

CALL FOR CAPITALISATION PROJECTS

#ONEMED

MAKING RESULTS AND KNOWLEDGE AVAILABLE
ACROSS THE **MEDITERRANEAN** REGION



The Budget and the Financial Plan



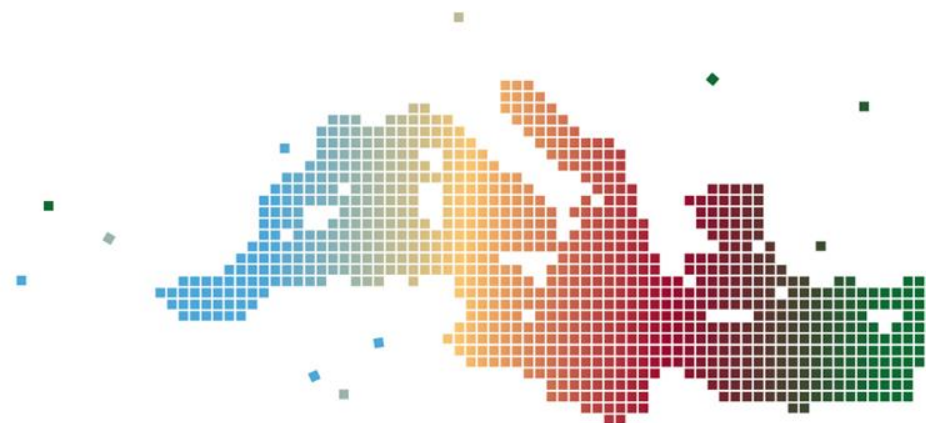
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Part 1: Eligible costs and specific budget rules



ELIGIBLE COSTS (see GfA par. 4.5 and info note on eligible costs)

DIRECT COSTS (Budget Part 1): to be incurred by each organization involved in the partnership. They must be supported by original expenditure documents as well as the occurred payment documents

Cost Categories

0. Preparatory costs
1. Human resources
2. Travel / subsistence
3. Infrastructures
4. Equipment and supplies
5. Subcontracted Services
6. Other costs

INDIRECT COSTS (Budget Part 2):

Contingency reserve
Administrative costs



Specific rules concerning cost categories

- ✓ Preparatory costs cannot exceed 10.000€
- ✓ Human Resources **cannot exceed 40%** of the Total Direct Costs **New!**
- ✓ No max/min allocation for the other cost categories
- ✓ Subgrants cannot exceed 30% of the total direct costs and a single subgrant cannot exceed 60.000€
- ✓ Administrative costs cannot exceed 7%
- ✓ Contingency reserve cannot exceed 3% of the total direct costs.



Specific financial rules and distribution among partners

WP1 is not limited to 20% any more. **New!**

No threshold concerning WPs

Co-financing **min. 10%**

Min ENI contribution € 500.000 and max. € 1.000.000

Maximum total cost of the project € 1.111.111

Min. 50% total direct costs for activities implemented in MPCs

Max. 20% of the budget for partners located in adjoining regions

Max 35% total direct costs can be allocated to a single organization



ELIGIBLE COSTS: 0. Preparatory costs

Eligibility conditions:

- a) They are incurred after the publication of the call and before the deadline for submission;
- b) They **cannot exceed 10.000** euro at project level;
- c) Travel and subsistence costs only for staff employed by the Applicant and/or PPs according to its rules or to EC rates in force at the time of the mission;
- d) To be **proven** by supporting documents ;
- e) To **be reported** in the first interim report.



ELIGIBLE COSTS: 1. HUMAN RESOURCES

Eligibility conditions:

- a) related to the **actual time** worked for the project.
- b) shall correspond to **actual gross salaries** including social security charges and other components (in national legislation);
- c) Overtime only for full time staff;
- d) Bonus and extra payments are not eligible;
- e) Staff costs from non-partner organizations are not eligible.
- f) This CC will **not exceed 40%** of the Total Direct Costs

New!



ELIGIBLE COSTS: 2. TRAVEL AND SUBSISTENCE

Eligibility conditions:

- a) related to staff and other persons involved in the Project (speakers or participants), and associated partners.

- b) they cannot exceed those normally borne by the organization according to its internal rules **nor** the EC rates published at the time of the mission if reimbursed on the basis of flat rate allowances.



