





































































	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, work and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
<b>Total</b>	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR

For non-prefixed Lump Sum Grants: 'European co-development', 'TV and online content', 'Video games and immersive content development', see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#)).

**Work Package ...**

To insert work packages, copy WP1 as many times as necessary.

**Staff effort** (n/a for Lump Sum Grants: 'European co-development', 'European slate development', 'European mini-slate development', 'TV and online content', 'European festivals' and 'Video games and immersive content development')

Example, not to complete



Staff effort per work package						
<i>Fill in the summary on work package information and effort per work package.</i>						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						
4						
					Total Person-Months	

Staff effort per participant				
<i>Fill in the effort per work package and Beneficiary/Affiliated Entity.</i>				
<i>Please indicate the number of person/months over the whole duration of the planned work.</i>				
<i>Identify the work-package leader for each work package by showing the relevant person/month figure in <b>bold</b>.</i>				
Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

**Subcontracting** (n/a for prefixed Lump Sum Grants: 'European slate development', 'European mini-slate development' and 'European festivals')

Subcontracting						
<p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p><b>Note:</b> Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).</p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
<p>Other issues: If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</p>			<p>Insert text</p>			

**Events and trainings**

Events and trainings							
<p>This table is to be completed for events organised by the applicants as part of the activities in the work packages above</p> <p>Give more details on the type, location, number of persons attending, etc.</p>							
Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E1.1	[name]	[name]	[insert type, e.g. training, workshop,	[insert topics addressed, types of	[city, country]	[number]	[number]

			conference, event, etc.]	skills/knowledge acquired, etc]			
E1.2	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city, country]	[number]	[number]

**Timetable**

**Timetable (projects up to 2 years)**  
 Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.  
**Note:** Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - ...	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige														
Task 1.2 - ...							Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige	Beige						
Task ...										Beige	Beige	Beige	Beige	Beige	Beige									

**Timetable (projects of more than 2 years)**  
 Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.  
**Note:** Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4



#@ETH-ICS-EI@#

## 6. OTHER

### 6.1 Ethics

<b>Ethics</b>
Not applicable.

#§ETH-ICS-EI§# #@SEC-URI-SU@#

### 6.2 Security

<b>Security</b>
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

## 7. DECLARATIONS

<b>Double funding</b>	
<b>Information concerning other EU grants for this project</b> ⚠ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	<b>YES/NO</b>
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	

<b>Financial support to third parties (if applicable)</b> If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.
Insert text

#§DEC-LAR-DL§#

## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

### LIST OF PREVIOUS PROJECTS

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).
2.0	15.01.2022 01.06.2022	Update for 2022 calls. Consolidation, formatting and layout changes. Tags added.
3.0	01.10.2023	Update for 2024 calls.
4.0	01.10.2024	Update for 2025 calls.