

Estonia-Russia Cross Border
Cooperation Programme
2014-2020

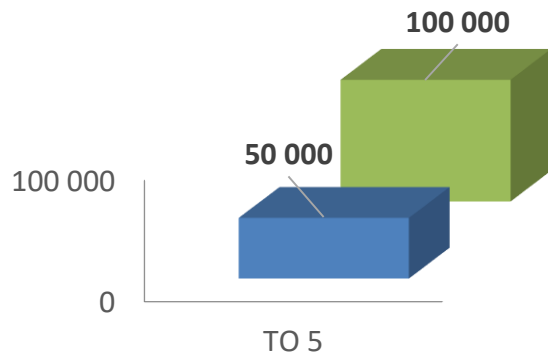
3rd CALL FOR PROPOSALS: budget planning

Joint Technical Secretariat

16 and 22 January 2020
Webinars



Grant: financial allocation



■ Minimum amount of Grant, EUR

■ Maximum amount of Grant, EUR

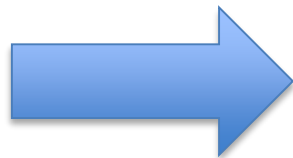
Available financing –
EUR 432 373,32



Grant: eligibility



- Not exceed an overall ceiling expressed as a percentage and an absolute value
- Shall not have the purpose or effect of producing a profit within the framework of the project

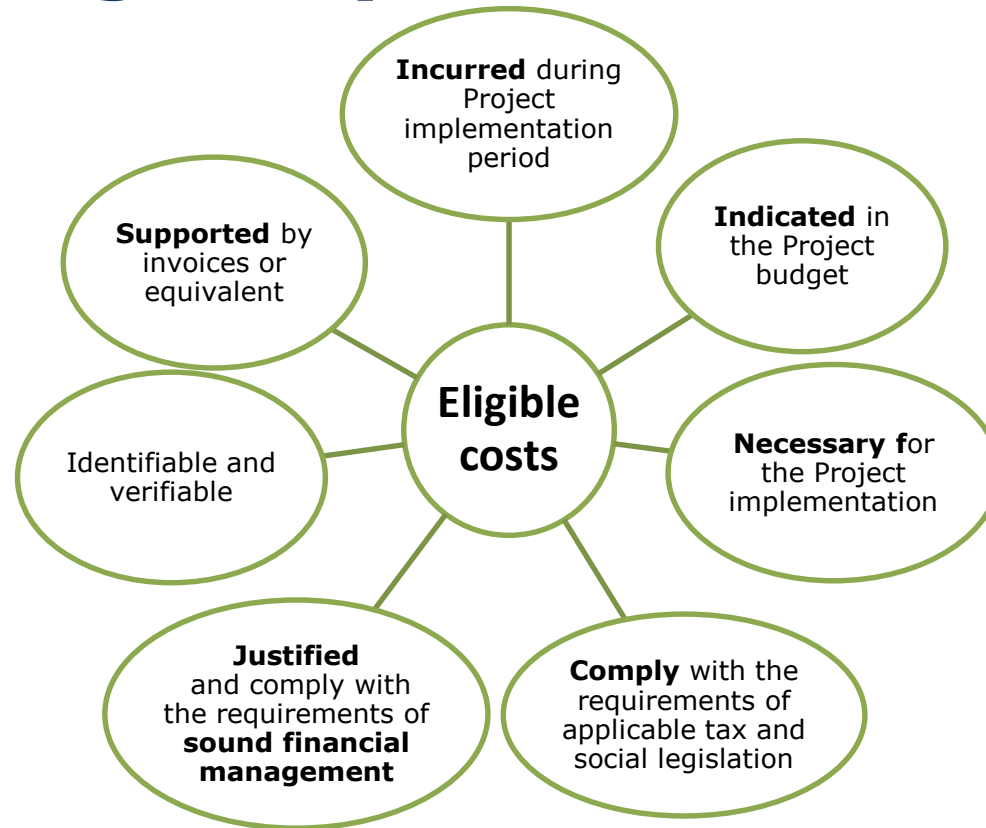


**NON-PROFIT
principle
within
projects!**

In case the project generates profit, project eligible costs will be reduced in the amount of profit.



