

# Interreg - IPA CBC Greece - Albania



## Specification of Budget Costs

Joint Secretariat / Managing Authority of  
Interreg IPA CBC Programme “Greece – Albania  
2014 – 2020 “

[www.greece-albania.eu](http://www.greece-albania.eu)

[www.interreg.gr](http://www.interreg.gr)



# Specification of Budget Costs

- ▶ Important & Binding document.
- ▶ Has to be fully respected during implementation.
- ▶ It is submitted together with the AF – Part of Applicant's Package.
- ▶ Has to be signed and stamped by the Lead Beneficiary.

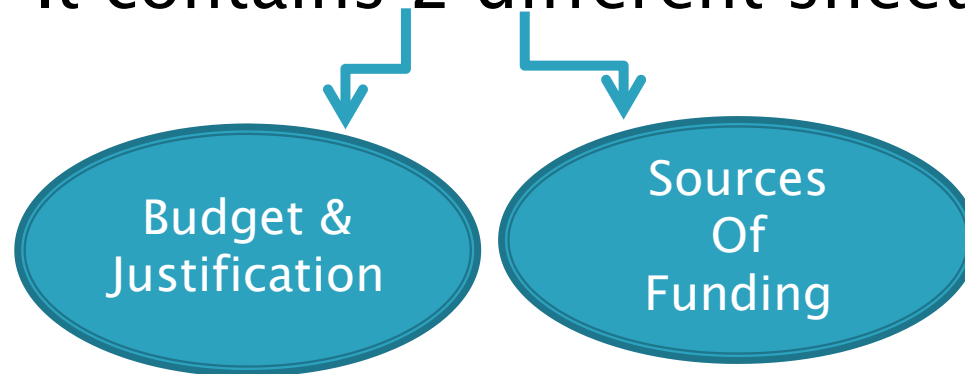
## Aim of this file:

to provide a wider and in-depth analysis of the budget stated in the Application Form

# Technical Characteristics

- ▶ It is an **excel file**, contains several functions!
- ▶ Damaged files will not be accepted

It contains 2 different sheets:



The file is prepared for an average project with 6 beneficiaries. In case of more beneficiaries, rows can be added. Do not delete rows even if not used.

# Specification of Budget Costs

Attention!

	The columns Costs – Beneficiary – Deliverables should be strictly completed as stated in the AF.	
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No deviations!!!

