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| **PM03-i Project budget**  |  |
| As part of the Weltnotwerk project with funding from KZE: "Fighting poverty through decent work, justice and solidarity in Uganda, Tanzania, Kenya, Madagascar, Sri Lanka, Brazil and possibly Cameroon and Peru". |
| Applicant:  |  |
|  |  | Project no. |  |
|  | **Budget (Expenditure / Income)** | in local currency |
|  |  | Specification of the currency |  |
|  |  |  |  |
| **1.** | **Non-recurrent expenditure (investment)** |  |
|  |  | *Acquisitions (over 410.00 EUR) - please itemise* |  |
|  | 1.1 | Office equipment | 0,00 |
|  | 1.2 | Other investments (e.g. purchase of licences, ...) | 0,00 |
|  | 1.3 | Technical equipment (laptop, printer, ...) | 0,00 |
|  | 1.4 |  | 0,00 |
|  |  |  |  |
|  |  | **Subtotal 1. Non-recurrent expenditure** | **0,00** |
|  |  |  |  |
| **2.** | **Staff** |  |
|  |  | *All employees with function & benefits* |  |
|  | 2.1 | Project staff (see staff list) | 0,00 |
|  | 2.2 | Freelance contractors (non-payroll staff, remuneration not including social security contributions, per person) | 0,00 |
|  | 2.3 | Expenditure for staff training | 0,00 |
|  |  |  |  |
|  |  | **Subtotal 2. Staff** | **0,00** |
|  |  |  |  |
| **3.** | **Project measures**  |  |
|  |  | *Only current expenditure* |  |
|  | 3.1 | Project measures Objective 1 Socio-economic empowerment | 0,00 |
|  |  | 3.1.1 Advice and support for projects and initiatives  | *0,00* |
|  |  | 3.1.2 Training on income generation measures  | *0,00* |
|  |  | 3.1.3 South-South exchange  | *0,00* |
|  |  | 3.1.4 | *0,00* |
|  |  |  |  |
|  | 3.2 | Project measures Goal 2: Civil society empowerment | 0,00 |
|  |  | 3.2.1 Thematic capacity building measures within the association  | *0,00* |
|  |  | 3.2.2 Public events/actions  | *0,00* |
|  |  | 3.2.3 International meetings on South-South exchange  | *0,00* |
|  |  | 3.2.4  | *0,00* |
|  |  |  |  |
|  | 3.3 | Project measures Goal 3: Participation and impact  | 0,00 |
|  |  | 3.3.1 Process result orientation  | *0,00* |
|  |  | 3.3.2 Training Project Monitoring (in Germany) | *0,00* |
|  |  | 3.3.3 Process Change Processes | *0,00* |
|  |  | 3.3.4 South-South exchange on result orientation  | *0,00* |
|  |  | 3.3.5 External advice | *0,00* |
|  |  |  | *0,00* |
|  |  |  |  |
|  | 3.4 | Other project measures (not directly attributable to 3.1 - 3.3) | 0,00 |
|  |  | A | *0,00* |
|  |  | B | *0,00* |
|  |  | C | *0,00* |
|  |  |  |  |
|  | 3.5 | General costs of the project work | 0,00 |
|  |  | 3.5.1 Travel expenses for staff | *0,00* |
|  |  | 3.5.2 Expenditure on result measurement | *0,00* |
|  |  |  | *0,00* |
|  |  | **Subtotal 3. project measures**  | **0,00** |
|  |  |  |  |
| **4.** | **Project administration** |  |
|  | 4.1 | Auditing | 0,00 |
|  | 4.2 | Premises: rent, energy, building maintenance | 0,00 |
|  | 4.3 | Communication: telephone, internet etc. | 0,00 |
|  | 4.4 | Mobility: vehicle maintenance, vehicle operating costs | 0,00 |
|  | 4.5 | Consumables for operations, administration, logistics etc. | 0,00 |
|  | 4.6 |  | 0,00 |
|  |  |  |  |
|  |  | **Subtotal 4. Project administration** | **0,00** |
|  |  |  |  |
|  |  | **Total Project-related expenditure** | **0,00** |
|  |  |  |  |
| **5.** | **Revenue (project-related)** |  |
|  | 5.1 | Grants from third parties \*1 |  |
|  | 5.2 | Local contribution \*2 |  |
|  | 5.3 | Grants from the Weltnotwerk \*3 |  |
|  | 5.4 | other (name) |  |
|  | 5.5 |  |  |
|  |  |  |  |
|  |  | **Total project-related income** | **0,00** |
|  |  |  |  |
|   |   |  |  |
|  |  |  |  |
| **6.** | **Expenditure on association activities** |  |
|  |  | *Not eligible for external funding from Weltnotwerk, therefore show separately.* |
|  | 6.1 | General Assembly/Members' Meeting |  |
|  | 6.2 | Diocesan Assembly |  |
|  | 6.3 | Executive body / management |  |
