

3 THE FINANCIAL TABLES

3.1 Introduction

These instructions should be read together with:

- the Lifelong Learning Programme [Call for Proposals 2007](#) and with particular reference to part II.
- the Lifelong Learning Programme [Guide for the applicant](#) and with particular reference to the [Administrative and Financial rules](#) where you will find clear definitions of each category of costs.

If the information provided in the Financial Tables contradicts financial information provided in the Application Form (Sections A, C and / or E) the information in the Financial Tables will take precedence.

Two versions of the Financial Tables exist: one for small consortia / networks (up to 22 partner organisations) and one for large networks (between 23 and 200 partner organisations). Select the version that is appropriate for your consortium.

During the selection process, independent experts will need to provide a score and a comment on the coherence between the work packages and the budget and also the cost-effectiveness of the overall approach. Applicants therefore are strongly advised to provide, where necessary, explicit explanations of the costs presented, relating them where relevant to precise aspects of Work Packages presented in Section F of the Application Form.

3.2 General Description of the Excel Table

The financial form is provided as an excel table containing 8 different sheets that are explained below:

- Sheet 1. Expenditure & revenue
- Sheet 2. Staff
- Sheet 3. Travel and subsistence
- Sheet 4. Equipment
- Sheet 5. Subcontracting
- Sheet 6. Other
- Sheet 7. Ceilings
- Sheet 8. Actions

An example of project budget is available on the website of the [Executive Agency](#)

Please be aware of the following restrictions:

- Sheets 7 and 8 are provided for information and do not need to be completed or returned with the application form.
- You can only enter data in the white cells. Grey cells and data from sheets 7 and 8 are protected so that their content cannot be modified.
- Certain validation checks are included in this table in order to help applicants apply, where relevant, rules affecting certain costs (notably staff costs, subsistence costs where certain ceilings are applied, and also costs such as equipment and indirect costs, where limitations apply in terms of the percentages of the total direct costs). The aim is to ensure that applicants present correct, coherent and eligible budgets.
- In sheets 2 (staff costs) and 3 (travel and subsistence) **always** select the country **before** entering the relevant data
- As soon as you enter an amount on a row, you need to complete all other white cells on this same row. An error message will be displayed if you fail to do this, and will only disappear once the complete data has been entered.
- All figures must be presented in euros. Only whole numbers are accepted.
- There are certain error messages embedded in the tables. These will disappear as data is input and corrected. The information below will help applicants identify the sources of the error messages and explain how to correct them. Please complete the tables 2 – 6 fully before dealing with individual error messages on Sheet 1.

3.3 Description of the Different Sheets

Sheet 1. Expenditure & revenue

The Project Acronym (cell L1) must be identical to the one specified in section A1 of the Application Form.

The LLP Action (cell L2) can be selected from the menu and must be identical to the one indicated on the first page of the Application Form.

This summary table automatically collects total amounts from the other sheets and presents them together for all cost categories and all partners. Applicants must however add the information relating to the breakdown of direct costs (column H) and indirect costs (column I) among the partners. If the breakdown of direct costs entered in this sheet is not coherent with the total direct costs calculated on the basis of the detailed sheets, an error message will be displayed until it is corrected.

Total Indirect costs for the project can not exceed 7% of total direct costs. This 7% threshold is checked at the level of the total and not at the level of each partner. If an error message appears, applicants should reduce the relevant individual amounts until the total is reduced to 7% or less than the total direct costs.

You are expected to provide breakdown between partners of requested Community grant (column L) and amount of each partner own contribution (column N), and, if applicable, amount and specification for co-financing from other sources (column O).

Community grant: as the grant cannot exceed 75% of total eligible costs, applicants cannot input more in the grant requested than is allowed. An error message will appear therefore if the grant requested exceeds 75% of the total costs.

If project implementation is planned to be co-financed by other sources, then these other sources must be identified in the "specification" field (column P) in the row which corresponds with the Project partner concerned (e.g. P1). If more than one other source of financing needs to be entered in the same row, please provide the details in an annex and refer to it in the table.

Your budget must always be balanced. If the total project expenditures (cell J9) is not equal to the total project revenues (cells L9+N9+O9), an error message will be displayed in cell Q9.

As explained in the relevant sections below, error messages will appear if any of the pre-defined ceilings in cost categories is exceeded (Cell D8 - equipment 10% of direct costs, Cell E8 - subcontracting 30% of direct costs).

Sheet 2. Staff

Always select the country before entering the number of working days and the costs per day.

Staff costs for each partner must be presented per category of staff in the same row. This means that if different salary levels apply to staff members working for the same partner and belonging to the same staff category, an average amount per day/per category must be calculated and input. Only data for staff categories that will be working for the project must be input; use only the relevant categories (it is not mandatory to present costs for each staff category).

The total number of working days must be coherent with total of days that are indicated in section E (Work packages) in the application form.

