

Completion Instructions: Budget Toolkit v9.1

Please scroll down to see all useful comments for each section

PLEASE REFER TO YOUR STAKEHOLDER OPERATIONAL GUIDANCE MANUAL FOR SPECIFIC ELIGIBILITY REQUIREMENTS AND TO THE APPLICATION GUIDANCE FOR MORE DETAIL REGARDING CELL COMPLETION

General Instructions

The toolkit contains sophisticated formulae, hidden columns and calculation checks, therefore it is imperative that you do not amend the toolkit in any way as this may affect its operation.

You will need to complete the number of units and the unit rate on each budget line to generate the budget expenditure. Specific instructions for each section are detailed below and links are provided on each page.

Please only input to white cells in sheets A to E, Q and M-N-P-S - yellow cells contain formulae.

Summary Budget

Please input

Proposed Project Start Date

Proposed Project End Date

Project Beneficiary

Project Title

Indirect Costs Claim (Yes or No) →

YOU MUST ENTER
"YES" TO CLAIM
THESE COSTS

Please do not alter or input any further details, the rest of the sheet will self-populate from the detail sheets

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A1 & A2

People Costs

Please use this section to budget for all people you intend to utilise in order to deliver the project:

Use Tab A1 to record Staff who are Directly Employed by your organisation or engaged via an Employment Agency;

Use Tab A2 to record people who you engage either as self-employed contractors or through Employee Owned Companies

Please input

Column B Name

Column C Job Role within the Project

Column D Tab A1: Staff = employed directly by the organisation, or agency staff
Tab A2: Self-employed contractors or contractors engaged through own employee owned company

Column E Expected number of units to be paid

Column F Please input your budgeted pay rate

Column G DO NOT INPUT ANYTHING - This Column auto-populates.

IMPORTANT - If the person you are utilising is contracted, you will be required to comply with AMIF rules regarding contract procurement.

B

Travel and subsistence

Please use this section to budget for all T&S costs to be incurred by the project to assist in the delivery of the project (this includes those costs re-imbursed to employed staff, volunteers, contractors and target group members)

Please input

Column F PLEASE select status of the person from the dropdown menu

Column G Expected number of units to be paid - for single payment enter 1

Column I DO NOT INPUT ANYTHING - This Column auto-populates.

C

Equipment

Please use this section to budget for all Essential Equipment needs to help deliver the project. If existing equipment is to be used, you may budget for accounting depreciation over the project period

Column D PLEASE select whether you already own, intend to purchase or lease / rent this equipment

IMPORTANT - If you intend to purchase essential equipment, you will be required to comply with AMIF rules regarding the value for money decision of whether to purchase or lease / rent equipment

Partial use of the equipment: Where equipment is used for multiple purposes and therefore it is not possible to charge the full cost of the equipment to the project, a percentage of use should be calculated and applied to the cost of the equipment so as to determine the cost to charge to the project.

IMPORTANT - Any actual apportionment / attribution method will NOT be allowed without specific approval from the UK Responsible Authority

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D Property

Please use this section to budget for all direct Property costs to be incurred by the project to directly deliver the project.

Column B PLEASE indicate to what use any property will be put in delivering the project

IMPORTANT - Property space used for specific tasks **directly linked** to the project (eg training of target groups, training of border guards, counselling for target groups, setup of common visa application centres and renovation of consulates) may be considered as direct property costs. In cases where only a proportion of the property space is used for direct project tasks, detailed justification of any apportionment method with supporting documents should be provided.

IMPORTANT - property occupied which is used for administrative tasks cannot be charged under direct costs given the fact that it would be very difficult to apportion the cost used for administrative purpose to a specific project.

IMPORTANT - Any actual apportionment / attribution method will **NOT** be allowed without specific prior approval from the UK Responsible Authority

E Supplies and Services

Please use this section to budget for all direct costs associated with supplies and services incurred by the project to directly deliver the project.

IMPORTANT - Supplies and services can be included in the project budget as direct costs if they are used for the direct and operational purpose of the project. If necessary, an attribution method should be used in order to reflect the real use/consumption for a specific project. If this proves too difficult or too complicated, these costs cannot be charged under direct costs and are deemed to form part of indirect costs, if claimed. An attribution method for the claiming of costs such as photocopying etc must clearly show the direct link to the project and be fully auditable – it will not be enough for example to estimate photocopying usage.

Column D Please input the supplier name, or if unknown at this stage input "To Be Confirmed" or "TBC"

Column E PLEASE use the dropdown to indicate the type of supply or service:
One-off supply or service
Please use this option if the cost you intend is a non contracted, non recurring transaction
Contracted Supply
Please use this option if you intend to subcontract a supply or service to the project - You are NOT allowed to subcontract Project Management

IMPORTANT - If the organisation you are utilising is contracted, you will be required to comply with AMIF rules regarding contract procurement, which is in the Stakeholder Guidance Manual.

Target Group Specific

Please use this option if you intend to incur and/or re-imburse expenses to specific individuals who are Target Group members of the project (eg creche facilities, exam fees etc). You **MUST** adopt procedures which can link the expenditure to a specific person if costs are to be claimed under this category

Advertising

Please use this option if you intend to incur costs in advertising the project and its activities. In any advertising you **MUST** indicate that the project is funded by the EU, including the EU logo and strapline

IMPORTANT - Any actual apportionment / attribution method will **NOT** be allowed without specific prior approval from the UK Responsible Authority

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Q

Project Generated Income

Please use this section to budget for any income (including course fees you may charge) that you expect the project activities to generate

M-N-P-S

Project Funding

Please use this section to inform from where ALL funding needed to operate the project will be obtained

It is important for you to distinguish funding between the following categories:

Funding from your own resources - you will be required to issue a match funding letter to the UKRA;

Funding from project partners (private bodies and public bodies) - you will be required to formalise arrangements with service level agreements which match terms and conditions of the grant agreement with the UK Responsible authority

Funding you expect from UK National Programme - AMIF - Please note that figures here are self-generated from the % on the summary sheet, so require no input here.