

## ELIGIBLE COSTS OF SUB-PROJECT (Including VAT)

Items	Level of costs in CHF	Level of costs in CZK*
<b>Expert fees - foreign experts</b> (calculated to number of persons /day)	<b>max 1.500 CHF/person/day</b>	<b>max 25.800 CZK/person/day</b>
<b>Expert fees - Czech experts</b> hired for a specific task for the duration of sub-project	Only in <b>well justified</b> and in <b>exceptional cases</b> , will be clearly defined in the Grant Application	
<b>External services</b> (in range necessary to sub-project realisation)	<b>Always stated</b> in costs for person /day (month)	
<b>Purchase of equipment and materials</b> (in range necessary to sub-project realisation)	Up to <b>max. 35 %</b> of total sub-project eligible costs	
<b>Construction works</b> - of a small extent necessary for sub-project implementation	up to <b>max. 17,5 %</b> of total sub-project eligible costs - (i.e.. <i>max. 50 % of costs for purchase of equipment and materials</i> )	
<b>Publicity</b> (brochures, information seminars, etc) will be specified in the Application	<b>max 4 % of indicative budget</b>	
<b>Costs for organization of seminars (workshops, event) in the CR:</b>		
<ul style="list-style-type: none"> <li>• rent of room including technical equipment</li> </ul>	max <b>2.000 CHF</b>	max <b>34. 500 CZK</b>
<ul style="list-style-type: none"> <li>• refreshment</li> </ul>	max <b>35 CHF/person/day</b>	max <b>600 CZK/person/day</b>
<ul style="list-style-type: none"> <li>• preparatory documents</li> </ul>	max <b>1.000 CHF/seminar</b>	max <b>17.200 CZK/seminar</b>
<b>Travel costs – business trip of foreign experts in the CR</b> ( <i>accommodation, daily allowances</i> )	max <b>350 CHF/night</b>	max <b>6.000 CZK/night</b>
<b>Travel costs – business trip of Czech experts abroad</b> ( <i>accommodation, daily allowances</i> )	Travel reimbursement to Switzerland subject to the Labour Code 262/2006 Coll., part VII in effect.	
	<b>Basic rates</b> for travel reimbursement abroad are laid down by the <b>Regulation</b> of the Ministry of Finance set up for each year	
<b>Airplane tickets</b> (per return flight)	Economic class <b>max 1.600 CHF</b>	Economic class <b>max 27.600 CZK</b>
<b>Transport – in CR or Switzerland</b>	there is necessary to specify in Application	
<b>Interpretation</b>	max <b>550 CHF/day</b>	max <b>9.500 CZK/day</b>
<b>Registration fee – seminars in Switzerland</b>	will be set number of days and estimated amount	will be set number of days and estimated amount
<b>Translation of documentation</b>	max <b>35 CHF/standard page</b>	max <b>600 CZK/standard page</b>

<b>Administrative Costs</b>	<p><b>Max 3 % of total eligible non-investment costs</b> Overheads (telephone calls, postage, office supplies, etc.) – will be specified in an application;</p> <p>In <b>exceptional and duly justified cases</b> it is possible to include the rental of additional rooms necessary for sub-project implementation (the applicant must prove that the rent of additional rooms is necessary for achievement of sub-project objectives).</p> <p><b>For NGOs only</b> – in justified cases is possible to cover personal costs into budget, own staff, who is involved in the project realization. In this case is limit for administrative costs 10 % of total eligible non-investment costs.</p>
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\*According to the rate of CNB 1,00 CHF=17,232 CZK.

- Grant recipient will ensure financing of all costs related to the project implementation (*salaries of own staff/experts, administrative costs exceeding the limits indicated above*) from its own resources.
- The VAT is considered as an eligible expense of the project only in case when the applicant cannot ask for the VAT reimbursement in the Czech Republic.

In case of exceeding above given limits there **shall be duly justification in the application.**

The exceeding costs are acceptable only in exceptional and justified cases and under a condition that it is **necessary in order to achieve the results of the sub-project.**