Interreg - IPA CBC
Greece - Republic of North Macedonia

Justification of Budget

Project Partners Guidebook

INTERREG IPA CBC:

GREECE Republic of North Macedonia 2014-2020

CCI: 2014TC16I5CB009

Version 1.0
November 2015

Table of Contents

1. Introduction 3
2. Justification of Budget Excel File structure 4
2.1 General 4
2.2 "Cover page" 4
2.3 "Partners' section" 5
2.3.1 General 5
2.3.2 Filling in the partners' section-Descriptive Part 5
2.3.3 Filling in the partners' section-Calculations' Part 6
2.4 "Summary Tables" 12
3. Printing the JoB for the Project proposal Folder 13

List of Tables

Table 1: Filling requirements per budget line 8

1. Introduction

The main scope of the "Justification of Budget" (JoB) excel template is twofold:

- To provide a common tool to all project proposals for building the budget and
- To assist the partnerships in providing all the necessary details required by the JTS for the budget evaluation.

The JoB generates the budget tables that are needed in the Application Form and it is designed to support the beneficiaries to work in a single file and just transfer the result of the calculations.

As the JoB excel file has a restricted number of characters in the respective descriptive section of the expenditures, the Applicants are free to submit any other supporting documents that can justify their costs. These can be detailed breakdown of infrastructure budget analysis, pricelists from possible providers, offers, Salary sheets, etc. In any case, the JS reserves the right to request additional information regarding specific budget lines and items, in case the description provided does not give sufficient justification.

Finally, it must be noted that in all cases and in all Budget Lines, the provisions, budget limits and eligibility criteria of the Regulations IPA II regulation 231/2014, (CIR) 236/2014, IPA II Implementing Regulation 447/2014, as well as the budget limits of the Calls, need to be applied and followed.

Note:
In case of any discrepancy between the two documents i) the Application Form and ii) the Justification of the budget, the budget of the Application form will be considered the one proposed by the project.

2. Justification of Budget Excel File structure

2.1 General

The file is divided into three main parts:

1. The "**Cover page**", where the Applicant includes the information of the project and the partnership. For the hardcopy submission of the document, this has to be **signed and stamped** by the Lead Beneficiary.
2. The **"Partners' section",** where the Applicant includes the estimated expenses and their justification for all the partners from PP1 to PP10.
3. The **"Summary Tables"** with three sheets. In sheet ***"AF-Tables",*** all the tables of the Application form are generated automatically according to the information provided in the figures inserted in the previous sections. The sheet "***Budget Check"*** provides all necessary checks according to the Call for proposals limitations. The third sheet "**Project Overview"** contains some additional tables for informative reasons only, which are also automatically generated, for a better overview of the project budget balance and structure.

2.2 "Cover page"

This section provides general information for the identification of the project. The fields that need to be filled in are the following:

Version of JoB: This will be the version of the JoB to be filled in by the JS. Version 1 of the JoB will be the one attached to the Subsidy Contract, if a project is approved.
Date of Approval: The date of approval of the Application form by the responsible Programme body (Joint Secretariat, Managing Authority, Monitoring Committee). To be filled in by the JS.
MIS Code: The unique identification Number of the Project as generated by the MIS when approved. To be filled in by the JS.

Project title: The Applicant needs to insert the title of the proposed project.
Project acronym: The Applicant needs to insert the acronym of the proposed project.

Partner title: The Applicant needs to insert the title of the partner.
Country: The Applicant needs to select the partners' country from the dropdown list.

Lead Beneficiary Stamp and Signature: This box needs to be signed and stamped by the Legal representative of the Lead Beneficiary for its hard copy submission.

2.3 "Partners' section"

2.3.1 General

This section is divided into 6 sheets that calculate the budget for each partner. Each sheet includes one single table where the Applicant needs to fill in *the Descriptive part* (Columns: "WP", "Deliverable", "Budget line", "Item" (that specifies the type of the expense in the budget line) and the "Brief justification of the expenditure") and the *Calculations' part* (Columns: "Quantity of item", "time of item", "Cost per item"). According to the selected budget line, there are different requirements of filling in, mainly for the Calculation Columns. **The details are provided in Table 1**.

