

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1

ANNEX 2 TO THE SPECIFIC GRANT AGREEMENT

Some guidance on how to fill out the Budget Statement (BS)

Dear Madam/Sir,

This is a template that you must use to submit the budget statement for the grant agreement.

When you open this file, a warning message might appear informing you that macros have been disabled. Please click on 'Enable' in order to enable the macros.

Here are the **basic features** of this model :

(un)locked cells :	only the <i>white</i> parts can be used freely by you
Comments :	when you point the cursor on a cell with a red triangle, comments will appear with guidance
ISO country code :	please <i>type</i> the ISO country code of your institution <i>here</i> (ex: FR); it will appear <i>automatically</i> in all sheets :

Country

Name of institution* : please *type* your institution's name *here*; it will appear *automatically* in all sheets :

Acronym institution

** if the name of your institution has been changed, please ask for an amendment of the specific and framework partnership agreement.*

By opening this document, a new tool named 'Add-Ins' appeared in your Menu Bar. Once you click on the new 'Add-Ins' menu, a 'BCS Tools' menu option will appear on the left-hand side of your Menu Bar.

Please follow the guidance below when filling in all necessary sheets. This will help ensure eligibility for your grant.

For more background, please also have a look at the "ECFIN's Guidelines for the financial management of grant agreements" which deals with the most important rules on eligible costs for drawing up budget estimates.

Should you have any **doubts or questions**, please don't hesitate to contact us :

ECFIN-BCS-STATEMENTS@ec.europa.eu

1. Guidance on how to fill out the 'Information on Beneficiary' sheet.

Please **complete** the: "Information on beneficiary" sheet so that we have up-to-date administrative details.

If there is a change to the signing or contact person, the address of your institution or the bank account number in comparison with the information in your application/framework partnership agreement, please inform the BCS team as soon as possible.

As regards the VAT:	- recoverable VAT is not eligible
You will find more info on VAT in the Guidelines	- not-deductible VAT may be included as eligible cost
	- partially recoverable VAT: the eligible part corresponds to the pro-rata of the VAT which is not deductible,

2. Guidance on how to fill out the 'Subcontracting' sheet.

When **subcontracting** is involved, please provide us with the requested *information* (see the: "Subcontracting" sheet).

Subcontracting:	The data of the sub-contractor needs to be filled out in the "Subcontracting (1)" sheet.
You will find more info on Costs for Subcontracting in the Guidelines	To add the details of more sub-contractors please insert a new blank sheet by selecting "Add another subcontracting form" from the '<=> BCS Tools <=>' menu option.
	Additional subcontracting forms that are not needed can be removed by selecting "Delete this subcontracting form" from the '<=> BCS Tools <=>' menu option.
	Created sheets can be removed, apart from the "Subcontracting (1)" sheet.

Please provide us with a copy of your subcontract as soon as possible.

3. Guidance on how to fill out the individual survey sheets

Please fill in the white cells of the individual survey sheets of the surveys for which you ask a grant. Please consult the guidelines. Note that you can only fill in the columns of the part BUDGET (euro). The columns related to 'FINAL (euro)' are frozen and will be filled in at the final financial statement stage.

a) Financing plan (see guidelines section 1):

Please complete the **financing plan** by filling in the white cells in the columns part of the heading BUDGET (euro): direct revenues, contribution(s) by other organisation(s) and grant percentage.

Yellow cells	the cells highlighted in yellow (total income, own contribution, requested grant and pre-financing payment) are calculated automatically to balance the income and costs
Grant percentage:	Please fill in the grant percentage which cannot be >50%, with 2 decimals.

b) Budget estimated eligible costs (see guidelines section 1 & 2):

To insert a row In the menu bar click on 'Add-Ins' and select '<=> BCS Tools <=>' and click on 'Add row in current section'
This only works in the survey sheets.

To delete a row In the menu bar click 'Add-Ins' and select '<=> BCS Tools <=>' and click on 'Delete current row' (Note that this only works in the survey sheets).

(sub)totals : Will be calculated *automatically*

If applicable, please clearly identify costs by affiliated entities and/or co-beneficiaries.

The **Survey-related ratio** represents the ratio calculated based on the costs/working time spent on the survey programme in relation to the total costs/working time spent on all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire. This ratio must be calculated based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire. This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions. Quarterly harmonised EU BCS questions asked on a monthly basis in national questionnaires shall be declared/counted as quarterly questions (i.e. no reduction). For the calculation of the EU-related ratio(s), please fill in the sheet "EU-related ratio BS", columns H to K, for any additional question per survey. Column N automatically yields the EU-related ratio for each of the surveys, and the ratios will be automatically copied in the individual survey sheets.

For each category of staff, please follow the instructions mentioned in the 'green' zones and indicate the daily rate per pay grade (see guidelines, section 3), the number of staff working in that pay grade and the estimated number of working days the staff will work for the survey programme.

Staff costs based on deliverables must be declared under item I.5. Please indicate the price per unit of deliverable and the estimated number of units you intend to generate.