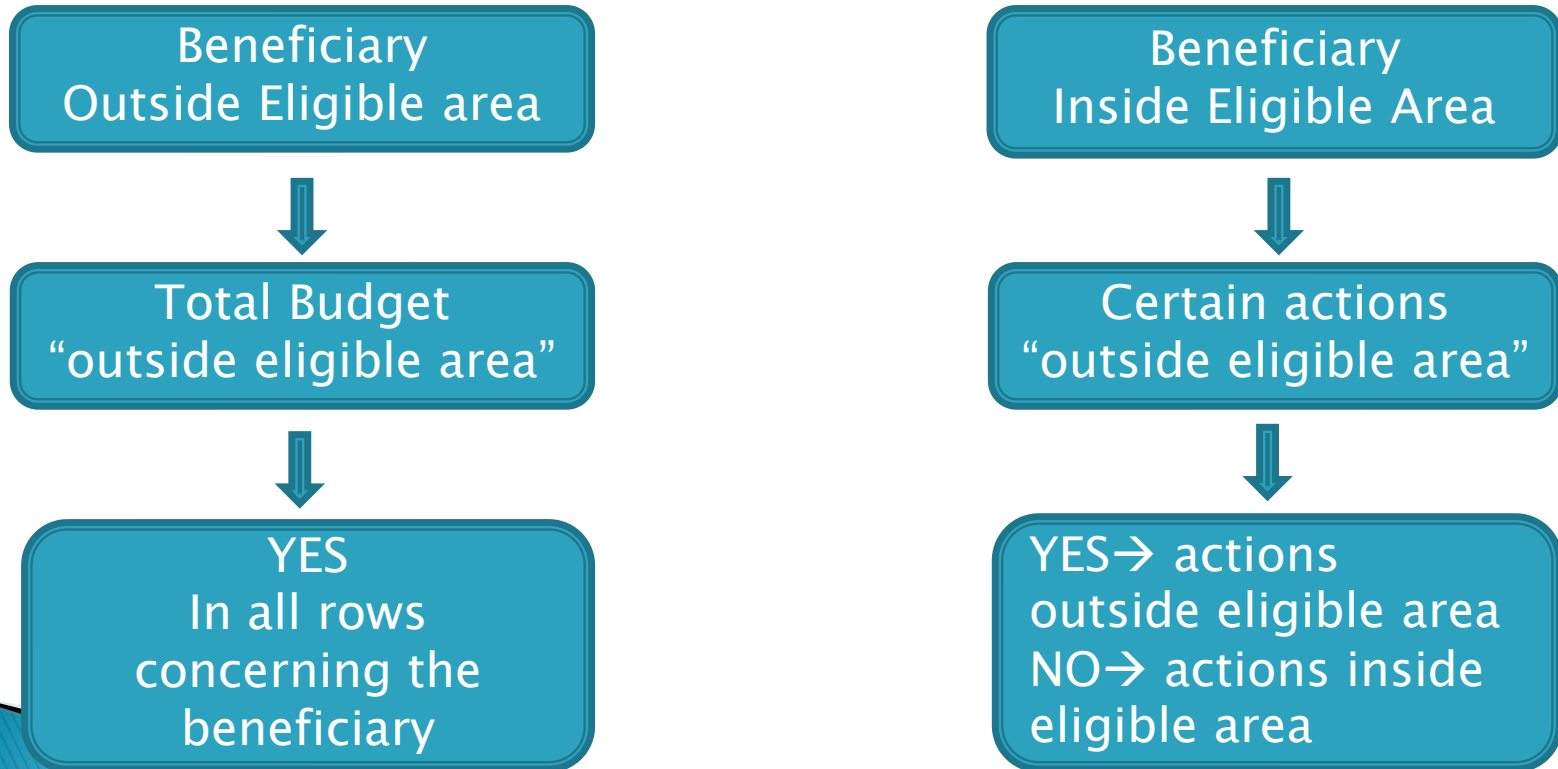
# SoBC Template

[illegible]

# Budget and Justification

## Columns explanation

- ▶ Outside the Eligible Area – 2 cases:
- ▶ YES/ NO selected from drop-down menu



# Justification

## Columns explanation

- ▶ Clarification of budget items:
  - Explain in depth the reasons justifying the necessity of the specific expenses to occur.
- ▶ Justification of the estimated costs:
  - Provide the actual cost analysis to prove that the budget is realistic and is based on market prices

Each column has to be filled in according to the budget category and the requirements, restrictions and rules applied.

# Staff Costs

- ▶ Gross salary including all charges & related costs
- ▶ Employment types;
  - Full-time
  - Part-time with fixed % of time worked per month
  - Part-time with flexible number of hours per month
  - Hourly basis





# Staff Costs

## ▶ Public employees

- No additionality → employees are working for the project during their official working hours
- With additionality → reflects the amount charged for the project in regards with the amount of overtime work – employees are working overtime for the project

## ▶ Local Private employees

- Staff of Universities
- Permanent staff of organisations under private law
- Staff hired for the project by the beneficiaries

# Office and Administration Costs

- ▶ Some Office and Administration Costs like “rent” are charged in proportion and according to a calculation method, while costs like “courier” or explicit financial services can be fully charged at the project’s budget.
- ▶ What is covered:
  - Office rent
  - Insurance and taxes related to the building where the staff is located and to the equipment of the office (e.g. fire, theft insurances)
  - Utilities
  - Office supplies
  - General accounting provided inside the beneficiary organisation
  - Archives
  - Maintenance, cleaning, repairs
  - Security
  - IT systems
  - Communication
  - Bank charges for opening and administering the account/ accounts necessary for the project implementation
  - Charges for transnational financial transactions

# Travel and Accommodation Costs

- ▶ Only for staff of the beneficiary
- ▶ It Includes:
  - Travel costs (tickets, fuel, car mileage, toll and parking fees)
  - Accommodation costs
  - Daily allowances
  - Cost of meals



# External Expertise and Services

- ▶ Activities that can be subcontracted by the beneficiaries to external experts:
  - Studies
  - Trainings
  - Translations
  - IT systems/ websites
  - Promotion, communication, publicity, information
  - Financial management
  - Organisation and implementation of events or meetings
  - Participation in events
  - Verifications
  - Certification and audit costs
  - Provisions of guarantees by a bank or other financial institution where required by Union or national law or in a programming document
  - Travel and accommodation for external experts
  - Other specific expertise and services needed for operations

# Equipment



- ▶ **Equipment** purchased should be required for the sound implementation of the project. Technical reference for the equipment and number of pieces should be mentioned.
  
- ▶ Cost under this category:
  - Office equipment
  - IT hardware & software
  - Furniture and fittings
  - Laboratory equipment
  - Machines and instruments
  - Tools or devices
  - Vehicles
  - Other specific equipment needed for operations

# Infrastructure and Works

- ▶ Costs for Infrastructure and Works should include technical references (e.g. number and type of material required)
- ▶ Amount foreseen should be in accordance with respective studies and market prices.
- ▶ Cost under this category:
  - Elaboration of detailed works design
  - Works
  - Supervision of works



## 2. Sources of Funding



- ▶ Provide the information on the sources of funding per country.
- ▶ Have to be in accordance with the AF.



# Interreg – IPA CBC Greece – Albania



Thank you for your attention!

**Joint Secretariat/Managing Authority of the  
Interreg IPA II Cross-border Cooperation Programme “Greece – Albania 2014–2020”**

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