

Application Form (AF) - Technical requirements

1. The AF **only** works correctly with MS Excel 2000 & newer.
2. If the AF is shared on a network, the share function has to be disabled before submission.
3. If the AF is linked to local documents, the link has to be removed before submission
4. Pictures or logos cannot be inserted in the AF.
5. If copy (or cut) \ paste is needed, it has to be applied on the content of the cell and not on the cell itself, as this might damage the form. See screenshots below:

Section 4: Budget

4.1 Budget overview by budget lines and components (in EUR)
Please provide a detailed budget by budget line and component for the partners from the EU-MS and Norway to be financed under INTERREG IVC. The amounts for the budget categories "External expertise and services" and "Equipment" have to be provided under Sections 4.3 and 4.4. Figures reported under these Sections will automatically be transferred into the table below.
For further information concerning the definition of budget lines and components, please refer to the programme manual.

	Preparation activities	CP1 Management and coordination	CP2 Communication and dissemination	CP3 Exchange of experiences dedicated to the transfer of good practices into EU Structural Funds mainstream programmes	CP4	CP5	TOTAL per budget line	
							EUR	%
Staff	10.000,00	125.130,00	17.068,00	596.410,00	0,00	0,00	902.220,00	47,64 %
Administration	0,00	12.513,00	0,00	0,00	0,00	0,00	86.072,00	4,54 %
Travel and accommodation	1.000,00	47.500,00	0,00	0,00	0,00	0,00	243.000,00	12,83 %
External expertise and services (see 4.3)	0,00	156.000,00	0,00	0,00	0,00	0,00	662.500,00	34,98 %
Equipment (see 4.4)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00 %
Sub-projects					0,00	0,00	0,00	0,00 %
TOTAL	EUR	11.000,00	341.143,00	400.348,00	1.141.301,00	0,00	1.893.792,00	100 %

Table of Contents

Image1, right copy\paste method 1

Q3110

	Preparation activities	CP1 Management and coordination	CP2 Communication and dissemination	CP3 Exchange of experiences dedicated to the transfer of good practices into EU Structural Funds mainstream programmes	CP4	CP5	TOTAL per budget line	
							EUR	%
Staff	9.902,00	220.000,00	350.000,00	160.000,00	0,00	0,00	739.902,00	24,16 %
Administration	0,00	8.000,00	8.000,00	0,00	0,00	0,00	24.000,00	0,78 %
Travel and accommodation	4.768,00	40.000,00	67.000,00	220.000,00	0,00	0,00	339.768,00	11,09 %
External expertise and services (see 4.3)	1.792,00	172.467,00	536.083,00	1.123.450,00	0,00	0,00	1.833.792,00	69,88 %
Equipment (see 4.4)	0,00	125.000,00	0,00	0,00	0,00	0,00	125.000,00	4,08 %
Sub-projects					0,00	0,00	0,00	0,00 %
TOTAL	EUR	16.542,00	565.467,00	961.083,00	1.519.450,00	0,00	3.062.542,00	100 %
CP	%	0,54 %	18,46 %	31,38 %	49,61 %	0,00 %	0,00 %	100 %

Remark: if preparation costs are reported, Section 3.0 must be filled in.

Image2, right copy\paste method 2

Section 4: Budget

4.1 Budget overview by budget lines and components (in EUR)

Please provide a detailed budget by budget line and component for the partners from the EU-MS and Norway to be financed under INTERREG IVC. The amounts for the budget categories "External expertise and services" and "Equipment" have to be provided under Sections 4.3 and 4.4. Figures reported under these Sections will automatically be transferred into the table below.

For further information concerning the definition of budget lines and components, please refer to the programme manual.

	Preparation activities	CP1 Management and coordination	CP2 Communication and dissemination	CP3 Exchange of experiences: dedicated to the transfer of good practices into EU Structural Funds mainstream programmes	CP4	CP5	TOTAL per budget line	
							EUR	%
Staff	10.000,00	25.130,00	170.680,00			0,00	902.220,00	47,64 %
Administration	0,00	12.513,00	16.168,00			0,00	86.072,00	4,64 %
Travel and accommodation	1.000,00	47.500,00	36.500,00			0,00	243.000,00	12,83 %
External expertise and services (see 4.3)	0,00	156.000,00	177.000,00			0,00	662.500,00	34,98 %
Equipment (see 4.4)	0,00	0,00	0,00			0,00	0,00	0,00 %
Sub-projects								
TOTAL	EUR	11.000,00	341.143,00	400.348,00		0,00	1.893.792,00	100 %
per CP	%	0,58 %	18,01 %	21,14 %	80,27 %	0,00 %	100 %	

Remark: if preparation costs are reported, Section 3.0 must be filled in.

Image3, wrong copy\paste method