

Separate Template on use of contingencies

Contract n°
Implementation period of the contract (dd/mm/yyyy-dd/mm/yyyy)

Expenditures	Budget as per contract/last rider signed				Use of contingencies	Budget as per new rider signed			
	Unit	# Units (a)	Unit cost (in EUR) (b)	Costs (in EUR) (a)*(b)	Use of contingencies	Unit	# Units (a)	Unit cost (in EUR) (b)	Costs (in EUR) (a)*(b)
1. Human Resources									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)									
1.1.1 Technical	Per month					Per month			
1.1.2 Administrative/ support staff	Per month					Per month			
1.2 Salaries (gross amounts incl social sec charges and other related costs, expat/int. staff)	Per month					Per month			
1.3 Per diems for missions/travel									
1.3.1 Abroad (staff assigned to the Action)	Per diem					Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem					Per diem			
1.3.3 Seminar/conference participants	Per diem					Per diem			
Subtotal Human Resources									
2. Travel									
2.1. International travel	Per flight					Per flight			
2.2 Local transportation	Per month					Per month			
Subtotal Travel									
3. Equipment and supplies									
3.1 Purchase or rent of vehicles	Per vehicle					Per vehicle			
3.2 Furniture, computer equipment									
3.3 Machines, tools...									
3.4 Spare parts/equipment for machines, tools									
3.5 Other (please specify)									
Subtotal Equipment and supplies									
4. Local office									
4.1 Vehicle costs	Per month					Per month			
4.2 Office rent	Per month					Per month			
4.3 Consumables - office supplies	Per month					Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month					Per month			
Subtotal Local office									
5. Other costs, services									
5.1 Publications									
5.2 Studies, research									
5.3 Evaluation costs costs									
5.4 Evaluation costs									
5.5 Translation, interpreters									
5.6 Financial services (bank guarantee costs etc.)									
5.7 Costs of conferences/seminars									
5.8 Visibility actions									
Subtotal Other costs, services									
6. Other									
Subtotal Other									
7. Subtotal direct eligible costs of the Action (1-6) (excluding taxes)									
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action) (excluding taxes)									
9. Total direct eligible costs of the Action (7+ 8) (excluding taxes)									
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action) (excluding taxes)									
11. Total eligible costs (9+10) (excluding taxes)									
12. Taxes									
13. Total eligible/estimated costs of the Action (11+12)									