Staff costs for delivery of ad-hoc questions (See budget line I.6): The budget foresees a pre-calculated budget for delivery of ad hoc questions. The amount is automatically calculated: the total budgeted staff costs are divided by the number of questions per survey and then multiplied by a factor, to consider the extra effort to implement ad-hoc questions compared to standard harmonised questions. If you want to exclude your participation in the ad hoc questions for one or several surveys already at the stage of preparing your budget, please fill in a "0" in column F of the budget lines I.6 of the respective survey sheet(s). In any case, if at the end of the action year the ad hoc question(s) were not implemented, the automatically calculated amount, multiplied by the grant percentage, will be deducted from the maximum eligible grant..

For each estimated administrative cost, please follow the instructions mentioned in the 'green' zone: give a short description of the cost related to the survey programme and estimate the costs per cost category based on a reference year.

Costs for subcontracting for the delivery of ad-hoc questions (See budget line II.2): The budget foresees a pre-calculated budget for subcontracting costs for delivery of ad hoc questions. The amount is automatically calculated: the total costs for subcontracting are divided by the number of questions per survey and then multiplied by a factor, to consider the extra effort to implement ad-hoc questions compared to standard harmonised questions. If you want to exclude your participation in the ad hoc questions for one or several surveys already at the stage of preparing your budget, please fill in a "0" in column F of the budget line II.2 of the respective survey sheet(s). In any case, if at the end of the action year the ad hoc question(s) were not implemented, the automatically calculated amount, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

If the total estimated costs for 'item II.4 - Administrative costs' is lower than or equal to 50% of the total estimated staff costs, the (automatically) calculated flat rate will be applied to the total eligible final staff costs at the end of the action period. No further details or evidence on these administrative costs will be required at the end of the action period.

Note that only the estimated costs indicated in your budget statement can be considered as eligible at the final financial stage. For more information on eligible costs, please read the guidelines for applicants as mentioned above.

Indirect costs the percentage of the indirect costs is 7% of the total eligible direct costs excl. subcontracting. The amount is automatically calculated.

4. Guidance on how to fill out the 'Total' sheet.

The 'Total' sheet is automatically filled in.

5. Guidance on how to fill out the 'Calculation Methodology BS' sheet.

Please give a clear description of the calculation methodology you applied to estimate your budget and to distribute costs among the BCS action and any other projects managed by your department by filling out the 'Calculation Methodology BS' sheet.

Thank you in advance for your cooperation.

Economic situation, forecasts, business and consumer surveys
Business and consumer surveys and short-term forecast

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1

ANNEX 2 TO THE SPECIFIC GRANT AGREEMENT

Some guidance on how to fill out the final financial statement (FFS)

Dear Madam/Sir,

This is a template you can use to submit the final financial statement for the grant agreement.

Here are the **basic features** of this model :

- (un)locked cells :** *only the white* parts can be used freely by you
- Budget statement:** the information mentioned in the budget statement must not be changed. These cells should be frozen.
- Comments :** when you point the cursor on a cell with a red triangle, comments will appear with guidance
- ISO country code :** please *type* the ISO country code of your institution *here*; it will appear *automatically* in all sheets :

Country

Name of institution : Acronym institution

** if the name of your institution has been changed, please ask for an amendment of the specific and framework partnership agreement.*

By opening this document, a new tool named 'Add-Ins' appeared in your Menu Bar. Once you click on the new 'Add-Ins' menu, a 'BCS Tools' menu option will appear on the left-hand side of your Menu Bar.

Please follow the guidance below when filling in all necessary sheets. This will help ensure eligibility for your grant.

For **more background**, please also have a look at the following document :

The "ECFIN's Guidelines for applicants for the financial management of grant agreements " deals with the most important rules on eligible costs for drawing up final financial statements.

Should you have any **doubts or questions**, please don't hesitate to contact us :

ECFIN-BCS-STATEMENTS@ec.europa.eu

1. Guidance on how to fill in the 'Information on the Beneficiary's sheet.

Please **verify** the "Information on beneficiary" sheet so that we have up-to-date administrative details.

If there has been a change to the signing or contact person, the address of your institution or the bank account number in comparison with your specific grant agreement or framework partnership agreement, please inform the BCS team as soon as possible in order to amend the agreements concerned.

2. Guidance on how to fill out the 'Subcontracting' sheet.

Please refer to the Guidelines for the financial management of the grant agreements, *section 4.3.4, How to report the final eligible costs for subcontracting at the end of the action period.*

When **subcontracting** is involved, please update when necessary the *information mentioned in the* "Subcontracting" sheet.

If you have not already done so, please provide us with a **copy of the subcontract**.

3. Guidance on how to fill out the individual survey sheets:

At this stage you cannot change the information you provided at the budget statement phase.

Please fill in the columns FINAL (euro) in each individual survey sheet of the document as follows:

- **In the Financing Plan:** Fill in the white cells regarding the final direct revenues and final contributions from other organisation.

- **In the EXPENDITURES:** fill in the total eligible direct staff costs and direct administrative costs as described below:

(sub)totals : will be calculated *automatically*

Total eligible direct STAFF COSTS

Please refer to the Guidelines for the financial management of the grant agreements, *section 3.4.5, How to report the final eligible staff costs at the end of the action period?*

For each category of staff, please follow the instructions mentioned in the 'green' zones and indicate:

- The **daily rate** per pay grade for each category of staff and the unit cost for deliverables have been agreed at budget statement and should comply with the salary grids attached to it. You therefore do not have to modify these figures in your survey sheets. Moreover, the column mentioning the daily rates per pay grade is frozen and must not be modified.

