

TAKING
COOPERATION
FORWARD



National Information Days
Ljubljana | 24.10.2017



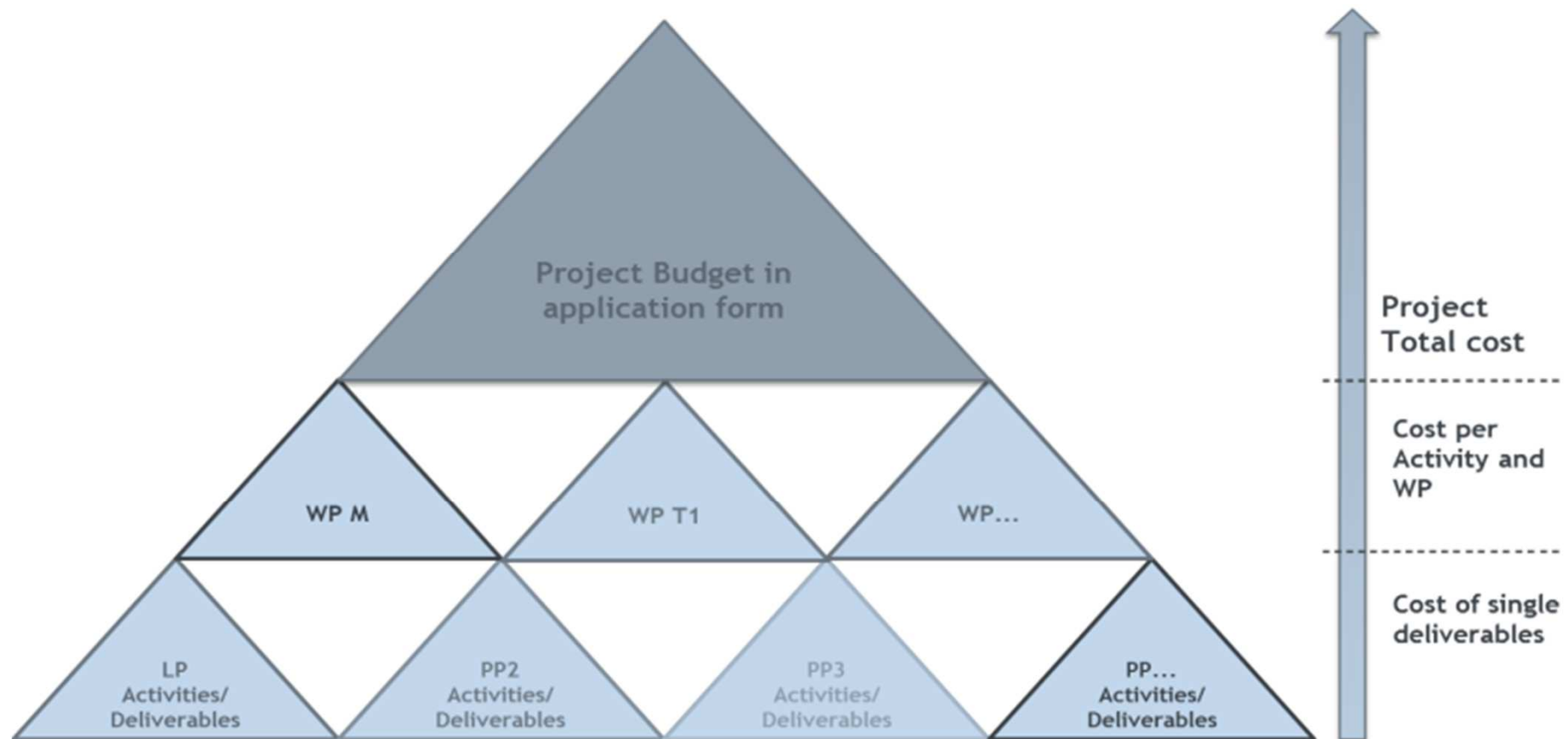
Tips on developing a good budget



Joze Valic | Interreg CENTRAL EUROPE | Joint Secretariat

BUILDING THE BUDGET

What is in it



WHAT MAKES A GOOD BUDGET?

