**Annex 1 – Cost and Financing Plan**

Please draw up a Cost and Financing Plan in your national currency. A sample Cost and Financing Plan is available [here](https://www.misereor.org/fileadmin/user_upload_misereororg/cooperation/en/financial/sample-cost-and-financing-plan.xlsx):



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| **A) Financing Plan**  In the Financing Plan, please state any receipts in the following three categories:   * local monetary contribution, * monetary contributions from third parties, * funding requested from Misereor/KZE.   It is important for Misereor that you provide – as far as possible – proof of the Legal Holder’s own contribution and any third-party contributions. Please plan to provide your own monetary contributions and third-party contributions wherever possible and take this into account when drawing up your budget.  We would also like to draw your attention to the following points:   * The agreed local monetary contribution and the monetary contributions made by other organisations(*third parties*) can only be made  1. within the approved project funding period, and 2. for the expenditures agreed in the Cost Plan.   Please indicate any firm funding pledges that have been made (please also submit proof) and how certain you are that these funds will be obtained.   * *Funds* provided by *other German partners* must be highlighted. Please ascertain whether these amounts are coming from public/government funds. * *Any planned non-monetary contributions* (voluntary work, assignments such as the use of the organisation’s own premises, computers, vehicles, etc.) can be shown separately.   **B) Cost Plan**   1. Construction measures   Please note that we cannot fund land purchases. Building plots must be provided by the project partner as an extra-budgetary local contribution.  Please show all planned construction measures on an existing plot, including new constructions, conversions and renovations. Please also list any planned installations of solar or irrigation systems. These systems require separate structural or static tests. Construction measures that started before the beginning of the project are not eligible for funding.  For further information please consult the “Special Rules Concerning Building Projects” and “Documents and information required by KZE on proposed building measures”. These are available on our website: <https://www.misereor.org/cooperation-service/policies-guides-forms>.   1. Non-recurrent expenditures (investments)   Please list all items with a value exceeding EUR 800 excluding VAT (under German law all items above EUR 800 excl. VAT must be inventoried). This includes for instance vehicles, machines, IT equipment including software licences.   1. Staff costs   Please list all the persons who will be working in the project. In the case of employees, please also indicate their position, their working time as agreed in their employment contract and the proportion of this working time that is to be spent in the project.  Staff costs include all salaries including obligatory social insurance contributions. Salary components required by local law can be financed. Bonus payments are not eligible for funding.  Staff costs also include **staff training costs** as well as any **honoraria**.   1. Project activities   Project activities may vary greatly depending on the type of project. Typical examples are expenditures associated with workshops and seminars (room hire, educational materials, seminar catering / meals, but not fees for trainers, instructors, etc.), seeds, medication, tools for the target groups and staff travelling expenses (transportation, accommodation, per diem). Where possible, please explain how the expenditures were calculated. The cost of catering/meals for internal working meetings is not eligible for funding.   1. Project administration   Here, the focus is on the administration costs that are directly attributable to the project. These include office rent, building maintenance, vehicle maintenance, communication costs (telephone, internet), insurance and office supplies.  Please note that lump-sum administrative costs are not eligible for funding; proof of the total expenditures and the actual (pro rata) funding is necessary.   1. External evaluation   Three bids must be obtained and a contract awarding note issued to justify all purchases/procurements/commissions exceeding EUR 1,000 (excl. VAT) in each of the six cost categories outlined above (e.g. fee contracts under staff costs, IT equipment under non-recurrent expenditures).  We can only recognise expenditures with a corresponding cash flow. Imputed costs such as depreciation or rental charges for the use of the organisation’s own premises or vehicles cannot be included in the project expenditures.  Please note that all expenditures shown in the budget must be related to the project. Institutional expenditures purely for the purpose of the institution and not related to the project (e.g. committee work) are not eligible for funding. |