- The **total number of people** per staff category (needs to be filled in)

- The **total worked days** represents the real number of days spent on the survey programme per pay grade and staff category calculated based on time records.

- The **actual number of deliverables** is the total number of interviews/records conducted during the action period

The **Survey-related ratio** represents the ratio calculated based on the working time spent on the survey programme in relation to the total working time spent on all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire. This ratio must be calculated based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire. This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions. Quarterly harmonised EU BCS questions asked on a monthly basis in national questionnaires shall be declared/counted as quarterly questions (i.e. no reduction). For the calculation of the EU-related ratio(s), please fill in the sheet "EU-related ratio FFS", columns H to K, for any additional questions per survey. Column N automatically yields the EU-related ratio for each of the surveys, and the ratios will be automatically copied in the individual survey sheets.

Staff costs for delivery of ad-hoc questions (See budget line I.6): In case results of ad-hoc questions were delivered, the working time spent to implement these ad-hoc questions must be included in the timesheets. In case of non-performance of the ad hoc question(s), the amount that was automatically calculated in your budget, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

Total eligible direct ADMINISTRATIVE COSTS and, if applicable, the sheet 'ADM COSTS' to detail the real administrative costs not under flat-rate financing.

Please refer to the Guidelines for the financial management of the grant agreements, *sections: 4.3.4 as regards Subcontracting, 4.4.4. as regards Update of Software/Process Redesign - How to report the final eligible costs for up-date of software/process redesign, and section 4.5.5 as regards the administrative costs (Item II.3 of the budget statement).*

Costs for subcontracting for the delivery of ad hoc questions (See budget line II.2): In case results of ad hoc questions were delivered, the costs incurred to implement these ad-hoc questions must be included in the invoices from the subcontractor. In case of non-performance of the ad hoc question(s), the amount that was automatically calculated in your budget, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

As regards II.4 ADMINISTRATIVE COSTS:

In case a percentage for flat-rate financing is mentioned in your SGA Art. 3.2, you do NOT have to fill in section II.3 of the sheet ADM COSTS to give details on your administrative costs. The percentage will be automatically applied in the different survey sheets next to the description "Flat-rate financing for administrative costs".

In case you must declare, in one or more surveys, costs for subcontracting (section II.1), costs for update of software/process redesign (section II.2) or other real incurred administrative costs because the flat-rate calculated at budget phase was >50% (section II.3), please fill in column J with the eligible administrative costs related to these concerned surveys. To do so, please make use of the sheet 'ADM COSTS' and, where necessary, fill in the table 'Model detailed list of costs' with the details for sections II.1 SUBCONTRACTING COSTS, II.2 UPDATE OF SOFTWARE / PROCESS REDESIGN and II.3 ADMINISTRATIVE COSTS : REAL INCURRED.

The exchange rate is indicated in cell D5 of table 'ADM COSTS'. Fill in the costs in local currency in column D so that the actual costs in euros will be automatically calculated in column E.

You may also submit another sheet as long as all the requested information as mentioned in the table 'Model detailed list of costs' appears in your sheet: invoice number, date of invoice, description and amount of invoice as well as the exchange rate applied (if applicable). Indicate in the table 'DISTRIBUTION RATIOS' the ratios to be applied per survey to distribute the costs among the surveys or create another table showing this distribution.

Please copy the totals to the individual survey sheets and refer to your attachment in the sheet ADM COSTS .

Please then copy the total actual costs (in euro) of these categories of real incurred costs in the individual survey sheets by filling in the column 'Actual Costs (euro)' and indicate the EU BCS ratios to be applied for each individual survey.

The **Survey-related ratio** represents the ratio calculated based on the costs for the survey programme in relation to the total costs for all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire. This ratio must be based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire. This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions. Quarterly harmonised EU BCS questions asked on a monthly basis in national questionnaires shall be declared/counted as quarterly questions (i.e. no reduction). For the calculation of the EU-related ratio(s), please fill in the sheet "EU-related ratio FFS", columns H to K, for any additional question per survey. Column N automatically yields the EU-related ratio for each of the surveys, and the ratios will be automatically copied in the individual survey sheets.

Please consult the guidelines section I.9 on how to deal with exchange rates.

Please consult the guidelines section 2.2 on how to calculate the EU BCS ratios.

To determine which costs are **eligible**, please read the guidelines, sections 1 to 5.

Indirect costs: the percentage of the indirect costs is 7% of the total eligible direct costs excluding subcontracting. The amount is automatically calculated.

(sub)totals : will be calculated *automatically*

4. Guidance on how to fill out the 'Total' sheet.

The 'Total' sheet is automatically filled in and informs you on the final grant to be requested.

The invoice: The amount mentioned under 'FINAL PAYMENT REQUEST' is the balance of the grant to be requested from the Commission and therefore should appear in your request for payment (invoice).

5. Guidance on how to fill out the 'Calculation Methodology FFS' sheet.

Please give a clear description of the calculation methodology you applied to determine the eligible costs and to distribute costs among the BCS action and the other projects managed by your department by filling out the 'Calculation Methodology FFS' sheet. If applicable, please also explain the calculation methodology used to distribute the costs among the different surveys.