ELIGIBLE COSTS: 3. INFRASTRUCTURES

Eligibility conditions:

- a) Basic facilities, and installations providing services needed for project implementation (including also Public works for restoring/adapting existing infrastructures).
- b) No **feasibility studies since these are considered as external services.**
- c) They must be purchased **following specific procurement procedures** (see Project Implementation Manual)



ELIGIBLE COSTS: 4. EQUIPMENT AND SUPPLIES

Eligibility conditions:

- a) Purchasing or leasing costs for equipment and durables (new or used) exclusively devoted for the purpose of the project (including installation and transportation costs);
- b) Supplies are purchased following specific procurement procedures (see PIM);
- c) Equipment and vehicles whose cost is **more than EUR 5.000** per item, must be transferred by the end of the project to the MPCs beneficiaries.



ELIGIBLE COSTS: 5. SUBCONTRACTED SERVICES

Eligibility conditions:

- a) Support technical and financial project management, information and dissemination activities, evaluations, translation, etc.
- b) It is recommended that External Expenditures Verification costs **are between 2% and 3%** of Total Direct Costs ***New!***
- c) Services are purchased following specific procurement procedures (see PIM);
- d) It is **not possible to subcontract the bulk of the project** to any third parties including in-house organisations.



ELIGIBLE COSTS: 6. OTHER COSTS

Eligibility conditions:

- a) Any cost not falling in the scope of the previous budget lines.
- b) **Sub-grants**: financial support to third parties (also physical persons) to be involved in the implementation of some project activities proposal (for example the need for involving Start-up companies to carry out a pilot project etc.).
- c) Max. 60.000 euro per sub-grantee located **in the countries involved** in the partnership. These costs shall be reported to the organization which granted the amount according to the same eligibility rules of the cost category.



ELIGIBLE COSTS: 6. OTHER COSTS

For more information on Sub-grants:

Check the **Handbook for Sub-grants Management** published on the Programme Website:

<http://www.enicbcmed.eu/projects/support-to-implementation>



ELIGIBLE COSTS: Procurement rules

Information on Procurement rules:

<http://www.enicbcmed.eu/projects/support-to-implementation>

- **General procurement procedures** according to art. 52, 54 and to 56 of the ENI IR 897/2014 and **the rule of nationality** (see art. 8-9 of Regulation (EU) No 236/2014);
- **Private Organizations**: chap. 7 (PIM) and **annex on Procurements for Private Organizations** (EU and Non EU);
- **Procurement rules for Public organizations from MPCs**: section National Information TESIM Factsheets.



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Part 2: How to fill in the Budget in the Online Application Form



General remarks

- ✓ The budget has to be filled in only **after the Logical Framework** section is completed
- ✓ The budget is completed under the section Work Packages
- ✓ Costs that are not indicated in the budget will not be eligible
- ✓ Estimated figures for budget items must be realistic and reasonable
- ✓



BUDGET: Fill in the Budget (1)

Fill in the Budget for each WP

Add a new row for each Budget item

Don't forget to **save from time to time!!!**

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Sections

- Preliminary Info 100%
- Project 100%
- Partnership 100%
- Work packages and budget (part 1) 24%
- WPO 100%**
- WP1 15%
- WP2 15%
- WP3 20%
- WP4 0%
- WP5 20%
- WP6 0%
- Outputs overview
- Activities overview
- Sustainability 0%
- Environment
- Budget (part 2) 0%

Work package 0: Preparation

WP Info WP Budget WP Budget per cost category

Total budget: € 0,00
Total WP: € 0,00
Other WP: € 0,00

Total budget: € 0,00
Total budget MPC: € 0,00
Total budget EU: € 0,00

Add new row Clone row selected Remove row selected Save

Code	Cost category	Partner	Description	Unit type	Unit number	Unit cost	Total
WPO...					0	€ 0,00	

Total Items: 1

Use ctrl button + click for multiple selection in "Semester incurred"

BUDGET: Fill in the Budget (2)

Choose a Cost Category

For **Human Resources**, distinguish only between Senior and Junior Manager

Indicate the **gross daily cost** and the approximated number of days under units

The screenshot displays the ENI CBCMED budget management interface. The main content area is titled "Work package 1: Management" and shows a table of budget items. The table has columns for Code, Cost category, Partner, Description, Unit type, Unit number, and Unit cost. The first two rows are highlighted in green, representing Senior Manager and Junior Manager roles. A dropdown menu is open for the "Cost category" column of the first row, showing options like "Human resources", "Travel and subsistence", etc. The interface also includes summary statistics for the total budget, total work package budget, and total budget by EU/MPC. A sidebar on the left shows the progress of various sections, with "Work packages and budget (part 1)" at 36% completion. The top of the page indicates the call end date and time left.

