



# Info Session

## Third Call for projects

### Financial aspects

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# Why building a successful budget?

- ✓ 10% of the quality assessment criteria
- ✓ setting foundations for a good start of the project
- ✓ allowing the focus on project activities
- ✓ importance of the spending plan (specially by year):  
underperformance = decommitment risk during the project's implementation

# How to build a successful budget?

## Recommendations

- **Total Interreg fund budget** of a project **1 – 3.5 M€** (75% ERDF)
- **Involve partners** in the preparatory work
- Clear partner responsibilities = justified budget allocations
- **Reasonable budget** according to:
  - Planned activities
  - Partner role and responsibilities/financial capacity (Lead partner: usually largest budget/coordination and management)
  - Partnership size (4 to 12) and geographical balance
  - Project duration
- **Involve financial managers** at an early stage
- provide **clear and detailed information**

# How to build a successful budget?

## Simplified Budget

- Use of **simplified cost options** to be define **at application stage only!**:
  - preparation costs: lump sum
  - flat rate for: staff/office/travel
  - automatically calculated by SIGI
  - cannot be changes during the project's lifetime
  - less time spent on the control of expenditures
- No budget split per work packages
- No shared costs
- No in-kind contributions
- VAT eligible for operations up to 5 MEUR



# Cost categories & reimbursement options

## Staff

- 20% flat rate
- real costs (full time or fixed % of time/month)

## Office and administrative

- 15% flat rate for real staff costs

## Travel and accommodation

- 15% flat rate
- real costs (justified cases+staff flat rate)

## External expertise and services

- real costs

## Equipment

- real costs

## Small infrastructure and works

- real costs

+ preparation costs (lump sum)



# The Project Application Form in SIGI

## Highlights

4.1. Partner Information

4.1.1. Department	4.1.2. Location	4.1.3. Documentation
<p>4.1.1.1. Abbreviation</p> <p>JS</p> <p>4.1.1.2. Entity Name</p> <p>Comissão de Coordenação e Desenvolvimento da Região Norte</p> <p>4.1.1.4. Department Name</p> <p>EA</p> <p>4.1.1.6. Entity Legal Status</p> <p>Select an option</p> <p>4.1.1.8. Website</p> <p>4.1.1.10. Vat Recovery</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>		<p>4.1.1.3. Entity Name EN</p> <p>Portugal</p> <p>4.1.1.5. Organization type</p> <p>Regional public organisations</p> <p>4.1.1.7. Tax Number</p> <p>600074404</p> <p>4.1.1.9. Organization Size</p>

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# The Project Application Form in SIGI

## Highlights

### 4.5. State Aid information

4.5.1. A. Is the partner involved in economic activities within the project?

4.5.1. 1. Will the partner implement activities and/or offer goods/services for which a market exists?

☐ Yes ☒ No

EN



4.5.3. Risk of state aid

No risk of state aid

4.5.4. C. State aid relevant activities

Nothing selected

4.5.5. D. State aid regime

Select an option

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# The Project Application Form in SIGI

## Highlights

4.6. Partner co-financing

4.6.1. Total Eligible Budget € 0.00 €	4.6.2. Total Costs T 0.00 €			
4.6.3. Funding amount (ERDF) 0.00	% of Total 0.00 %	4.6.4. Partner contribution 0.00	% of Total 0.00 %	4.6.5. Other Fundings 0.00
Part of Budget spent outside Programme Area				
4.6.6. Budget 0.00	% of Total 0.00 %			

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# The Project Application Form in SIGI

## Highlights

### 4.7. Partner by budget line and year

4.7.1. Total Eligible Budget  
€ 0.00

#### 4.7.2. Staff Costs – Calculation Method

Select an option

Select an option

Flat rate 20% staff

Real costs staff and simplified costs office and travel

Real costs staff and travel, and simplified costs office

#### 4.7.3. Preparation costs

2023 0.00 0.00 %

#### 4.7.4. Staff costs

2023 20.00 16.67 %

2024 0.00 0.00 %

2025 0.00 0.00 %

2026 0.00 0.00 %

Total 20 €

#### 4.7.5. Office and administrative expenditure

2023 0.00 0.00 %

2024 0 0.00 %

2025 0 0.00 %

2026 0 0.00 %

Total 0 €

#### 4.7.6. Travel and accommodation costs

2023 100.00 83.33 %

2024 0.00 0.00 %

2025 0.00 0.00 %

2026 0.00 0.00 %

Total 100.00 €

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# The Project Application Form in SIGI

## Highlights

### 4.8. Complementary information

#### 4.8.1. Physical Investment

4.8.1.1. Investment Title

4.8.1.2. Investment Budget

0.00

4.8.1.3. Technical description and justification

4.8.1.4. Investment Requirements

4.8.1.5. Ownership and durability

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# Q&A



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