

Budgeting

The application for assistance for a business partnership and the subsequent funding agreement include the project budget in MS Excel format (Business partnership, costing.xls). This consists of two sheets: the **detailed cost estimate** and the **general cost estimate**.

You may only budget costs for inputs you have described in the planning overview of the application form (4.).

Attention:

You must primarily fill out the **detailed cost estimate** sheet. The **general cost estimate** is calculated automatically for the most part. All calculations in the detailed cost estimate are also carried out automatically.

Under *Costs borne* in the **general cost estimate** sheet you need only enter the anticipated annual funds required. This is only indicative and not binding.

The worksheets are blocked, except for those lines where an entry is required.

1. Personnel costs and travelling expenses

Personnel costs

The form distinguishes between personnel and external experts.

- **Personnel** are persons who have a permanent employment relationship with the applicant. Under **Rate**, the maximum prime costs can be budgeted on a daily or monthly basis as itemised in your own accounts. **Number** is the number of days or months that the employee is assigned to the project.
- **External experts** are employed on a contractual basis by the aid recipient. Under **Rate**, the actual fee costs can be budgeted on a daily or monthly basis, under **Number**, the number of days or months that the contractor is assigned to the project.

A distinction is also made between international and local personnel:

- **International personnel** and/or **international experts** are persons who are compensated at customary salary or fee scales in Austria or internationally.
- **Local personnel** and/or **local experts** are usually citizens of the partner country and are compensated at customary local salary or fee scales.

For all personnel assigned to the project, you must select in the penultimate column on the right whether payment is on a daily or monthly basis [Day/Month]

When budgeting, you should ensure that a maximum number of service days are worked in the partner country.

Travelling expenses

In **travelling expenses**, a distinction is made between **inland travelling expenses** and **local travelling expenses**.

- **Inland travelling expenses** are incurred in the (European) home state of the aid recipient.
- **Local travelling expenses** are travelling expenses incurred in the partner country.

For both categories, you must select in the penultimate column on the right whether under **Rate** a monthly flat rate or a total amount [Month/Total] is meant. For accounting, this means that in the case of a monthly flat rate no documentary evidence is required. Otherwise, each case must be documented individually.

With **flight and/or ancillary flight costs** you must enter under **Rate** the costs of an outward and return flight (economy class) including all arrivals and departures from or to the airport and under **Number**, the number of planned flights. A plausible average figure can be cited for the cost reimbursement amount. For accounting purposes, the real costs need not be documented; evidence must only be provided of a corresponding number of flights (by presenting the boarding pass).

Daily charges and overnight accommodation costs have to be calculated in keeping with the Austrian Regulation on Travelling Expense Reimbursement (RGV) to Fee Scale 2a and depend on the partner country. You will be informed of this by the Business Partnership Office.

- **Daily charges** are payable at a flat rate for each day that international personnel or international experts spend in the partner country.
- **Overnight accommodation costs** are payable for each night spent in the partner country. A rate can be budgeted of up to 4.5-fold of the basic rate under RGV.

Neither daily charges nor overnight accommodation costs need to be documented separately, if the duration of the respective stay is verified with a boarding pass.

2. Material costs

The category material costs includes all purchases of physical assets.

The detailed cost estimate distinguishes between material costs that are subject to depreciation and those that are not:

- If an asset to be procured at the latest towards the end of the project term is transferred to a local partner or it is a low-value asset (maximum purchase cost of EUR 400), the purchase costs can be budgeted as a whole. The **acquisition value** must be entered in the form.
- If the asset remains the property of the aid recipient or a corporate affiliate, only depreciation values can be entered into the detailed cost estimate, unless it is a used or fully depreciated asset from its own inventory. The **acquisition value**, the **amortisation period** (select from drop-down menu) and the **use in months**, that is, the period in which the asset is put to use in the project, must be entered into the form.

In the case of an asset produced by the aid recipient itself, only prime costs can be budgeted.

3. Other costs

This category includes all other costs that are not personnel or material costs, that is, exemplary categories listed such as rent, office costs, telecommunications, translation, public relations, marketing and auditing, but also other project-related costs not cited here.

For each cost item, you must select in the penultimate column on the right whether it is a monthly or total cost [Month/Total]. The monthly assessment is appropriate for recurrent costs where no documentation is required for accounting purposes and these are recognised in keeping with the project term.

We recommend including a budget item for audits of up to EUR 3,000 per audit.