

BUDGET GUIDELINES

1) How to complete the budget in the application for the small grant?

Applicants state the calculated cost positions for the entire term of the project.

Please enter your calculated costs in EURO (€).

The budget plan is broken down by individual cost positions. It should include forecast (calculated) costs for:

1. Staffing
2. Short term experts (Services of Individuals)
3. Travel costs
4. Events
5. Equipment and accessories
6. Other costs/services

Please enter 0.00€ in case one or several budget lines are not applicable to your financial planning.

If you need additional budget lines, please add them in the corresponding cost category as listed above.

2) What expenses may be covered by the small grant?

The maximum amount you can apply for is 15.000 EUR in total.

Generally, only costs connected to the project proposal and presented in the correlating budget are eligible. The small grant does not cover project expenses incurred prior to the announcement of the results and after the deadline of both final financial and narrative reports – the funding period as specified in the Small Grant Contract is binding.

Please prepare your activities and budgets considering COVID-19 precautions and restrictions in your country/region.

Eligible costs of a project are costs that:

- are relevant to the small grant purpose and necessary for implementing of the project;
- are actually incurred by the beneficiary;
- are incurred within the awarding period;
- are explicitly stated in the budget and funding plan;
- meet the requirements of the applicable tax and social security provisions; and
- are appropriate and justified, as well as in line with the principle of sound financial management, especially with regard to economy and efficiency.

Eligible costs include, based on the above mentioned budget lines:

- Staff costs
- Travel costs
- Costs of services (external expertise, especially digital services, translation, design, production costs, etc.)
- Purchase costs for equipment and accessories (new or used), which are specifically intended for the project,
- Administration costs (rent of space/equipment for relevant events, consumables/materials, etc.) directly related to the project

IMPORTANT: Please note that any procurement / purchase of services or goods **above 1.000€** (in total, not per unit!) requires at least **three quotations**. If not, they cannot be reimbursed.

3) Which expenses are ineligible?

- Indirect costs, i.e. ongoing organizational costs, which are not explicitly related to the project (including office rent)
- Debts and debt service charges (interest);
- Provisions for losses, debts or potential future liabilities;
- Costs specified by the beneficiary which are financed through another funding source or another project.
- Purchases of land or property, unless they are necessary for direct implementation of the measure and comply with the conditions defined in the grant contract for this situation (for instance restitution to the Goethe-Institut);
- Foreign exchange losses;
- Credit to third parties, unless otherwise specified, for example in the grant contract;
- Benefits in kind (with the exception of voluntary work);

- Performance-related bonuses that are included in staffing expenses.

4) How to deal with changes in the budget?

Any changes in the financial planning need to be communicated to the Goethe-Institut in advance for validation.

Any changes that exceed 20% of the original budget line must be agreed with the Goethe-Institut in advance. If not, they cannot be reimbursed.

An updated budget plan including the agreed changes need to be sent to the project team in Dakar via gv.kkws-dakar@goethe.de and to kulturfoerderung@goethe.de. Please mention your reference number in the subject line. You will receive this reference number once you have been selected and signed the grant contract.

IMPORTANT: The grant cannot be increased.