In this "Partners' section", the general information such as the partner, country and total sum are automatically generated by the file. Each Partner sheet has a capacity of 200 lines for providing the details of the costs components**. When completing the analysis of a partner, it is highly recommended to select from the active filter only the lines that contain information, in order to omit the empty cells and not print unnecessary pages.** The applicant will have to click on the filter arrow and de-select the box of the (blank) lines as in Figure 1 below.

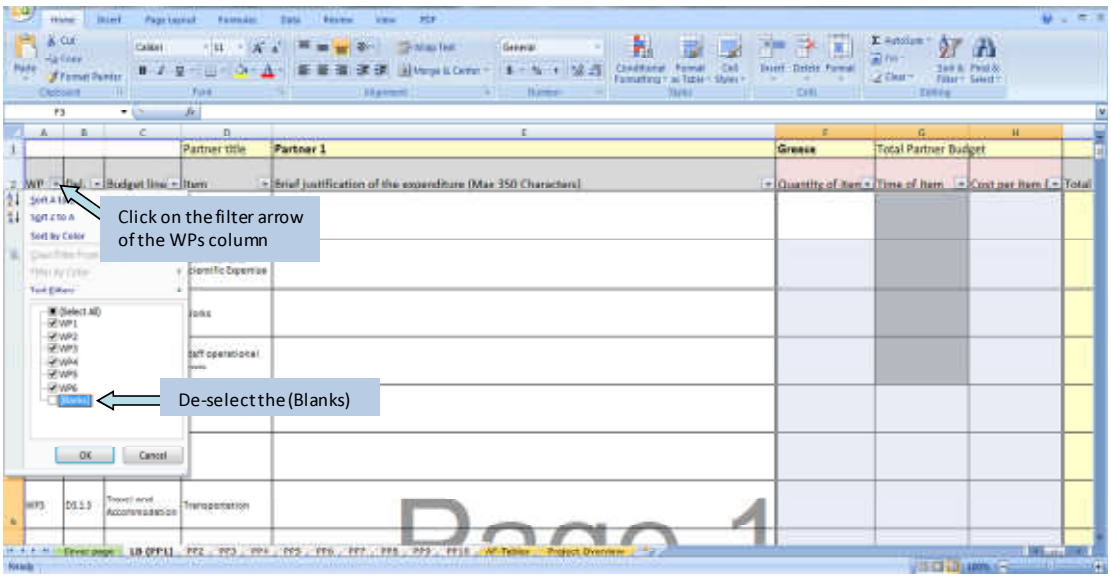

Figure 1: De-selecting the empty rows

The guidelines for filling in correctly the partners' section are provided in the following paragraph.

2.3.2 Filling in the partners' section-Descriptive Part

Column "WP": In this column, the respective "Work Package" needs to be selected from the dropdown list. The drop down list starts from cell A3.

Column "Del.": In this column, the respective "Deliverable" needs to be selected from the dropdown list. **The Applicant can select a Deliverable only after a WP is selected.**

Column "Budget line": In this column, the respective "Budget Line" needs to be selected from the dropdown list. These are the following:

1. Staff Costs
2. Office and Administration
3. Travel and Accommodation
4. External Expertise and Services
5. Equipment
6. Infrastructure and Works

Note:
The fields "Deliverable" and "Budget Line" are mandatory for the budget calculation. When a cell in the "Deliverable" and "Budget Line" columns is not filled in, any value inserted in the respective calculation cells will not be valid and **will not be calculated** in the overall Project budget. **In this case the Total cost Column will return a 0 value marked in red**.

Column "Item": For each Budget Line there are subcategories that the Applicant can select from the drop down list, in order to be more specific about the justification.

Column "Brief justification of the expenditure": According to the budget line and the item selected, the Applicant needs to provide a short but concise description justifying the costs to be included in the Calculations' Cells. For example, regarding the staff costs, the characteristics of the personnel to be appointed for the needs of the project that justify their costs and rates have to be described. ***More details for each one of the Budget Lines are provided in Table 1.***

Note: The description must not exceed the 350 characters.