Thank you in advance for your cooperation.

Economic situation, forecasts, business and consumer surveys

Business and consumer surveys and short-term forecast

Information on the beneficiary of the grant

Country | **Acronym institution**

Please fill in all the information as requested below.

please indicate: the title (Ms/Mrs/Mr), the last name, the first name and the function (Director, President, etc.) of the legal representative of your institution.

signing person : title (Ms/Mrs/Mr), LAST NAME, first name and function

(page 1 of the agreement)

please indicate: the title (Ms/Mrs/Mr), the last name, the first name and the function (Director, President, etc.)

second signing person* : title (Ms/Mrs/Mr), LAST NAME, first name and function of 2nd signing person

(page 1 of the agreement) * if two people need to sign documents in order for them to be legally binding on your institution.

please indicate: the title (Ms/Mrs/Mr), the last name and the first name of the contact person.

contact person for the management of the grant: title (Ms/Mrs/Mr), LAST NAME and the first name of the contact person

please also include the IBAN code in front of the bank account number

bank account (number) :

Is VAT included in the attached budget statement?

Yes

No

Partially

Comments :

Please explain how the VAT is applicable in your institution

date and signature of legal representative(s)

Information on subcontracting / contracts for implementing part of the action

Acronym institution

Contracts must be awarded to the tender **offering best value for money**, that is to say, to the tender offering the best price-quality ratio, in compliance with the **principles of transparency and equal treatment** for potential contractors. Care must also be taken to avoid any conflict of interest. The eligibility of the costs for subcontracting is described in the Article 6.2 of the Specific grant agreement.

The information below must be given for each contract covering a heading or sub-heading of the costs of the action concerned:

A **copy of the signed contract** should be enclosed. Please keep records and documentation of the selection process,

Please fill in all sections.

• **Contractor's official name :**

--

• **Part of work to be subcontracted (in %)**

--

• **Period of validity of the contract:**

--

• **Tasks involved:**

--

• **Reasons for contracting out implementation work:**

--

• **Description of the selection procedure:**

--

--

--

date and signature of legal representative(s)

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1
ANNEX 2 OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
ECFIN/000/YEAR/000000

INSTITUTION: *Country Acronym institution*
SURVEYS: *Consumer*

FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
TOTAL ESTIMATED INCOME	-		TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue	-		Indicate here the source of revenue	-
Contributions from other organisations: please indicate here the source of the funds	-		Indicate here the source of funds	-
Own contribution	-		Own contribution	-
Grant requested from the Commission	-		Grant requested from the Commission	-
Pre-financing payment (40% of the grant)	-		Pre-financing payment received	-
			FINAL PAYMENT REQUEST	-
Grant percentage	0.00%			0.00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		ESTIMATED BUDGET (euro)					FINAL COSTS (euro)						
Budget item	TOTAL ESTIMATED COSTS					-	TOTAL FINAL COSTS					-	
	Total estimated eligible direct costs					-	Total final eligible direct costs					-	
I	Total eligible direct staff costs					-	Total eligible direct staff costs					-	
I.1 - I.4	<i>daily rate per pay grade (see ANNEX III SGA)</i>	<i>No. of people</i>	<i>Estimated average working days per person</i>	<i>TOTAL Estimated working days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>No. of people</i>	<i>Average worked days per person</i>	<i>TOTAL working days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>		
I.1	Permanent staff						0.00	Permanent staff					0.00
	- Managers	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Researchers	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Interviewers	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Technical staff	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Administrative staff	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.2	Temporary staff:	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.3	Staff under civil contracts specifically recruited for the project	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.4	Staff seconded by a third party against payment (no invoice)	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.5-6	<i>price per deliverable (see ANNEX III SGA)</i>		<i>Estimated number deliverables</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>		<i>Actual number of deliverables</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>		
I.5	Staff costs based on deliverables	0.00 €	-	-	100.00%	0.00	Staff paid based on deliverables					0.00	
I.6	Staff costs for ad hoc questions	<i>Ad hoc question Y=1/N=0</i>	1	-	100.00%	0.00	Cost included in the working time					0.00	
II	Total eligible direct administrative costs					0.00	Total eligible direct administrative costs					0.00	
<i>Exchange rate (Art. 4.5 SGA)</i>											1.0000		
II.1 - II.3	<i>Description</i>	<i>Estimated costs (euro) (based on ref. year)</i>	<i>Survey-related ratio (%)</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual Costs (euro)</i>	<i>Survey-related ratio (%)</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>		
II.1	Subcontracting costs (please supply full details on separate sheet)					0.00	Subcontracting costs					0.00	
	Name of subcontractor	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
II.2	Subcontracting costs for ad hoc questions	<i>Ad hoc question Y=1/N=0</i>	1	100%	-	100.00%	Cost included in the invoices of the subcontractor					0.00	
II.3	Up-date of software/process redesign (please supply detailed budget plan)					0.00	Up-date of software/process redesign					0.00	
	Name of new software/process redesign	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
II.4	Administrative costs (under flat rate financing or real incurred)					0.00	Real incurred administrative costs					0.00	
	Costs for travel and subsistence allowances	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Costs for printing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Costs for mailing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Costs for communication	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Costs for translation	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Costs of materials (consumables and supplies assigned to the action)	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
	Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00		
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)						0.00%	Flat-rate financing for administrative costs (euro)					0.00	
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)					0.00	Eligible indirect costs (Art. 3.2 SGA)					0.00	
	Indirect costs percentage					7.00%	Indirect costs percentage					7.00%	