The budget needs to reflect the work plan, i.e. activities, deliverables and outputs to achieve the intended results



Realistic

Partners have to estimate the costs keeping in mind the principles of economy, efficiency and effectiveness



Transparent

Partners have to ensure to provide sufficient and detailed information (BL4-6)



Consistent

Partners have to ensure that the budget reflects the work plan



Timely

Partners have to allocate the budget to the periods according to the timing of the payments

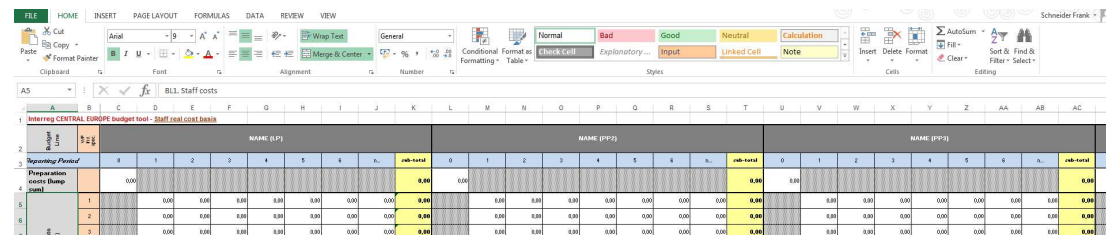


BUILD THE BUDGET

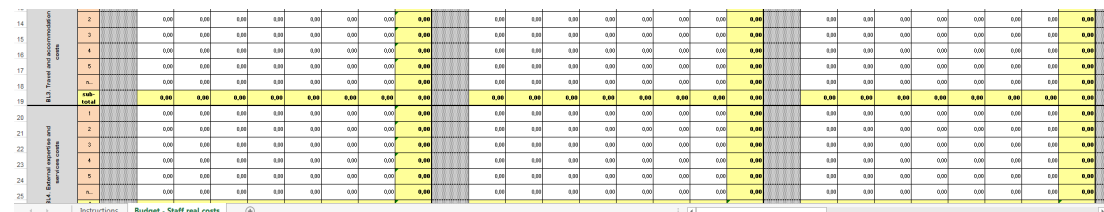
Using a tool



- The use of a tool to build the budget is recommended
- We developed a tool for budget design - use not compulsory
- Our tool has to be personalised - risk of making mistakes when changing formulas, we take no responsibility for correctness
- Data should then be inserted in the eMS at PP level.



<http://www.interreg-central.eu/Content.Node/apply/documents.html>



Understanding the budget lines

1

Staff costs

Costs of staff employed by the beneficiary institution for implementing the project. Either real cost or flat rate, the chosen option cannot be changed.

2

Office and administrative

Flat rate - 15% of eligible staff costs.

3

Travel and accomodation

Costs refer to the travel of the staff of the beneficiary.



4

External expertise and services

Costs for external expertise and services provided by a public body/private body/natural person outside the beneficiary organisation

5

Equipment

Costs of essential project equipment, which is purchased, rented or leased by a beneficiary

6

Infrastructure and works

Costs of essential infrastructure execution within the programme area. Directive 2014/24/EU defines works and provides a detailed list of eligible elements in Annex II

NOTE: Investment specification is needed if for a single investment the cost for thematic equipment +/- infrastructure and works is above €15.000



Preparation cost

15.000 €

Lump sum that covers all costs for
preparation and contracting





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Eligibility principles



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GENERAL ELIGIBILITY PRINCIPLES



The expenditure must be actually paid (proof of payment) and documented (adequate audit trail);

It must refer to activities implemented within the scope of the project as approved by the MC