2.3.3 Filling in the partners' section-Calculations' Part

Column "Quantity of item": In accordance with the Budget lines and the items selected, the Applicant needs to include the quantity. This can be the number of personnel, trips, services, leaflets, etc. ***More details about the "Quantity of item" for each one of the Budget Lines are provided in Table 1.***

Column "Time of item": This column is grey for all Budget Lines and **only applicable when the "Staff Costs" or the "Travel and Accommodation"** budget lines are selected, in which case the Applicant should include a value. According to the item selected in the respective column "Item", the Applicant needs to select the duration of the item (i.e. days daily allowances, Man days of a specific personnel, man-hours, etc). ***More details about the "Time of item" for each one of the Budget Lines are provided in Table 1.***

Note:
For the **Staff costs** the Applicant has the flexibility to select the measurement of the "Time of Item". This can be Person-hours, Person-days, Person- Months, etc, according to the needs that best fit the calculation of the costs. **This has to be clearly stated in the "Brief Justification of the expenditure" column.** Then the cost of the personnel will have to be adjusted to the Measurement Unit decided by the partner.

For the **Travelling and Accommodation** Budget line the measurement unit for the item will be "**Days" or "PersonDays".**

Column "Cost per Item": In accordance to the Budget lines and the items selected, each Applicant needs to include the unit cost of **a single item** selected. This can be the rate of the personnel, the cost of a single trip, the cost of a single service, etc. All costs should be expressed in Euro (€).***More details about the "Cost per item" for each one of the Budget Lines are provided in Table 1.***

Column "Total Cost": The total cost for all Budget Lines (except "Staff Costs" and "Travel and Accommodation" is the product of the following function:

Total Cost = Quantity of Item X Cost per item

For the cases of the Staff Costs and the Travel and Accommodation Budget Lines, the Total Costs is the product of the following function:

Total Cost = Quantity of Item X Time of item X Cost per item

The following Table 1 provides a more detailed description about the items and more specific filling in instructions per budget line.

Table 1: Filling requirements per budget line

Budget Line	Items per budget line	Brief justification of the expenditure	Quantity of item (Nr.)	Time of item	Cost per item (€)
Staff Costs	• Project manager • Financial manager • Administrative staff • Technical Staff • Other	A brief description of the employee(s) and roles needed by the projects need to be provided. The measurement unit (Person-hour, Person-day, Person-Month etc), according which the rate will be included in the "Cost per item" column, needs also to be specified and be supported by the description. The Applicant will need to highlight the level of expertise planned to contribute to the project, the role in the project and the general responsibilities.	The number of the people to work on a specific item or of a specific profile in the project.	The duration of the activity to be implemented by the mentioned employee(s). The measurement unit will need to be specified by the Applicant.	The personnel rate (person-hour, person-day, person month etc) needs to be included.
Office and Administration	• Bank Charges *(direct Costs)* • Office costs *(direct Costs)* • Staff operational costs *(indirect Costs)* • Other	A short description of the item selected needs to be provided by the Applicant.	There is no requirement to be very specific for the quantity. The Applicant can include 1 and make an estimation of the overall cost of the item selected.	N/A	The estimation of the administration costs for the specific Item selected.

