

Budget Preparation & Project Management

DAPHNE III

Workshops

DG JUSTICE, FREEDOM AND SECURITY



PREPARING YOUR PROJECT'S BUDGET



FUNDING RULES

- ✓ **Duration: 12 or 24 months**
- ✓ **EC funding up to 80% of total cost**
- ✓ **Minimum EC grant: €75.000, maximum: €300.000 per 12-month period**
- ✓ **Pre-financing payment of 70%, balance paid upon completion**

❖ Completion of the Budget Form

- ✓ Beneficiaries must provide a detailed budget in Euros with information on planned expenditure and expected revenue
- ✓ Applicants are expected to give full details of the project budget
- ✓ **Budget form** → Excel sheet made up of individual sheet for different budget headings (such as Staff Costs, Conferences & Seminars etc)

ELIGIBLE EXPENDITURE

- ✓ Eligible costs are the cost base from which the maximum Community grant is determined, expressed as a maximum amount and percentage of such eligible costs

- ✓ 6 Criteria for Eligibility of Costs:
 - Incurred during the **duration of the action**
 - Indicated in the **estimated overall budget** of the action
 - **Necessary** for the implementation of the action
 - **Identifiable and verifiable**
 - Comply with the requirements of applicable **tax and social legislation**
 - **Reasonable, justified**, and comply with the requirements of **sound financial management**

Categories of Expenditure

A. Eligible Direct Costs

- ✓ Staff Costs
- ✓ Travel & Subsistence allowances for project staff
- ✓ Equipment, land and Immovable property
- ✓ Consumables and Supplies
- ✓ Seminars and Conferences
- ✓ Publications and Dissemination
- ✓ Other possible Direct Costs

B. Eligible Indirect Costs

- ✓ General Expenses
- ✓ Contribution in-kind

PROJECT MANAGEMENT



ELEMENTS OF GOOD PROJECT MANAGEMENT

- ❖ **Partnership**
- ✓ Partners need to be fully involved and integrated in the project
- ✓ Projects that operate as single-country envisaged fail to be **European** in nature
- ✓ Must negotiate partners' participation, come up with negotiation mechanisms for being in ready communication
- ✓ Ensure full understanding and consensus with your partners
- ✓ Put in place means to deal with conflict/disagreement etc

REMEMBER: A FAILED PARTNERSHIP IS A FAILED PROJECT

❖ Risk Anticipation and Management

- ✓ Must be prepared to manage problems in the implementation of projects -- EC is not in a position to allow wholesale revisions of budgets or plans
- ✓ **Risks** → all the possible ways in which your project could fail somehow
- ✓ **Main Risk Areas:**
 - Management (changes in personnel, excessive workload)
 - Partnerships (non-performing partners, loss of partner, communication problems, competency levels)
 - Funding (shortfall in necessary funding, non-availability of anticipated co-financing)
 - Methodological (no access to informants)
 - Timetable delays (delays leading to, e.g., school holiday issues)

❖ **Monitoring and Evaluation**

- ✓ Project co-ordinators must ensure monitoring and evaluation of their own projects
- ✓ Evaluation can be internal or external, formal or informal – what is important is that it is scheduled from the inception of a project
- ✓ **Two main types of evaluation:**
 - **Formative** – improving the project
 - **Summative** – judging effectiveness, efficacy, cost, practice
- ✓ Peer review only provides quality assurance but does not tell you how your project should go/ what you have achieved
- ✓ After determining the purpose and type of evaluation you need to address the **objectives and indicators**
 - **Objectives:** what are the project's objectives?
 - **Indicators:** what outcomes you would like to see, how/when they will be achieved

❖ Planning & Implementing a Dissemination Strategy

- ✓ When designing a dissemination plan a series of questions should be asked and answered during meetings/contacts with coordinator and partners:
 - **What will the project produce and what will be the potential of such outputs?**
 - **Who should be interested in becoming a potential user of any of these outputs?**
 - **How to reach those targets?**
 - **What is the best vehicle to be used for each target?**
- Once these questions have been answered a timeframe can be designed and updated according to project development

❖ **Implementing a Dissemination strategy**

- ✓ Make sure that products made available by the project are good enough to be used by others
- ✓ Make sure that all project partners are fully in line with the decisions taken concerning the dissemination strategy and ready to put it into motion
- ✓ Strategy should be tailored in such a way that it does not create frustrations among the partners

THANK YOU!

