

**Nota Bene**

The beneficiary alone is responsible for ensuring that the financial information provided in these tables is correct.

**Forecast budget and follow-up**

In accordance with Article 15.1 of the General Conditions a forecast budget for the subsequent reporting period or for the remaining period (if shorter) must be provided with any request for payment of further pre-financing instalment.

**Interim Report & Final Report**

Contracting Authority.

**Addenda and use of contingencies**

To be filled in case of an amendment and/or when contingencies are used.

**Roundings**

Figures have to be rounded to the nearest euro cent.



<b>Forecast Budget #:</b>	<b>Contract No.</b>			
	<b>Implementation period of the contract: dd/mm/yyyy-dd/mm/yyyy</b>			
	<b>Next reporting Period as per article 4.1 of Special Conditions</b>			
	<b>Forecast period: dd/mm/yyyy-dd/mm/yyyy</b>			
<b>Forecast</b>				
<b>Expenditures</b>	<b>Unit</b>	<b># Units</b>	<b>Unit rate (in EUR)</b>	<b>Total Cost (in EUR)</b>
<b>1. Human Resources</b>				
1.1 Salaries (gross amounts, local staff)				
1.1.1 Technical	Per month			
1.1.2 Administrative/ support staff	Per month			
1.2 Salaries (gross amounts, expat/int. staff)	Per month			
1.3 Per diems for missions/travel				
1.3.1 Abroad (staff assigned to the Action)	Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem			
1.3.3 Seminar/conference participants	Per diem			
<b>Subtotal Human Resources</b>				
<b>2. Travel</b>				
2.1. International travel	Per flight			
2.2 Local transportation	Per month			
<b>Subtotal Travel</b>				
<b>3. Equipment and supplies</b>				
3.1 Purchase or rent of vehicles	Per vehicle			
3.2 Furniture, computer equipment				
3.3 Machines, tools...				
3.4 Spare parts/equipment for machines, tools				
3.5 Other (please specify)				
<b>Subtotal Equipment and supplies</b>				
<b>4. Local office</b>				
4.1 Vehicle costs	Per month			
4.2 Office rent	Per month			
4.3 Consumables - office supplies	Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			
<b>Subtotal Local office</b>				
<b>5. Other costs, services</b>				
5.1 Publications				
5.2 Studies, research				
5.3 Expenditure verification				
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				
<b>Subtotal Other costs, services</b>				
<b>6. Other</b>				
<b>Subtotal Other</b>				
<b>7. Subtotal direct eligible costs of the Action (1-6)</b>				
<b>10. Indirect costs</b>				
<b>11. Total eligible costs</b>				

<b>Requested pre-financing (in accordance with Article 4 of the Special Conditions and 15.1 of the General Conditions) →</b>	
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**Final sources of funding**

		Amount EUR
Applicant contribution		
Other contributions (other Donors etc)		
<i>Name</i>	<i>Conditions</i>	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines:		
In-kind contribution		

**List of Pending payments (above 500€)**

*Please list the following details: Name of the provider, Object of the contract (Final Audit, Works execution guarantee...), Amount in €, Due date, Reference document (Date and number of Invoice/contract), Explanation and comments (why still not paid?)*

Name of the provider	Object of the contract	Amount in €	Due date	Reference document	Explanation and comments

We herewith commit to refund to ICMPD, according to art. 18 of the General Conditions, any amount for which proof of payment cannot be provided upon request after the due date, unless reasonable justification is provided.

*Signed*

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