Cost eligibility



Eligible direct costs



Costs of staff assigned to the project

Are settled down as a flat-rate up to 15% from eligible direct costs excluding staff costs

Restriction of 15% applies to each partner

No supporting documents for reporting purposes afterwards



Eligible direct costs



While presenting the appropriate methodology of staff costs calculation should observe following principles

Costs of activities which the beneficiary would not carry out if the project was not undertaken

For each partner separately

Must not exceed those normally borne by the beneficiary unless it is demonstrated that this is essential to carry out the project

Relate to actual gross salaries including social security charges and other remuneration-related costs



Eligible direct costs

Travel and subsistence costs of staff and other persons taking part in the project



Not exceed the costs normally paid by the beneficiary

Should be supported by the documentary evidence for the travel such as business trip requests, orders and reports, agendas, travel tickets, invoices, boarding passes, etc.

Eligible direct costs



Purchase or rental costs for equipment (new or used) and suppliers - correspond to market prices

Cost of consumables specifically purchased for the project (in case they are not included in office and administration costs)

Costs entailed by contracts awarded by the beneficiaries for the purposes of the project

Costs deriving directly from requirements imposed by the *Implementing Rules* and the project such as:

- information and visibility operations,
- evaluations, external audits,
- translations including financial service costs (such as costs of bank transfers, etc.)

Eligible costs

Limited to **travel and subsistence costs** of staff employed by the beneficiaries
(Article 48 (5), IR)



Lump sum in amount of
of 1 000 EUR

Only for
projects to
which grant
will be
awarded

Indirect costs

OFFICE & ADMINISTRATION

- ✦ Related to office running for the purposes of the project.
For instance - office rent, telecommunication, IT systems, office consumables, postal services, heating, electricity, water, maintenance, etc.
- ✦ Flat-rate based costs: up to 7% of eligible direct costs **excluding** costs incurred in relation to the provision of **infrastructure**
- ✦ Calculated on the basis of a fair, equitable and verifiable calculation method



Determining methods (Article 50 (2), IR:

- statistical data or similar objective means; or
- by reference to **certified or auditable historical data** of the beneficiary or to its usual cost accounting practices



Ineligible costs



Costs incurred before and after the project implementation period (some exceptions related to making the final report and final audit)



Debts and debt service charges (interest)



Provisions for losses or liabilities



Costs already financed by the Union budget and/or international funds budget



Ineligible costs



Purchases of land or buildings (exceed 10 % of the eligible expenditure of the project)



Exchange-rate losses



Duties, taxes and charges, including recoverable VAT



Loans to third parties



Fines, financial penalties and expenses of litigation



Contributions in kind



**Except
non-recoverable
under the
relevant national
tax legislation**

*The cost of staff assigned
to a project shall not be
considered a contribution
in kind*

Project budget



Full Application Form



- ✓ **STAFF COSTS**
- ✓ **TRAVEL & ACCOMMODATION**
- ✓ **EQUIPMENT**
- ✓ **OFFICE & ADMINISTRATION**
- ✓ **EXTERNAL EXPERTISE & SERVICES**
- ✓ **INVESTMENT**

Project Summary | Partner | Project Description | Workplan | Project Budget | Project Budget Overview | Attachments | Attachments | TS | Documents

Budget For Partner 1 - First partner (LP)

Budgetline	Subbudgetline	Wp P - Preparation	Wp M - Management	Wp T1 - Main activity	Wp T2 - Investing	Wp C - Communication and visibility	Sum
Staff costs	Staff costs	€ 0.00	€ 1 000.00	€ 0.00	€ 0.00	€ 0.00	€ 1 000.00
Staff costs	Sum	€ 0.00	€ 1 000.00	€ 0.00	€ 0.00	€ 0.00	€ 1 000.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accommodation	Travel and accommodation	€ 0.00	€ 1 000.00	€ 0.00	€ 0.00	€ 0.00	€ 1 000.00
Travel and accommodation	Sum	€ 0.00	€ 1 000.00	€ 0.00	€ 0.00	€ 0.00	€ 1 000.00
External expertise and services	External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Investment	Investment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Investment	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Sum	€ 0.00	€ 11 000.00	€ 0.00	€ 0.00	€ 0.00	€ 11 000.00

REVENUE

In case of profit generation project eligible costs will be reduced in the amount of profit

REVENUE

Non-profit rule

- ✦ Similarly, revenues of the project must be recorded by the beneficiaries (collected and entered into accounts);
- ✦ Revenues generated by project added to the sources of funding, provided there is no profit

In case the project generates profit – will be deducted from the total eligible costs



Payments to the project



1

- Pre-financing (after signing of the Grant Contract)

2

- Interim payment (during the project implementation)

3

- Payment of the final balance (upon completion of the project)

**Made in
EURO ONLY**

Keeping the Project account



Appropriate accounting and bookkeeping system:

- **a separate accounting system or**
- **an suitable accounting code**



All documents related to the project shall be kept for five years from the date of **payment of the balance to the programme**

Let us try it out!



Do you have any questions?

