

How to fill in the budget for the full application

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: Please add the budget in local currency (if applicable) and in euro. Please indicate the conversion rate used in the table below the Exchange rate.

Step 5:

- a) In ‘Estimated Income of the organisation’, please provide us with a breakdown of your projected funding sources over the grant period. Do not add the grant you are requesting to Civitates.
- b) In the comment section of ‘Estimated Income of the organisation’, please provide some details about the funding (overall length, etc...) as well as the probability of the funding using the following taxonomy:

Probability of funding

Secured : *Contract is signed and/or resources are already available.*

High: *Renewal of funding that has been granted on a regular basis for several years / Explicit and clear indications from a new funder of its intention to provide support / Finalist in open selection processes / Projection of individual donation collection or subscriptions based on recent experiences (less than 3 years).*

Moderate: *Recurring funder is assessing its ability to continue providing financial support / Conversation with a new funder is ongoing, and support is being discussed / Invitation to submit a proposal / Projection of potential individual donations or subscriptions based on previous or very past experience (more than 3 years).*

Low: *Discussion with funders has not yet begun / Initial exploratory phase of new funding relationship / Application submitted for open call process, waiting for feedback.*

Step 6: In ‘Budget’ section,

- a) Please provide the details of your proposed expenses.
- b) For the following budget categories, we will need you to provide us with the following details in the comment section:
 - a. **Staff**—The staff section should include all staff (employees, regular consultants, EOR) who will be involved in the work you propose.
 - i. Please indicate the position of each person, the percentage of FTE included in the budget, the employer cost on a yearly basis, and their location.
 - b. **Consultant & external contribution**—**unless well justified, we recommend limiting** the overall cost of this section to around 15 percent of the overall Civitates grant.

- i. For each expense in this category, please provide the daily rate and the number of days expected to work.
- c. **Overhead** – this section includes all the indirect costs (rent, office supplies, utilities, administrative management, accounting, etc...). In the comment section, please provide as much detail as possible.
- d. **Activities & Other Costs.** All expenses related to activities to be achieved should fall under this category. In the comment section, please provide as many details as possible. For instance, for an event, provide an indicative number of attendees and its duration.
- e. *(For applications with multiple known partners receiving the Civitates grant only)*, Please indicate in the comment section the name of the partner organisation which will incur the cost.
- f. *(for applications with regranting to multiple organisations through a grant-making process or a reimbursement)* Please indicate this in the ‘Activities & Other costs’ as regranting. Please provide us with as many details as possible on the regranting/reimbursement process. Up to 20 percent of the Civitates grant can be allocated to partners this way.

Step 7: *(For applications with multiple partners, each receiving over EUR 15,000 from the Civitates grant), in the ‘Multiple partners Budget’ tab, please provide the expenses for each partner organisation receiving money from the Civitates grants. The total amount for each partner should be the same as in the ‘Budget’ tab.*