



CREATIVE FORCE BUDGET FORM

Applicant organisation:	Registration number, applicant organisation:
Project title:	Project country/area:
Contact person, applicant organisation:	Authorized signatory, applicant organisation:
Address:	Telephone:
Account number: <input type="radio"/> Bankgiro <input type="radio"/> Plusgiro <input type="radio"/> Bank account	Name of bank:

BUDGET ITEMS	SPECIFICATION	UNIT	# OF UNITS	UNIT RATE (in SEK)	COSTS (in SEK)
<i>Budget for the Swedish organisation (s)</i>	Specify each of your budget items in this column (mandatory)			(in SEK)	(in SEK)
International travel, visas and similar costs		Per flight			
Local transportation (domestic)					
Food and subsistence		Per day			
Accommodation		Per day			
Conference room expenses					
Equipment and supplies					
Project management/fees (incl. social security contributions)					
Project administration					
Information expenses					
Translation, interpreters (external)					
Expert participation (external)					
Audit costs (external)					
Evaluation costs					
Other costs					
<i>Subtotal Swedish organisation(s)</i>					

Budget for international partner organisation (s)					
International travel, visas and similar costs		Per flight			
Local transportation (domestic)					
Food and subsistence		Per day			
Accommodation		Per day			
Conference room expenses					
Equipment and supplies					
Project management/fees (incl. social security contributions)		Per month			
Project administration					
Information expenses					
Translation, interpreters (external)					
Expert participation (external)					
Audit costs (external)					
Evaluation costs					
Other costs					
Subtotal international partner organisation (s)					
TOTAL COSTS					

SOURCES OF FUNDING	SPECIFICATION				AMOUNT
	Specify all sources of funding				(in SEK)
Applied amount from the Swedish Institute (SI)					
Applicant's own financial contribution					
Applicant's own financial contribution					
Contributions from other donors					
Contributions from other donors					
Contributions from other donors					
Contributions from other donors					
Contributions from other donors					
TOTAL INCOME					

TRANSFER OF SI FUNDING (only eligible for Collaborative Projects)				AMOUNT
Does the applicant organisation intend to transfer any parts of funding granted from SI to partner organisation(s)?	<input type="radio"/> YES	<input type="radio"/> NO		
If yes, enter the total amount of granted SI funding intended to be transferred to partner organisation(s)				

GUIDELINES

SPECIFICATION (mandatory)

UNIT

OF UNITS

UNIT RATE (in SEK)

COSTS (in SEK)

BUDGET ITEMS

Budget for the Swedish organisation(s)

Budget for international partner organisation(s)

International travel, visas and similar costs

Local transportation (domestic)

Food and subsistence

Accommodation

Conference room expenses

Equipment and supplies

Project management/fees (incl. social security contributions)

Please use these guidelines to help you enter your budget correctly.

Specify the costs included in each budget line. Specify the activity that the cost relates to. **(Make sure total budget is rounded up to nearest SEK 1000.)**

Select the appropriate type of unit if the cost can be broken down.

Specify the number of units (if applicable).

Specify the cost in SEK of each unit (if applicable).

Enter the total cost in SEK of the budget item. The total sum of all budget items are aggregated automatically.

The budget items should only cover the amount applied for from the Swedish Institute. If the project/initiative receives funding from multiple sources these should be noted under **Sources of funding**. The budget items listed in the left-hand column are fixed; items can not be added or deleted. Non-relevant items should be left empty.

Specify the costs for the Swedish applicant organisation and possible other Swedish partner organisations in the project/initiative.

Specify the costs for all international partner organisations in the project/initiative.

Travel for project management and/or participants outside the country.

Travel for project management and/or participants inside the country.

Costs for food/beverages and subsistence related to the project/initiative.

Costs related to housing the participants.

Conference costs include rent of premises.

Capital goods, eg computers or furniture, if integral to the initiative. Please explain their role in the project.

For Seed funding: The costs **may not exceed 10%** (in total for all partner organisations) of the total amount applied for from SI.

For Collaborative projects: The costs **may not exceed 30%** (in total for all partner organisations) of the total amount applied for from SI.

Project administration

Costs such as telephone, Internet, documentation. The administrative costs **may not exceed 5 %** (in total for all partner organisations) of the total sum applied for from SI.

Information expenses

Costs related to the dissemination of the project, including production of digital and/or printed material.

Translation, interpreters (external)

Costs for external translation/interpretation during an activity.

Expert participation (external)

Costs for engaging an expert/consultant (for instance trainer, lecturer) who does not belong to one of the partner organisations. The exact role in the project/initiative of the external expert should be described in the application.

The costs **must not exceed 30%** (in total for all partner organisations) of the total amount applied from SI.

Audit costs (external)

Compulsory for Collaborative projects. Does not apply to Seed funding.

Evaluation costs

Following up results and learning from the experiences of the project/initiative. Examples of such costs are for interviews with target groups or other evaluation methods.

Other costs

Other costs not covered by the budget items above, including budgeting for unexpected costs. This cost must be clearly described and should be kept to a minimum.

SOURCES OF FUNDING

Amount applied for from the Swedish Institute

The budget items are aggregated automatically in the right-hand column and result in the total amount applied for from the Swedish Institute. This sum can not be altered.

Applicant's own financial contribution

The applicant's own financial contribution to the project. This may consist of working time put into the project and should in this case be specified in number of hours.

Contributions from other donors

Name the contributing donors and whether the grant has already been awarded.