimates.

Should you have any **doubts or questions**, please don't hesitate to contact us :

[ECFIN-BCS-STATEMENTS@ec.europa.eu](mailto:ECFIN-BCS-STATEMENTS@ec.europa.eu)

Thank you in advance for your co-operation.

**Please fill in all the information as requested below.**

please indicate: *the title* (Ms/Mrs/Mr), *the name*, *the function* (Director, President, etc.)

**signing person :**

(page 1 of the agreement)

please indicate: *the title* (Ms/Mrs/Mr), *the name*, *the function* (Director, President, etc.)

**signing person\* :**

\* in case two persons are needed to legally bind your institute

please indicate: *the title* (Ms/Mrs/Mr) and *the name*

**contact person for the management of the grant:**

please indicate the name of the person and the address to which all the correspondence should be sent

**contact person :  
mailing address :**

please include also IBAN code

**bank account (number) :**

**In the attached budget statements, is VAT included?**

yes  Please provide us with a certificate, proving that recovery of VAT is not possible

no

**comments :**

*date and signature*

## Information on Subcontracting / Contracts for implementing part of the action

Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interest. Please see Article II.10 of the Framework partnership agreement.

The information below must be given *for each contract* covering a heading or sub-heading of the costs of the action concerned:

A copy of the signed contract should be enclosed.

• Contractor's official name :

• Part of work to be subcontracted (in %)

• Period of validity of tender :

• Tasks involved:

• Reasons for contracting out implementation work:

• Description of selection procedure:

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
(see Framework partnership agreement: Article II.15 on Eligible costs)

INSTITUTE :  
SURVEY : Consumer

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	<b>0,00</b>
<b>Direct Revenue</b>	<b>0,00</b>
Direct revenue expected from the action <i>(please specify)</i>	
<b>Contributions</b>	<b>0,00</b>
By other organisations <i>(please specify which organisations + attach certificate or declaration, ...)</i>	<b>0,00</b>
Own contribution	
<b>Requested from the Commission (rounded to the nearest ten)</b>	

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
<b>Budget item</b>	<b>TOTAL COSTS</b>	<b>0,00</b>
	<b>Direct Costs</b>	<b>0,00</b>
I.	<b>Depreciation of equipment</b> <i>(please specify which equipment)</i>	<b>0,00</b>
II.	<b>Administrative costs</b>	<b>0,00</b>
II.1	Subcontracting costs <i>(please supply full details on separate sheet)</i>	0,00
	Task 1 -	
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material <i>(please specify)</i>	0,00
II.5	Others <i>(please specify)</i>	0,00
III.	<b>Staff Costs</b>	<b>0,00</b>
III.1		
	Other statutory costs	0,00
	<b>Indirect costs</b> (max. 7% of total eligible direct costs)	

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
(see Framework partnership agreement: Article II.15 on Eligible costs)

INSTITUTE :  
SURVEY : Construction

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	<b>0,00</b>
<b>Direct Revenue</b>	<b>0,00</b>
Direct revenue expected from the action <i>(please specify)</i>	
<b>Contributions</b>	<b>0,00</b>
By other organisations <i>(please specify which organisations + attach certificate or declaration, ..)</i>	<b>0,00</b>
Own contribution	
<b>Requested from the Commission (rounded to the nearest ten)</b>	

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
<b>Budget item</b>	<b>TOTAL COSTS</b>	<b>0,00</b>
	<b>Direct Costs</b>	<b>0,00</b>
<b>I.</b>	<b>Depreciation of equipment</b> <i>(please specify which equipment)</i>	<b>0,00</b>
<b>II.</b>	<b>Administrative costs</b>	<b>0,00</b>
II.1	Subcontracting costs <i>(please supply full details on separate sheet)</i>	0,00
	Task 1 -	
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material <i>(please specify)</i>	0,00
II.5	Others <i>(please specify)</i>	0,00
<b>III.</b>	<b>Staff Costs</b>	<b>0,00</b>
III.1		
	Other statutory costs	0,00
	<b>Indirect costs</b> (max. 7% of total eligible direct costs)	

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
(see Framework partnership agreement: Article II.15 on Eligible costs)

INSTITUTE :  
SURVEY : Retail trade

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	<b>0,00</b>
<b>Direct Revenue</b>	<b>0,00</b>
Direct revenue expected from the action <i>(please specify)</i>	
<b>Contributions</b>	<b>0,00</b>
By other organisations <i>(please specify which organisations + attach certificate or declaration, ..)</i>	<b>0,00</b>
Own contribution	
<b>Requested from the Commission (rounded to the nearest ten)</b>	

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
<b>Budget item</b>	<b>TOTAL COSTS</b>	<b>0,00</b>
	<b>Direct Costs</b>	<b>0,00</b>
I.	<b>Depreciation of equipment</b> <i>(please specify which equipment)</i>	<b>0,00</b>
II.	<b>Administrative costs</b>	<b>0,00</b>
II.1	Subcontracting costs_ <i>(please supply full details on separate sheet)</i>	0,00
	Task 1 -	
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material <i>(please specify)</i>	0,00
II.5	Others <i>(please specify)</i>	0,00
III.	<b>Staff Costs</b>	<b>0,00</b>
III.1	Other statutory costs	0,00
	<b>Indirect costs</b> (max. 7% of total eligible direct costs)	