|  | 6.4 | Travel without project reference |  |
|  | 6.5 | Member administration |  |
|  | 6.6 | Measures for other projects |  |
|  | 6.7 | religious activities; retreats |  |
|  | 6.8 |  |  |
|  |  | **Total 6 Association activities** | **0,00** |
|  |  |  |  |
| **7.** | **Revenue without project income)** |  |
|  | 7.1 | Membership fees |  |
|  | 7.2 | Other income within the association |  |
|  | 7.3 | Other financiers for further projects \*4 |  |
|  | 7.4 | Grants by the Weltnotwerk |  |
|  | 7.5 | Grants for other projects |  |
|  | 7.6 |  |  |
|  |  | **Total 7. income (outside project)** | **0,00** |
|  |  |  |  |
|  | **\*1** | **Contribution from a third party:** |  |
|  |  | Please quantify monetary contributions from other non-governmental or governmental organisations (*please name individually !* ) that have been firmly agreed upon to finance the project.  |
|  |  |  |  |
|  | **\*2** | **Local contribution:** |  |
|  |  | Please state the amount of your purely monetary (i.e. cash, bank transfer) contribution to the financing of the project. These funds must be capable of being included in your accounts. |
|  |  | Please note that we cannot recognise inputs of work or other services (e.g. the provision of rooms, buildings or facilities). If you plan to have any non-monetary contributions, please describe these separately. |
|  |  |  |  |
|  | **\*3** | **Grant Weltnotwerk :** |  |
|  |  | The KZE's share is shown in an overall presentation. The Weltnotwerk acts as the grant provider for the projects.  |
|  |  |  |  |
|  | **\*4** | **Other financiers:** |  |
|  |  | Are there other projects funded by foreign financiers? (please list projects and financial volume) |

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| **Structure and rules - Budget**  |
| **Expenditure group** | **Possible types of expenditure** | **Eligible** | **Not eligible / special rules** |
| **Non-recurrent expenditure (investment)** | Office equipment | All purchases made by the project executing organisation (as distinct from the project measure!) with a value of € 410 or more (net without VAT) must be listed here. There must always be 3 offers and they must be documented with the project executing organisation.  |   |
| Technical equipment |
| Software licences |
| also for software licences | Initial purchase of licences | Annual usage fee/ updates -> enter under "Project management |
|   |   |   |   |
| **Staff** | Salaries | Specification with function  | Bonus payments/ allowances/ assumption of allowances for private rent, communication or/ transport costs, etc. |
| Number of employees and working hours (full-time/part-time) | Supplementary insurance (subject to individual approval in exceptional cases) |
| Salary incl. statutory social benefits | 14th/15th monthly salary (if required by law, then subject to approval) |
| 13th month's salary generally eligible; subject to approval) | Severance payments after the end of the contract (if required by law, then subject to approval) |
| Social security contributions | Social security contributions required by national law | Saving on the organisation's own account (formation of reserves) |
| Voluntary social benefits are subject to approval by the Weltnotwerk  |  |
| Staff training | Professional and work-related further training as well as team (supervisions) | Conducting retreats; pilgrimages etc. are not eligible. |
| Payments to freelance contractors | All fees must be listed - also for trainers, moderators, etc. if a person is under contract.  | "Service contracts" with companies -> budget under "project administration” |
| Attention: For fee-based contracts as well as for service contracts > 410,- € order value, at least 3 offers must be obtained and documented at the project executing organisation (award note). | No honorarium payments to employees bound by instructions |