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1
ANNEX 2 OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
ECFIN/000/YEAR/000000

INSTITUTION: *Country Acronym institution*
SURVEYS: *Construction*

FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
TOTAL ESTIMATED INCOME	-		TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue	-		Indicate here the source of revenue	-
Contributions from other organisations: please indicate here the source of the funds	-		Indicate here the source of funds	-
Own contribution	-		Own contribution	-
Grant requested from the Commission	-		Grant requested from the Commission	-
Pre-financing payment (40% of the grant)	-		Pre-financing payment received	-
			FINAL PAYMENT REQUEST	-
Grant percentage	0.00%			0.00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		ESTIMATED BUDGET (euro)					FINAL COSTS (euro)					
Budget item	TOTAL ESTIMATED COSTS					-	TOTAL FINAL COSTS					-
	Total estimated eligible direct costs					-	Total final eligible direct costs					-
I	Total eligible direct staff costs					-	Total eligible direct staff costs					-
I.1 - I.4	<i>daily rate per pay grade (see ANNEX III SGA)</i>	<i>No. of people</i>	<i>Estimated average working days per person</i>	<i>TOTAL Estimated working days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>No. of people</i>	<i>Average worked days per person</i>	<i>TOTAL worked days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
I.1	Permanent staff					0.00	Permanent staff				0.00	
	- Managers					0.00	- Managers				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Researchers					0.00	- Researchers				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Interviewers					0.00	- Interviewers				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Technical staff					0.00	- Technical staff				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Administrative staff					0.00	- Administrative staff				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.2	Temporary staff:					0.00	Temporary staff				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.3	Staff under civil contracts specifically recruited for the project					0.00	Staff under civil contracts				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.4	Staff seconded by a third party against payment (no invoice)					0.00	Staff seconded by a third party				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.5-6	<i>Price per deliverable (see ANNEX III SGA)</i>		<i>Estimated number of deliverables</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual number of deliverables</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>		
I.5	Staff costs based on deliverables					0.00	Staff costs paid based on deliverables			0.00		
	0.00 €		-	-	100.00%	0.00		-	-	100.00%	0.00	
I.6	Staff costs for ad hoc questions	<i>Ad hoc question Y=1/N=0</i>				0.00	Cost included in the working time					
	0.00 €	1		-	100.00%	0.00						
II	Total eligible direct administrative costs					0.00	Total eligible direct administrative costs					0.00
							<i>Exchange rate (Art. 4.5 SGA)</i>					1.0000
II.1 - II.3	<i>Description</i>	<i>Estimated costs (euro) based on ref. year</i>	<i>Survey-related ratio (%)</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual Costs (euro)</i>	<i>Survey-related ratio (%)</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
II.1	Subcontracting costs (please supply full details on separate sheet)					0.00	Subcontracting costs				0.00	
	Name of subcontractor	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.2	Subcontracting costs for ad hoc questions	<i>Ad hoc question Y=1/N=0</i>				0.00	Cost included in the invoices of the subcontractor					
	0.00 €	1	100%	-	100.00%	0.00						
II.3	Up-date of software/process redesign (please supply detailed budget plan)					0.00	Up-date of software/process redesign				0.00	
	Name of new software/process redesign	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.4	Administrative costs (under flat rate financing or real incurred)					0.00	Real incurred administrative costs				0.00	
	Costs for travel and subsistence allowances	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for printing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for mailing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for communication	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for translation	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs of materials (consumables and supplies assigned to the action)	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)						0.00%	Flat-rate financing for administrative costs (euro)				0.00	
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)					0.00	Eligible indirect costs (Art. 3.2 SGA)					0.00
	Indirect costs percentage					7.00%	Indirect costs percentage					7.00%

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1
ANNEX 2 OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
ECFIN/000/YEAR/000000

