

**DESCRIPTION OF METHODOLOGY OF CALCULATION OF ADMINISTRATIVE COSTS[[1]](#footnote-1)**

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| --- | --- |
| **Project acronym** |  |
| **Project partner** |  |
| **Project partner’s budget in the project in EUR** |  |
| **Project partner’s eligible direct costs in EUR (excluding preparatory costs)** |  |

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| --- | --- | --- | --- |
| **No** | **Item (in accordance with Section 3.2.7. of Guidelines for Grant Applicants)** | **Cost of item (per whole project implementation period)** | **Calculation and justification of costs** |
| 1 | Office rent | 1 200,00 | Total office space - 50 m2, total number of employees - 4, monthly costs of office rent - 100 EUR. 2 of the employees working full time in the project occupy half of the office space. Calculation of costs eligible for project: 50 EUR (half of the office rent) x 24 (project implementation in moths) = 1200 EUR **EXAMPLE** |
| 2 | Communication (telephone, internet) | 1 512,00 | Monthly cost of internet services for the whole office - 30 EUR, average monthly costs of mobile phone services per person - 24 EUR. Calculation of costs eligible for project: (15 EUR (internet costs for 2 employees in the project) + 48 EUR (monthly mobile phone costs of 2 people)) x 24 (project implementation in moths) = 1512 EUR |
| 3 | … | … | … |
| **TOTAL in EUR** | **…** |
| **% of eligible direct costs** | **…** |

**DOCUMENT IS SIGNED WITH SAFE ELECTRONIC SIGNATURE AND CONTAINS A TIME MARK**

1. Only costs indicated in the section 3.2.7. of the Guidelines for Grant Applicants and Project Implementation can be included in administrative costs. [↑](#footnote-ref-1)