| Funding of state employees not eligible (fees etc.) |
|   |   |   |   |
| **Project measures** |   | Allocate the planned costs for project activities to the types listed in the plan under 3, as far as possible. Otherwise, please list separately. Or indicate costs as 0.00 if not applicable.  |   |
| Internal meetings |   | Meals/ catering at internal working meetings not eligible) |
| Travel expenses staff | Travel costs within the framework of project activities incl. transport costs, expenses, accommodation costs |   |
| Consider/compare official regulations of the project executing organisation |
| Savings and credit activities | Advice and training on the management of savings and loan funds | Financial grants to build up savings and loan funds not eligible. |
| Start-up aid/grants to target groups | Funding only in the form of a one-off award of materials, equipment, etc. | No cash grants/ monetary start-up aid/ grants to target groups without documented use of funds for the intended purpose. |
| No funding of (in-kind) resources that have to be returned by the target group to project executing organisations/ revolve. |
| Internal evaluations | Internal interim evaluation/ final evaluation (even if moderated by external person) |   |
| Board meetings, committee work |   | Expenses for committee work are not eligible for funding, e.g. meeting fees, expense allowances, catering, transport, accommodation costs, etc.  --> Prohibition of institutional funding |
|   |   |   |   |
| **Project administration** | Flat-rate administrative costs |   | Not eligible, proof of total expenditure and actual (pro rata) funding required  |
| Vehicle maintenance, fuel costs  | Are subsidised.Financing of km flat rates only possible for private vehicles. | No funding of km flat rates for project executing organisations' vehicles, only actual costs |
| No crediting of flat-rate fees for the use of vehicles |
| Rent | is promoted | No imputation of "imputed rent" for the use of own premises  |
| Legal advice | Project-specific only | Non-institutional (e.g. on registration/general tax issues, etc.)  |
| Guest hospitality | Only eligible for project-related meetings with external participants.BUT: Requires individual proof (list of participants). |   |
| Computer maintenance, internet costs | annual fees for licence use; updates  | Acquisition of licences (> 410 €) -> under "Non-recurrent expenditure". |
| Office supplies | ongoing operating costs | Acquisition of office equipment (> 410 €) --> under "Non-recurrent expenditure". |
| Insurances | Insurance with project reference (e.g. for project vehicle, etc.)  | no promotion of "institutional" insurance services (e.g. association liability) |
| Institutional audit | An audit is funded for the project only.  |   |
| Other |   | Acquisition/distribution of Bibles, organisation of church retreats; pilgrimages etc. (--> prohibition of preaching)  |
| Gifts for family occasions of employees (weddings, births, etc.); Christmas cards |
|   |   |   |   |
| **Evaluation** |   | External evaluation only after prior individual approval by Weltnotwerk |   |

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|  | **Staff** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Only costs incurred by the project executing organisation are indicated here. |  |  |  |  |  |  |  |  |  |  |  |
|  | One line is to be filled in per person (= staff position) |  |  |  |  |  |  |  |  |  |  |  |
| No.  | Function | Part-time | Full-time | Main tasks (keywords) | Does a contract of employment exist? | Start + end of contract | Does a job description exist? | Salary/month | Other salary components | Annual salary | Social benefits (type) | Social benefits (cost per year) | Other expenses (type) | Other expenses (cost) | Total costs |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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