INSTITUTION: *Country Acronym institution*

SURVEYS: *Industry*

FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
TOTAL ESTIMATED INCOME		-	TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue		-	Indicate here the source of revenue	-
Contributions from other organisations: please indicate here the source of the funds		-	Indicate here the source of funds	-
Own contribution		-	Own contribution	-
Grant requested from the Commission		-	Grant requested from the Commission	-
Pre-financing payment (40% of the grant)		-	Pre-financing payment received	-
			FINAL PAYMENT REQUEST	-
Grant percentage		0.00%		0.00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		ESTIMATED BUDGET (euro)					FINAL COSTS (euro)					
Budget item	TOTAL ESTIMATED COSTS					-	TOTAL FINAL COSTS					-
	Total estimated eligible direct costs					-	Total final eligible direct costs					-
I	Total eligible direct staff costs					-	Total eligible direct staff costs					-
<i>I.1 - I.4</i>	<i>daily rate per pay grade (see ANNEX III SGA)</i>	<i>No. of people</i>	<i>Estimated average working days per person</i>	<i>TOTAL Estimated working days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>No. of people</i>	<i>Average worked days per person</i>	<i>TOTAL worked days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
I.1	Permanent staff					0.00	Permanent staff				0.00	
	- <i>Managers</i>				100.00%	0.00	- <i>Managers</i>			100.00%	0.00	
	0.00 €	0.0	-	-		0.00	0.0	-	-		0.00	
	- <i>Researchers</i>				100.00%	0.00	- <i>Researchers</i>			100.00%	0.00	
	0.00 €	0.0	-	-		0.00	0.0	-	-		0.00	
	- <i>Interviewers</i>				100.00%	0.00	- <i>Interviewers</i>			100.00%	0.00	
	0.00 €	0.0	-	-		0.00	0.0	-	-		0.00	
	- <i>Technical staff</i>				100.00%	0.00	- <i>Technical staff</i>			100.00%	0.00	
	0.00 €	0.0	-	-		0.00	0.0	-	-		0.00	
	- <i>Administrative staff</i>				100.00%	0.00	- <i>Administrative staff</i>			100.00%	0.00	
	0.00 €	0.0	-	-		0.00	0.0	-	-		0.00	
I.2	Temporary staff:					0.00	Temporary staff				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.3	Staff under civil contracts specifically recruited for the project					0.00	Staff under civil contracts				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.4	Staff seconded by a third party against payment (no invoice)					0.00	Staff seconded by a third party				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.5	<i>price per deliverable (see ANNEX III SGA)</i>		<i>Estimated number of deliverables</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual number of deliverables</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>		
I.5	Staff costs based on deliverables					0.00	Staff paid based on deliverables			0.00		
	0.00 €		-	-	100.00%	0.00		-	-	100.00%	0.00	
I.6	Staff costs for ad hoc questions	<i>Ad hoc question Y=1/N=0</i>				0.00	Cost included in the working time					
	0.00 €	1		-	100.00%	0.00						
II	Total eligible direct administrative costs					0.00	Total eligible direct administrative costs					0.00
							<i>Exchange rate (Art. 4.5 SGA)</i>					1.0000
<i>II.1 - II.3</i>	<i>Description</i>	<i>Estimated costs (euro) based on ref. year</i>	<i>Survey-related ratio (%)</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual Costs (euro)</i>	<i>Survey-related ratio (%)</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
II.1	Subcontracting costs (please supply full details on separate sheet)					0.00	Subcontracting costs				0.00	
	Name of subcontractor	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.2	Subcontracting costs for ad hoc questions	<i>Ad hoc question Y=1/N=0</i>				0.00	Cost included in the invoices of the subcontractor					
	0.00 €	1	100%	-	100.00%	0.00						
II.3	Up-date of software/process redesign (please supply detailed budget plan)					0.00	Up-date of software/process redesign				0.00	
	Name of new software/process redesign	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.4	Administrative costs (under flat rate financing or real incurred)					0.00	Real incurred administrative costs				0.00	
	Costs for travel and subsistence allowances	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for printing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for mailing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for communication	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for translation	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs of materials (consumables and supplies assigned to the action)	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)						0.00%	Flat-rate financing for administrative costs (euro)					0.00
Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)						0.00	Eligible indirect costs (Art. 3.2 SGA)					0.00
Indirect costs percentage						7.00%	Indirect costs percentage					7.00%

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1
ANNEX 2 OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
ECFIN/000/YEAR/000000