Budget Line	Items per budget line	Brief justification of the expenditure	Quantity of item (Nr.)	Time of item	Cost per item (€)
Travel and Accommodation	• Transportation • Accommodation • Daily Allowance	The Applicant, according to the item selected, must provide the relevant justification (i.e. scope of trips, people expected to travel, means of transportation, etc).	This field concerns the amount of the trips necessary for the implementation of the project. In the case of the item "Transportation", the Applicant can also select the amount of tickets or vehicles necessary in total for the transportation needs (e.g if there is a need for 3 road trips with 2 vehicles each, the value to be inserted can be 6 with the provision of the respective description).	The days or persondays (i.e. for 2 persons per trips for a 2 days' trip = 4 persondays) for each trip. This applies for the items "Accommodation" and "Daily allowances". As regards to the "Transportation" Item and if there is no need for time to be applied, the Applicant includes value 1. (e.g. For the cases of tickets, or vehicles' costs).	The cost of a single item needs to be included. In any case the limits of the European and National regulations need to be applied.
External Expertise and Services	• Technical or scientific Expertise • Scientific Studies • Event organisation • Communication/ Dissemination material • Infrastructure designs • Supervision of construction works	In this section, the Applicant needs to provide a brief description of the item and the specifications of the costs planned need to be included. The purpose of the service, the estimated quantities planned, etc need to be clearly explained.	In this field the quantities of the services, expertise or material required need to be included according to the item selected. (i.e. 1 study, 3 event organizations, etc).	N/A	In this column, the estimated cost per unit of service /expertise or material required needs to be included according to the type of item selected.

Budget Line	Items per budget line	Brief justification of the expenditure	Quantity of item (Nr.)	Time of item	Cost per item (€)
	• Audits • Other				
Equipment	• Office Equipment • IT hardware and software • Furniture and fittings • Laboratory Equipment • Machines and instruments • Tools or devices • Vehicles • Other specific equipment	In this section, a brief description of the item and the specifications of the costs planned need to be included. The purpose of the equipment, the estimated quantities planned, etc need to be clearly explained.	The planned or estimated number of the equipment required for the action needs to be inserted in the column.	N/A	The planned or estimated unit cost per equipment needs to the inserted.
Infrastructure and Works	• Elaboration of detailed design of works • Works • Supervision of works • Other	In this section, a brief description of the item and the specifications of the costs planned needs to be included. If the costs are deriving from a specific technical study, this needs to be stated and a copy of the study needs to be included as an annex to the Project Proposal Folder. Any other basic assumptions regarding the estimation of the costs justifying the sum to be	The number of the works planned needs to be included in this column.	N/A	The actual cost of the infrastructure declared by the partner for a specific action needs to be included.

Budget Line	Items per budget line	Brief justification of the expenditure	Quantity of item (Nr.)	Time of item	Cost per item (€)
		declared must be also briefly stated. In case these cannot be described within the limit of 350 characters, a short explanation in a separate word file could be included as an annex to the Project Proposal Folder.			

2.4 "Summary Tables"

This section of the JoB generates the summary tables that calculate the overall project budget per Partner/Budget Line/Deliverable. This section is fully automatic and thus **no other filling of information** is required by the Applicant. There are three sheets in this section. The first section ***"AF-Tables",*** contains the 6 Application form Tables, which are generated by the information provided in the Partners' section. The Tables need to be identical to those that will be included in the Application form. **In case of mismatches between the tables of the JoB and those of the Application form, the information of the Application form will be those considered as valid.**

The sheet "**Budget checks"** monitors the budget of the project to be in accordance to the budget limits as set in the Call. The sheet contains one table with the budget limits of the Call and one table calculating the critical parts (columns marked in green) of the Project budget. **In case of budget limit violations, the green cells turn red.** It is very important for the Applicants to consult this table before submitting the proposal, since in case of violation of Call budget limitations; **the project proposal will be rejected.**

The third sheet **"Project Overview tables"** provides more information regarding the budget allocation and balance of the project.

Note:

If needed, the Applicant can copy the Tables from the **AF-Tables** sheet directly to the Application Form. However, it must be highlighted that these should be pasted only in the cells that are not protected (i.e. the Deliverables' white cells in Section D: Budget of the Application form).

3. Printing the JoB for the Project proposal Folder

The JoB needs to be printed, singed and stamped by the Lead beneficiary in the front page, according to the guidelines of the Call for proposals. In order to minimize the size of the printed file, **it is highly recommended** to omit the empty cells with the use of the active filter provided at the top of each table, in order to prevent any empty pages from being printed.

Section **2.4 "Summary Tables" is not necessary to be printed, as these tables are available in the Application form.**