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Instructions for filling-in the Budget (Annex B)

1. The Applicant should fill in two sheets: Sheet 2 (Budget) and Sheet 3 (Budget Narrative)
2. The Applicant should fill in only the white fields. The grey fields will be automatically filled-in
3. The Budget should be planned and filled-in in USD exclusively
4. The Budget should include all eligible costs of the Project, not just the EU4Culture Project contribution but also Applicant's contribution
5. The units, number of units and unit rates must be specified for each item in the Budget sheet
6. The description of items in the Budget Narrative sheet should be sufficiently detailed and all items broken down into their main components.
7. The Applicant should take into consideration Section 5 (Financial Allocation and Cost Share Contribution) from the Public Call for Proposals CFP 12-2021 when defining the budget
8. Bank commission fees and account opening expenses are ONLY eligible if they are financed from the Applicant contribution, they cannot be funded through EU4Culture contribution
9. The costs must be specified. Lump sums will not be accepted.
10. Leading and partner organisations are obliged to act in line with valid tax legislation of the Republic of Albania. EU4Culture project funds should be planned without VAT.

11. The Annex B should be submitted in both excel and pdf version (scanned and signed)



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Project Budget					Sources of funding (USD)		Sources of funding (%)	
Costs	Unit	# of units	Unit rate (in USD)	Costs (in USD)	EU4Cultur contributio	Applicant contribution	EU4Cultur contributio	Applicant contribution
1. Human Resources								
1.1								
1.1.1				0.00	0.00		#DIV/0!	#DIV/0!
1.1.2		-	-	0.00	0.00		#DIV/0!	#DIV/0!
Subtotal Human Resources				0.00	0.00		#DIV/0!	#DIV/0!
2. Travel and Accomodation								
2.1.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
2.2.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
2.3.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
2.4.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
Subtotal Travel and Accomodation				0.00	0.00		#DIV/0!	#DIV/0!
3. Equipment and material								
3.1		-	-	0.00	0.00		#DIV/0!	#DIV/0!
3.2		-	-	0.00	0.00		#DIV/0!	#DIV/0!
Subtotal Equipment and Material				0.00	0.00		#DIV/0!	#DIV/0!
4. Local Office/Project Expenses								
4.1		-	-	0.00	0.00		#DIV/0!	#DIV/0!
4.2		-	-	0.00	0.00		#DIV/0!	#DIV/0!
4.3							#DIV/0!	#DIV/0!
4.3.1		-	-	0.00	0.00		#DIV/0!	#DIV/0!
4.3.2		-	-	0.00	0.00		#DIV/0!	#DIV/0!
Subtotal Local Office/Project Expenses				0.00	0.00		#DIV/0!	#DIV/0!
5. Other expenses/services								
5.1		-	-	0.00	0.00		#DIV/0!	#DIV/0!
5.2		-	-	0.00	0.00		#DIV/0!	#DIV/0!
5.3		-	-	0.00	0.00		#DIV/0!	#DIV/0!
5.4		-	-	0.00	0.00		#DIV/0!	#DIV/0!
Subtotal Other Expenses/Services				0.00	0.00		#DIV/0!	#DIV/0!
6. Other								
6.1.								
6.2.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
6.3.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
6.4.		-	-	0.00	0.00		#DIV/0!	#DIV/0!
Subtotal Other				0.00	0.00		#DIV/0!	#DIV/0!
7. Total Eligible Project Costs				0.00	0.00		#DIV/0!	#DIV/0!
Authorized Person's Signature (Applicant's Seal)								



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Budget Narrative					
Costs	Please provide explanation of 'how' and/or 'why' a budget line and proposed costs respond to the project proposal and contribute to project delivery. Provide a justification of the calculation of the estimated costs.	Unit	# of units	Unit rate (in USD)	Costs (in USD)
1. Human Resources					
1.1					
1.1.1		-	# #	-	0.00
1.1.2		-	# #	-	0.00
Subtotal Human Resources					0.00
2. Travel and Accommodation					
2.1.		-	# #	-	0.00
2.2.		-	# #	-	0.00
2.3.		-	# #	-	0.00
2.4.		-	# #	-	0.00
Subtotal Travel and Accommodation					0.00
3. Equipment and material					
3.1		-	# #	-	0.00
3.2		-	# #	-	0.00
Subtotal Equipment and Material					0.00
4. Local Office/Project Expenses					
4.1		-	# #	-	0.00
4.2		-	# #	-	0.00
4.3		-	# #	-	
4.3.1		-	# #	-	0.00
4.3.2		-	# #	-	0.00

Subtotal Local Office/Project Expenses					0.00
5. Other expenses/services		-	# #	-	
5.1		-	# #	-	0.00
5.2		-	# #	-	0.00
5.3		-	# #	-	0.00
5.4		-	# #	-	0.00
Subtotal Other Expenses/Services					0.00
6. Other					
6.1.		-	# #	-	0.00
6.2.		-	# #	-	0.00
6.3.		-	# #	-	0.00
6.4.		-	# #	-	0.00
Subtotal Other					0.00
7. Total Eligible Project Costs					0.00