INSTITUTION: *Country Acronym institution*

SURVEYS: *Retail Trade*

FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
TOTAL ESTIMATED INCOME		-	TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue		-	<i>Indicate here the source of revenue</i>	-
Contributions from other organisations: please indicate here the source of the funds		-	<i>Indicate here the source of funds</i>	-
Own contribution		-	Own contribution	-
Grant requested from the Commission		-	Grant requested from the Commission	-
Pre-financing payment (40% of the grant)		-	Pre-financing payment received	-
			FINAL PAYMENT REQUEST	-
Grant percentage		0.00%		0.00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		ESTIMATED BUDGET (euro)					FINAL COSTS (euro)					
Budget item	TOTAL ESTIMATED COSTS					-	TOTAL FINAL COSTS					-
	Total estimated eligible direct costs					-	Total final eligible direct costs					-
I	Total eligible direct staff costs					-	Total eligible direct staff costs					-
<i>I.1 - I.4</i>	<i>daily rate per pay grade (see ANNEX III SGA)</i>	<i>No. of people</i>	<i>Estimated average working days per person</i>	<i>TOTAL Estimated working days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>No. of people</i>	<i>Average worked days per person</i>	<i>TOTAL worked days</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
I.1	Permanent staff					0.00	Permanent staff					0.00
	<i>- Managers</i>					<i>0.00</i>	<i>- Managers</i>					<i>0.00</i>
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	<i>- Researchers</i>					<i>0.00</i>	<i>- Researchers</i>					<i>0.00</i>
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	<i>- Interviewers</i>					<i>0.00</i>	<i>- Interviewers</i>					<i>0.00</i>
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	<i>- Technical staff</i>					<i>0.00</i>	<i>- Technical staff</i>					<i>0.00</i>
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	<i>- Administrative staff</i>					<i>0.00</i>	<i>- Administrative staff</i>					<i>0.00</i>
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.2	Temporary staff:					0.00	Temporary staff					0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.3	Staff under civil contracts specifically recruited for the project					0.00	Staff under civil contracts					0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.4	Staff seconded by a third party against payment (no invoice)					0.00	Staff seconded by a third party					0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.5	<i>price per deliverable (see ANNEX III SGA)</i>		<i>Estimated number of deliverables</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>		<i>Actual number of deliverables</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
I.5	Staff costs based on deliverables					0.00	Staff paid based on deliverables					0.00
	0.00 €		-	-	100.00%	0.00		-	-	100.00%	0.00	
I.6	Staff costs for ad hoc questions	<i>Ad hoc question Y=I/N=0</i>				0.00	Cost included in the working time					
	0.00 €	1	-	-	100.00%	0.00						
II	Total eligible direct administrative costs					0.00	Total eligible direct administrative costs					0.00
<i>Exchange rate (Art. 4.5 SGA)</i>											1.0000	
<i>II.1 - II.3</i>	<i>Description</i>	<i>Estimated costs (euro) based on ref. year</i>	<i>Survey-related ratio (%)</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual Costs (euro)</i>	<i>Survey-related ratio (%)</i>	<i>Total costs</i>	<i>EU-related ratio (%) (Harmonized Questionnaires)</i>	<i>TOTAL FINAL COSTS (euro)</i>	
II.1	Subcontracting costs (please supply full details on separate sheet)					0.00	Subcontracting costs					0.00
	Name of subcontractor	-	0.00%	-	100.00%	0.00	0.00	0.00%	-	100.00%	0.00	
II.2	Subcontracting costs for ad hoc questions	<i>Ad hoc question Y=I/N=0</i>				0.00	Cost included in the invoices of the subcontractor					
	0.00 €	1	100%	-	100.00%	0.00						
II.3	Up-date of software/process redesign (please supply detailed budget plan)					0.00	Up-date of software/process redesign					0.00
	Name of new software/process redesign	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.4	Administrative costs (under flat rate financing or real incurred)					0.00	Real incurred administrative costs					0.00
	Costs for travel and subsistence allowances	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for printing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for mailing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for communication	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for translation	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs of materials (consumables and supplies assigned to the action)	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)						0.00%	Flat-rate financing for administrative costs (euro)				0.00	
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)					0.00	Eligible indirect costs (Art. 3.2 SGA)					0.00
	Indirect costs percentage					7.00%	Indirect costs percentage					7.00%

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1
ANNEX 2 OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
ECFIN/000/YEAR/000000

INSTITUTION: *Country Acronym institution*
SURVEYS: *Services*

FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
TOTAL ESTIMATED INCOME	-		TOTAL INCOME	-
Direct revenue expected from the action: please indicate here the source of the revenue	-		Indicate here the source of revenue	-
Contributions from other organisations: please indicate here the source of the funds	-		Indicate here the source of funds	-
Own contribution	-		Own contribution	-
Grant requested from the Commission	-		Grant requested from the Commission	-
Pre-financing payment (40% of the grant)	-		Pre-financing payment received	-
			FINAL PAYMENT REQUEST	-
Grant percentage	0.00%			0.00%

