PLEASE NOTE: This excel sheet contains three worksheets: budget year one, budget year two and budget year three.

BUDGET YEAR ONE

INCOME	Amounts in Euro
Internal funding	
Own contribution	
Sales	
Total Internal Income	-

Please fill in
Your organization:
Name of the project:

External Funding		Pending or awarded
JHF grant		Pending
Participant fees		
[Co-funder 1]		
[Co-funder 2]		
[Co-funder 3]		
[Co-funder 4]		
[Co-funder 5]		
Total External Income	-	

Total INCOME	-

EXPENSES	Amounts in Euro

SALARY SPECIFICATION:

	Number of employed	Method of cost computation (x hours per week, x Euro an hour, x weeks)
Salaries		
Project staff manager		
Project coordinator(s)		
Administrative staff		
Technical / production staff		
Financial coordinator		
Other		
Subtotal -		

Specialists	
Consultant fees	
Accountant costs	
Bookkeeping costs	
Honoraria of lecturers	
Translation costs	
Other	
Subtotal	-

PR and printing costs	
Educational material	
Prints of material	
Mailings	
Advertisements	
Other	
Subtotal	-

Travel and accomodation costs	
Travel costs	
Accomodation costs	
Hall rent	
Rent of equipment (e.g. beamer)	
Transportation	
Food/refreshments	
Other	
Subtotal	-

Other expenses	
Equipment costs (Please specify)	
Rent	
Representation	
General office expenses/stationary	
Internet, telephone and postage fees	
Banking fees	
Tax	
Insurance	
Legal fees	
Miscellaneous	
Other	
Subtotal	-

Total EXPENSES	-

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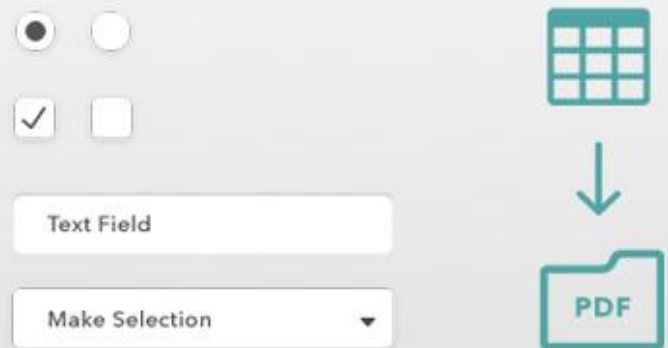## Powerful PDF Form Templates and Filling/Creating/Editing Function.

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