Its amount must be adequate for achieving the purpose of the project

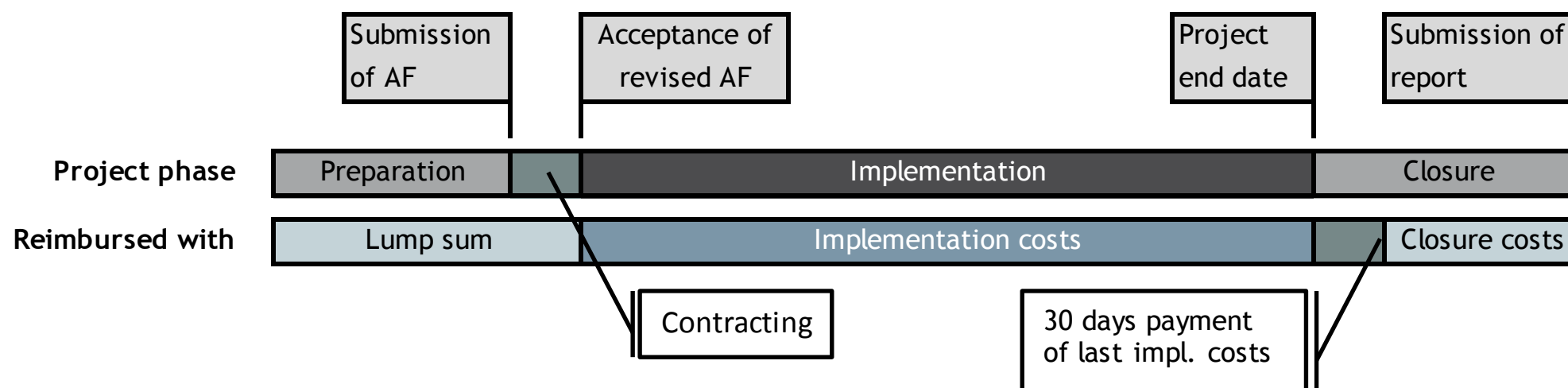
It has to be incurred and paid within the relevant eligibility period

It must apply with the applicable rules at all levels



General principles of sound financial management
(i.e. expenditure is economic, efficient and effective)
are respected

Time-wise eligibility of expenditure



Public procurement

For contracts of works, supplies or services from economic operators' rules on public procurement have to be followed.



EU
National
Programme

The
stricter rule
applies



> 5.000 EUR
< national/EU
thresholds

Adequate market
search is required
(applicable also to
private beneficiaries)



Procurement
rules also apply
to private
partners

A competitive
procedure is required
also from private
partners when above
national/EU thresholds



Branding and communication



Projects are obliged to follow the programme corporate design when **branding their activities**

Project brand manual provides rules on branding and also design templates

WWW

Project website manual to built websites right after a training (PIT)



All partners have to:

- Include information on the project on their own websites
- Put up a project poster in a visible place on their premises (template available in project brand manual)



BL1

Reimbursement on a real cost basis



Document	Full-time in the project	Part-time in the project		
		Fixed % of time per month	Flexible No. of hours per month	Hourly basis
a. Employment document	YES	YES	(YES)*	YES
b. Job description	YES	YES	(YES)*	YES
c. Proof of the latest annual gross employment cost	NO	NO	(YES)*	NO
d. Calculation of the hourly rate	NO	NO	(YES)*	NO
e. Project assignment document	YES	YES	NO	NO
f. Periodic staff report	YES**	YES**	YES	YES
g. Time-sheet	NO	NO	YES	YES
h. Payslip	YES	YES	NO	YES

* In case of staff working part-time on the project with a flexible No. of hours per month, documents from a. to d. must be provided to the controller only for the first time that costs of the concerned employee are to be claimed in the project.

** In case of staff working full-time on the project or part-time with a fixed percentage, the periodic staff report shall also contain an indicative breakdown of the time worked in each work package as well as specific information on missions carried out by the employee in the period.



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