Code	Cost category	Partner	Description	Unit type	Unit number	Unit cost
WP1.HR.BEN.null	Human resources	Applicant	Senior Manager	Per day	50	€ 250,00
WP1.HR.BEN.null	Human resources	Applicant	Junior Manager	Per day	80	€ 170,00
WP1...					0	€ 0,00

Summary statistics:

- Total budget: € 26.100,00
- Total WP: € 26.100,00
- Other WP: € 0,00
- Total budget MPC: € 0,00
- Total budget EU: € 26.100,00

BUDGET: Fill in the Budget (3)

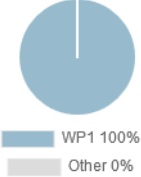
Add as many Budget items as needed for each WP

For **Travels**, distinguish between Travel (flights and hotel) and Per diem

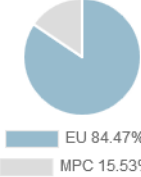
Work package 1: Management

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Total budget:
€ 34.450,00
Total WP:
€ 34.450,00
Other WP:
€ 0,00



Total budget:
€ 34.450,00
Total budget MPC:
€ 5.350,00
Total budget EU:
€ 29.100,00



Add new row Clone row selected Remove row selected Save

Code	Cost category	Partner	Description	Unit type	Unit number	Unit cost
WP1.HR.BEN.21	Human resources	Applicant	Senior Manager	Per day	50	€ 250,00
WP1.HR.BEN.23	Human resources	Applicant	Junior Manager	Per day	80	€ 170,00
WP1.SS.PP1.25	External services	PP01	Audit Reports	Unit	3	€ 1.000,00
WP1.TR.PP2.27	Travel and subsistence	PP02	Travels to attend Project Meetings	Travel	5	€ 800,00
WP1.TR.PP2.29	Travel and subsistence	PP02	Travels to attend Project Meetings	Per diem	5	€ 70,00
WP1.ES.PP3.	Equipment and supplies	PP03	Equipment X	Unit	1	€ 1.000,00
WP1.OT..	Other				0	€ 0,00
WP1...					0	€ 0,00

Total Items: 8

Use ctrl button + click for multiple selection in "Semester incurred"

BUDGET: Fill in the Budget (4)

For Equipment and Infrastructure, indicate a justification of the need of the Budget item

For each Budget Item, please select one or several semesters where the cost will be incurred

Work package 1: Management

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Total budget:
€ 34.450,00
Total WP:
€ 34.450,00
Other WP:
€ 0,00

Total budget:
€ 34.450,00
Total budget MPC:
€ 5.350,00
Total budget EU:
€ 29.100,00

Add new row Clone row selected Remove row selected Save

Description	Unit type	Unit number	Unit cost	Total	Justification	Semester incur..
Senior Manager	Per day	50	€ 250,00	€ 12.500,00		1,2,3,4,5
Junior Manager	Per day	80	€ 170,00	€ 13.600,00		1,2,3,4,5
Audit Reports	Unit	3	€ 1.000,00	€ 3.000,00		3,5
Travels to attend Project Meetings	Travel	5	€ 800,00	€ 4.000,00		1,2,3,4,5
Travels to attend Project Meetings	Per diem	5	€ 70,00	€ 350,00		1,2,3,4,5
Equipment X	Unit	1	€ 1.000,00	€ 1.000,00	Equipment X needed for....	1
		0	€ 0,00	€ 0,00		
		0	€ 0,00	€ 0,00		

Total Items: 8

Use ctrl button + click for multiple selection in "Semester incurred"

BUDGET: Estimating the cost of the outputs

Choose among the outputs previously uploaded

Select an approximated % for the cost of each Output with a specific WP

Work package 1: Management

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Total WP: € 59.550,00
Total WP output: € 59.550,00
Total WP left: € 0,00

Output

Output percentage

Output	Output percentage	Total	
OUTPUT WP1	70 %	€ 41.685,00	Remove - Edit
OUTPUT WP1-2	30 %	€ 17.865,00	Remove - Edit