Real daily staff cost rates must be used. However, the cost per day may not exceed the maximum rates provided in Part II of the call for proposals (Annex V, table 5e). These rates are reproduced in sheet 7 (ceilings). If any real costs exceed the maximum levels stated, the excess amount is ineligible for inclusion in the project budget. If applicants enter a value exceeding the maximum rate for the category and country concerned, a pop-up message will be displayed inviting the applicant to enter a new value.

Should you forget to select the country or enter incomplete data (number of days or cost per day missing), a default cost of 0 will be inserted.

Sheet 3. Travel and subsistence

Always provide the details of the purpose of the journey and select the country of destination before entering the figures (a to d). As the experts will be checking the coherence between the budget and the work packages, it is important that these descriptions relate clearly to specific work packages in Section E of the application form.

The daily subsistence cost per person (c) may not exceed the maximum rates provided in Part II of the call for proposals (Annex V, table 5f). These rates are reproduced in sheet 7 (ceilings). If applicants enter a value exceeding the maximum rate for the category and country concerned, a pop-up message will be displayed inviting the applicant to enter a new value.

Should you forget to fill in one of the fields, an error message will be displayed in column G.

Sheet 4. Equipment

Each item needs to be described and justified in the space provided.

The total equipment costs cannot exceed 10% of the total direct costs of the project. Should you exceed this maximum, an error message will appear in cell D8 of the sheet "expenditure and revenue" (to be checked once the table has been completed).

Please present one row per type of similar items. The number of similar items must be input in column (a).

The unit cost of each type of item must be input in column (b). If similar items have a different unit cost, enter an average value.

The usage rate (column c) relates to the amount of time the equipment concerned will be used for the project. It should be expressed as a percentage (eg if it is to be used exclusively for the project, 100 should be entered. If it is to be used half time on the project and half time for other work, 50 should be entered).

The depreciation rate (column d) is the total depreciation rate based on the lifetime of the project. So if, according to the rules of depreciation that apply in the country where the expenditure is incurred, an item is generally depreciated in 4 years (yearly depreciation rate of 25%), and you apply for a 2-year project, input 50.

If the equipment is rented (to be specified in the justification), set the depreciation rate as 100%.

Should you forget to enter data in any of the fields, an error message will be displayed in column G.

Sheet 5. Subcontracting

Total of subcontracting costs cannot exceed 30% of total direct costs of the project. If you exceed this maximum, an error message will appear in the cell E8 of the sheet "expenditure and revenue" (to be checked once the table has been completed).

If you forget to fill in one of the fields (task description or cost), an error message will be displayed in column E.

Sheet 6. Other

Other costs should be used for all items that do not belong to any of the categories listed above.

Each item must be explained in detail (using a separate sheet if necessary).

For **Comenius Multilateral Projects**, projects involving **initial teacher training** should include the travel and subsistence costs of participants (using the maximum subsistence rates presented in the Corrigendum of the Call for Proposals dated 14 February 2007).

If you forget to fill in one of the fields (description or cost), an error message will be displayed in column E.

Sheet 7. Ceilings

This sheet contains maximum rates for staff and subsistence per country as mentioned in the call for proposal. This is for information only. No data is to be input.

Sheet 8. Actions

This sheet contains the list of Actions for which the form should be used.

This is for information only. No data is to be input.

3.4 Final Validation of the Table

Once you have entered all figures of the table, check scrupulously every sheet (except 7 and 8) so that no error message remains.

When the budget table is finalised, print it (except sheets 7 and 8) and attach it to your application form. Complete the Application form with the Budget Summary (Section A.6) and the Total grant requested (Declaration of Honour point 1).

An electronic version of this table must be submitted with the application form on CD ROM or DVD. The name of the file should be "budget_[acronym of your project].xls".

3.5 Checklist for correcting Error Messages

Check that no error message occurs in the 5 individual sheets (2-6) for direct costs. If so, please check data again following the specific instructions above.

If after entering all data in the 6 sheets of the table, you still have some fields in the table 'Expenditure and Revenue' table containing the text 'ERROR' please proceed with the following mathematical checks:

- Sum of total direct costs per partner (column H, starting from cell H10) must be the same as the total direct costs for the project (cells B9 + G9)
- Total costs for equipment (cell D9 updated from sheet 'equipment') cannot exceed 10% of the total direct costs of the project (cell H9 or cells B9+G9)
- Total costs for subcontracting (cell E9 updated from sheet 'subcontracting') cannot exceed 30% of the total direct costs of the project (cell H9 or cells B9+G9)
- Total indirect costs (cell I9) cannot exceed 7% of the total direct costs of the project (cell H9 or cells B9+G9)
- Total requested Community grant (cell L9) cannot exceed 75% of the total project expenditures (cell J9)
- Total project expenditures (cell J9) must be equal to the sum of total requested Community grant (cell L9), total partner's own funding (cell N9) and other sources of financing (cell O9)