

## Manual for filling out the

### „Finanzierungsplan“

#### = Financial plan

In the following we will translate the expressions within the form chronologically so that is easier for you to fill out the financial plan.

Please fill in “Ausgabepositionen”. There is no entry possible at “Gesamteinnahmen” (“Total income”) and “Gesamtausgaben” (“Total expenditures”). Here all numbers are automatically calculated.

**Ausgabepositionen** = Expenditure items

**Lfd. Nr.** = Consecutive number

**Ausgabeart** = Category of expenditure, here *Drop down* possible:

„Aufenthalt geförderte Personen“ = Stay funded individuals (here 50€/person/day)

and

only for applications of group 2 (that is to say from other countries than number 1 in the call for proposals)

also possible „Mobilität geförderte Personen“ = Mobility funded individuals (lump sums)

**Klassifizierung** = Classification

Please choose the same (either „Aufenthalt“ or/and „Mobilität...“) via the drop down menu like under **Ausgabeart**

**Pflicht- und Detailangaben zur Ausgabe gem. Ausschreibung bzw. Förderrahmen** = Mandatory and detailed disclosure of the expenditure according to the call for proposals respectively to the framework of support:

“Aufenthalt geförderte Personen”: Please enter the number of participants, planned number of days for which funding is requested (max. 12) and the flat-rate allowance per participant (50 euros).

“Mobilität geförderte Personen” (group 2): Please enter the number of participants and the mobility lump sum per person

**Projektrelevanter Betrag 2020** = Project relevant amount 2020 (The result is the total amount of requested funding)

**Zusätzliche Erläuterungen zur Ausgabe (max. 200 Zeichen)** = Further explanations in regards to the expenditure (max. 200 characters)

Here you may enter your country of origin or any other remarks.