

## Useful hints on how to fill in Financial Plan table (Annex 11 to Guidelines for 1<sup>st</sup> Call for proposals)

1. Financial Plan covers **only** implementation period of the project<sup>1</sup> (does not include time for preparation of Final report – 3 months after the end of implementation period);
2. Table should start from the 1<sup>st</sup> month of implementation period. If it is not January as it is presented in the Financial Plan, should be changed accordingly (these cells are available for changes);
3. Preparation costs incurred before the implementation period should be listed in the line "Starting cash position" with minus as these costs were spent out before the start of implementation period.

Preparation costs are eligible in amount of lump sum of 1 000 EUR and have to be clearly indicated in the Project Summary Form and in the project Full Application Form.

#### 4. Incoming cash flow

- 4.1. EU contribution (pre-financing, further installments) - amount of Grant planned to be received from the Programme.

The total sum of pre-financing (pre-financing instalment and interim payment instalment) under the Grant Contract may not exceed 80% of the total Grant amount stated in the Grant Contract<sup>2</sup>.

- 4.2. Own contribution – partner`s co-financing.

- 4.3. Contribution from third parties (e.g. state budget) – contribution that comes from different resources rather than Programme co-financing and own partner`s contribution, should be reflected in the project budget.

If project does not foresee additional contribution, current line should stay empty. In previous programme period, some projects could get additional State contribution together with programme co-financing.

- 4.4. Revenues - any income gained by the project. In general, revenue generated by the project are added to the sources of funding provided there is no profit<sup>3</sup>.

5. Outgoing cash flow – incurred expenses that are planned in a budget;

6. Amount of Grant not received by the project during implementation period should be reflected in the line „Own contribution“ as all expenses have to be ensured and covered by partners before submitting the Final report and receiving the final payment from the Programme.

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<sup>1</sup> Maximum project duration is 36 months. The activities of the project must be finished on 31 December 2022 at the latest.

<sup>2</sup> Please note: any pre-financing instalment is not applicable for SMEs. Allocation of funds and observing the programme rules including pre-financing requirements stays upon responsibility of the Lead Beneficiary.

<sup>3</sup> In case the project generates profit, project eligible costs will be reduced in the amount of profit.