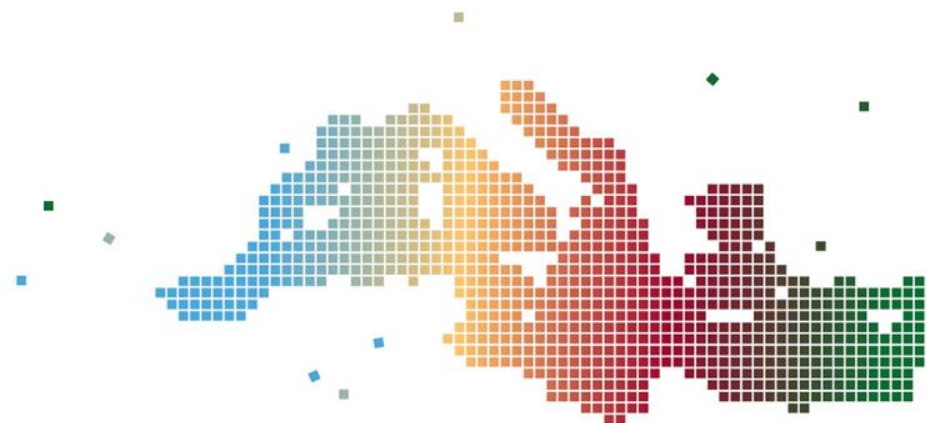
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Part 3: The Financial Plan



Why is the Financial Plan important?

- ✓
- ✓ Project expenditures distribution throughout project duration has to be balanced
- ✓ Applicants and PPs should consider when the **ENI pre-financing is going to be received**
- ✓ Partnership **must be able to advance cash** when payments overweight pre-financing (**check financial capacity**)!

➔ Financial Plan helps LAs check if payments (outflows) match ENI contribution (inflows)



The Financial Plan: much easier than it seems

EU contribution is calculated automatically

Difference = (Semester Inflows + remaining) – Semester Payments

LAs have to populate “Cash Advance” where the Difference is negative

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Sections

- Preliminary Info 100%
- Project 100%
- Partnership 100%
- Work packages and budget (part 1) 36%
- Sustainability 0%
- Environment
- Budget (part 2) 0%
- Financial plan 0%
- Financial plan 0%**

Documents

- Submit
- Export

Financial plan

Applicant

Incomes	PREPARATORY	I	II	III	IV	V	Total
EU contribution	€ 0,00	€ 20.880,00	€ 0,00	€ 15.660,00	€ 0,00	€ 15.660,00	€ 52.200,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 0,00	€ 20.880,00	€ 0,00	€ 15.660,00	€ 0,00	€ 15.660,00	€ 52.200,00
<i>Payments</i>	-€ 0,00	-€ 10.440,00	-€ 10.440,00	-€ 10.440,00	-€ 10.440,00	-€ 10.440,00	-€ 52.200,00
Difference	€ 0,00	€ 10.440,00	€ 0,00	€ 5.220,00	-€ 5.220,00	€ 0,00	€ 0,00

Partner: PP01

Incomes	PREPARATORY	I	II	III	IV	V	Total
EU contribution	€ 0,00	€ 1.200,00	€ 0,00	€ 900,00	€ 0,00	€ 900,00	€ 3.000,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 0,00	€ 1.200,00	€ 0,00	€ 900,00	€ 0,00	€ 900,00	€ 3.000,00

Payments are calculated automatically



The Financial Plan

Cash Advance:
populate so that
the difference is
0

Sections

- Preliminary Info 100%
- Project 100%
- Partnership 100%
- Work packages and budget (part 1) 36%
- Sustainability 0%
- Environment
- Budget (part 2) 0%
- Financial plan 0%
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Financial plan

Applicant

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Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 5.220,00	€ 0,00	€ 5.220,00
Total	€ 0,00	€ 20.880,00	€ 0,00	€ 15.660,00	€ 5.220,00	€ 15.660,00	€ 57.420,00
Payments	-€ 0,00	-€ 10.440,00	-€ 10.440,00	-€ 10.440,00	-€ 10.440,00	-€ 10.440,00	-€ 52.200,00
Difference	€ 0,00	€ 10.440,00	€ 0,00	€ 5.220,00	€ 0,00	€ 5.220,00	€ 5.220,00

Partner: PP01

Incomes	PREPARATORY	I	II	III	IV	V	Total
EU contribution	€ 0,00	€ 1.200,00	€ 0,00	€ 900,00	€ 0,00	€ 900,00	€ 3.000,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 0,00	€ 1.200,00	€ 0,00	€ 900,00	€ 0,00	€ 900,00	€ 3.000,00

Repeat the operation
for the LA and each
Project Partner

After indication of cash advances, all differences
should be 0 or a positive amount



Final considerations on the budget

- ✓ Budgets tend to be overestimated
- ✓ Payments must be carefully indicated in the timeline
- ✓ A balanced (among partners, through duration) budget improves the score and the implementation!
- ✓ The relation between costs and activities (amounts and time) this a key aspect.
- ✓ If the Financial Plan provides an unbalanced picture, reconsider the distribution of the expenditures in the budget timeline!



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