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
(see Framework partnership agreement: Article II.15 on Eligible costs)

INSTITUTE :  
SURVEY : Services

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	<b>0,00</b>
<b>Direct Revenue</b>	<b>0,00</b>
Direct revenue expected from the action <i>(please specify)</i>	
<b>Contributions</b>	<b>0,00</b>
By other organisations <i>(please specify which organisations + attach certificate or declaration, ...)</i>	<b>0,00</b>
Own contribution	
<b>Requested from the Commission (rounded to the nearest ten)</b>	

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
<b>Budget item</b>	<b>TOTAL COSTS</b>	<b>0,00</b>
	<b>Direct Costs</b>	<b>0,00</b>
I.	<b>Depreciation of equipment</b> <i>(please specify which equipment)</i>	<b>0,00</b>
II.	<b>Administrative costs</b>	<b>0,00</b>
II.1	Subcontracting costs <i>(please supply full details on separate sheet)</i>	0,00
	Task 1 -	
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material <i>(please specify)</i>	0,00
II.5	Others <i>(please specify)</i>	0,00
III.	<b>Staff Costs</b>	<b>0,00</b>
III.1		
	Other statutory costs	0,00
	<b>Indirect costs</b> (max. 7% of total eligible direct costs)	

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
(see Framework partnership agreement: Article II.15 on Eligible costs)

INSTITUTE :  
SURVEY : Industry

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	0,00
<b>Direct Revenue</b>	0,00
Direct revenue expected from the action <i>(please specify)</i>	
<b>Contributions</b>	0,00
By other organisations <i>(please specify which organisations + attach certificate or declaration, ...)</i>	0,00
Own contribution	
<b>Requested from the Commission (rounded to the nearest ten)</b>	

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
Budget item	<b>TOTAL COSTS</b>	0,00
	<b>Direct Costs</b>	0,00
I.	<b>Depreciation of equipment</b> <i>(please specify which equipment)</i>	0,00
II.	<b>Administrative costs</b>	0,00
II.1	Subcontracting costs <i>(please supply full details on separate sheet)</i>	0,00
	Task 1 -	
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material <i>(please specify)</i>	0,00
II.5	Others <i>(please specify)</i>	0,00
III.	<b>Staff Costs</b>	0,00
III.1		
	Other statutory costs	0,00
	<b>Indirect costs</b> (max. 7% of total eligible direct costs)	

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
(see Framework partnership agreement: Article II.15 on Eligible costs)

INSTITUTE :  
SURVEY : Investment

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	<b>0,00</b>
<b>Direct Revenue</b>	<b>0,00</b>
Direct revenue expected from the action <i>(please specify)</i>	
<b>Contributions</b>	<b>0,00</b>
By other organisations <i>(please specify which organisations + attach certificate or declaration, ...)</i>	<b>0,00</b>
Own contribution	
<b>Requested from the Commission (rounded to the nearest ten)</b>	

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
<b>Budget item</b>	<b>TOTAL COSTS</b>	<b>0,00</b>
	<b>Direct Costs</b>	<b>0,00</b>
<b>I.</b>	<b>Depreciation of equipment</b> <i>(please specify which equipment)</i>	<b>0,00</b>
<b>II.</b>	<b>Administrative costs</b>	<b>0,00</b>
II.1	Subcontracting costs_ <i>(please supply full details on separate sheet)</i>	0,00
	Task 1 -	
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material <i>(please specify)</i>	0,00
II.5	Others <i>(please specify)</i>	0,00
<b>III.</b>	<b>Staff Costs</b>	<b>0,00</b>
III.1		
	Other statutory costs	0,00
	<b>Indirect costs</b> (max. 7% of total eligible direct costs)	

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date and signature

**FORWARD BUDGET STATEMENT FOR GRANT AGREEMENT PERIOD MAY 2011 - APRIL 2012**  
**FINANCING PLAN AND COSTS OF THE SURVEYS**  
 (see Framework partnership agreement: Article II.15 on Eligible costs)

**INSTITUTE :**

**SURVEY :** Total of the action for the surveys: construction, consumer, industry, investment, retail trade, services

FINANCING PLAN	BUDGET EURO
<b>TOTAL</b>	<b>0,00</b>
<b>Direct Revenue</b>	<b>0,00</b>
Direct revenue expected from the action	
<b>Contributions</b>	<b>0,00</b>
By other organisations	0,00
Own contribution	0,00
<b>Requested from the Commission (rounded to the nearest ten)</b>	<b>0,00</b>

EXPENDITURE / ELIGIBLE COSTS		BUDGET EURO
<b>Budget item</b>	<b>TOTAL COST</b>	<b>0,00</b>
	<b>Direct Costs</b>	<b>0,00</b>
I.	<b>Depreciation of equipment</b>	<b>0,00</b>
II.	<b>Administrative costs</b>	<b>0,00</b>
II.1	Subcontracting costs	0,00
II.2	Travelling costs and subsistence allowances	0,00
II.3	Printing, translating, mailing, telephone, fax	0,00
II.4	Costs of material	0,00
II.5	Others	0,00
III.	<b>Staff Costs</b>	<b>0,00</b>
	Other statutory costs	0,00
	<b>Indirect costs (max. 7% of total eligible direct costs)</b>	<b>0,00</b>

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date and signature