

How to fill in the budget for concept note

Step 1: Fill in the 'Name of the Organisation'

Step 2: Fill in the amount of grant requested.

Step 3: Please verify the grant period.

Step 4: For budget that are not in euro, please add the budget in local currency and in euro. Please indicate the conversion rate used in the table below Exchange rate.

Step 5: In 'Estimated Income of the organisation', please indicate the total amount of funding you will receive over the grant period for the different funding sources applicable.

Step 6: In 'Budget' section please provide the total amount requested from Civitates grant. In the comment section, please provide details about the activities, positions, etc.... paid by the Civitates grant.

Step 7: Please ensure that the total in EUR is equal to the grant amount requested.