ESTIMATED ELIGIBLE COSTS / EXPENDITURES		ESTIMATED BUDGET (euro)					FINAL COSTS (euro)					
Budget item	TOTAL ESTIMATED COSTS					-	TOTAL FINAL COSTS					-
	Total estimated eligible direct costs					-	Total final eligible direct costs					-
I	Total eligible direct staff costs					-	Total eligible direct staff costs					-
I.1 - I.4	<i>daily rate per pay grade</i> <small>(see ANNEX III SGA)</small>	<i>No. of people</i>	<i>Estimated average working days per person</i>	<i>TOTAL Estimated working days</i>	<i>EU-related ratio (%)</i> <small>(Harmonized Questionnaires)</small>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>No. of people</i>	<i>Average worked days per person</i>	<i>TOTAL worked days</i>	<i>EU-related ratio (%)</i> <small>(Harmonized Questionnaires)</small>	<i>TOTAL FINAL COSTS (euro)</i>	
I.1	Permanent staff					0.00	Permanent staff					0.00
	- <i>Managers</i>	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- <i>Researchers</i>	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- <i>Interviewers</i>	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- <i>Technical staff</i>	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- <i>Administrative staff</i>	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.2	Temporary staff:	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.3	Staff under civil contracts specifically recruited for the project	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.4	Staff seconded by a third party against payment (no invoice)	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.5	<i>price per deliverable</i> <small>(see ANNEX III SGA)</small>		<i>Estimated number of deliverables</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%)</i> <small>(Harmonized Questionnaires)</small>	<i>TOTAL ESTIMATED COSTS (euro)</i>		<i>Actual number of deliverables</i>	<i>Total costs</i>	<i>EU-related ratio (%)</i> <small>(Harmonized Questionnaires)</small>	<i>TOTAL FINAL COSTS (euro)</i>	
I.5	Staff costs based on deliverables	0.00 €	-	-	100.00%	0.00	Staff paid based on deliverables					0.00
I.6	Staff costs for ad hoc questions	<i>Ad hoc question</i> $Y=1/N=0$	1	-	100.00%	0.00	Cost included in the working time					0.00
II	Total eligible direct administrative costs					0.00	Total eligible direct administrative costs					0.00
<i>Exchange rate (Art. 4.5 SGA)</i>											1.0000	
II.1 - II.3	<i>Description</i>	<i>Estimated costs (euro) based on ref. year</i>	<i>Survey-related ratio (%)</i>	<i>Total Estimated costs</i>	<i>EU-related ratio (%)</i> <small>(Harmonized Questionnaires)</small>	<i>TOTAL ESTIMATED COSTS (euro)</i>	<i>Actual Costs (euro)</i>	<i>Survey-related ratio (%)</i>	<i>Total costs</i>	<i>EU-related ratio (%)</i> <small>(Harmonized Questionnaires)</small>	<i>TOTAL FINAL COSTS (euro)</i>	
II.1	Subcontracting costs (please supply full details on separate sheet)	-	0.00%	-	100.00%	0.00	Subcontracting costs					0.00
	Name of subcontractor	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.2	Subcontracting costs for ad hoc questions	<i>Ad hoc question</i> $Y=1/N=0$	1	100%	100.00%	0.00	Cost included in the invoices of the subcontractor					0.00
II.3	Up-date of software/process redesign (please supply detailed budget plan)	-	0.00%	-	100.00%	0.00	Up-date of software/process redesign					0.00
	Name of new software/process redesign	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
II.4	Administrative costs (under flat rate financing or real incurred)	-	-	-	100.00%	0.00	Real incurred administrative costs					0.00
	Costs for travel and subsistence allowances	-	100.00%	-	100.00%	0.00	-	100.00%	-	100.00%	0.00	
	Costs for printing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for mailing	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for communication	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for translation	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs of materials (consumables and supplies assigned to the action)	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Costs for fees for IT Software and data - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Certain other costs arising directly from requirements imposed by the agreement - PLEASE CLEARLY DESCRIBE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Flat-rate financing if administrative costs (excl. II.1 & II.2) ≤ 50% of total eligible staff costs (%)						0.00%	Flat-rate financing for administrative costs (euro)				0.00	
	Eligible indirect costs (7% of total eligible direct costs excluding costs for subcontracting)					0.00	Eligible indirect costs (Art. 3.2 SGA)				0.00	
	Indirect costs percentage					7.00%	Indirect costs percentage				7.00%	

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1
ANNEX 2 OF THE SPECIFIC GRANT AGREEMENT
FINANCING PLAN AND COSTS OF THE SURVEYS
ECFIN/000/YEAR/000000

INSTITUTION: *Country Acronym institution*

SURVEY(S):

<i>FINANCING PLAN</i>	<i>BUDGET (euro)</i>	<i>FINAL (euro)</i>
TOTAL INCOME	0.00	0.00
Direct revenue from the action	0.00	0.00
Contributions from other organisations	0.00	0.00
Own contribution	0.00	0.00
Grant requested from the Commission	0.00	0.00
Pre-financing payment (40% of the grant)	0.00	0.00
FINAL PAYMENT REQUEST		0.00

<i>ESTIMATED / DECLARED FINAL ELIGIBLE COSTS</i>		<i>BUDGET (euro)</i>	<i>FINAL (euro)</i>
<i>Budget item</i>	TOTAL COSTS	0.00	0.00
	Direct costs	0.00	0.00
I	Staff costs	0.00	0.00
I.1	Permanent staff	0.00	0.00
	Managers	0.00	0.00
	Researchers	0.00	0.00
	Interviewers	0.00	0.00
	Technical staff	0.00	0.00
	Administrative staff	0.00	0.00
I.2	Temporary staff	0.00	0.00
I.3	Staff under civil contracts	0.00	0.00
I.4	Seconded staff	0.00	0.00
I.5	Staff costs based on deliverables	0.00	0.00
I.6	Staff costs for ad hoc questions (included in working time at final financial statement)	0.00	0.00
II	Administrative costs	0.00	0.00
II.1	Subcontracting costs	0.00	0.00
II.2	Subcontracting costs for ad hoc question (included in Subcontracting costs at final financial statement)	0.00	0.00
II.2	Up-date of software/process design	0.00	0.00
II.3	Administrative costs where flat-rate financing does not apply	0.00	0.00
II.3	Administrative costs under flat rate financing	0.00	0.00
	Indirect costs	0.00	0.00

date and signature

**INFORMATION ON THE METHODOLOGY APPLIED TO
ESTIMATE THE COSTS FOR THE SURVEY PROGRAMME**

Country **Acronym institution**

SURVEY METHODOLOGY:

1. Please indicate the survey methodology that you intend to apply to implement the action. Please precise which methodology will be applied for which survey.

- F2F/CAPI
- Tel./CATI
- online/CAWI
- Paper/Post
- Paper/FAX
- other (specify)

Please precise which methodology will be applied for which survey.

STAFF COSTS:

2. Average salary rates:
Please explain the methodology you used to calculate the average salary rates.

3. Average rate per deliverable:
Please explain the methodology you used to calculate the average rate per deliverable.

4. Salary costs:
Please explain what kind of costs are included in the salary rate (e.g. net/gross salary, social security, pension fees, holidays, other statutory costs)

5. Costs of deliverables:
Please explain what kind of costs are included in the average rate of deliverables.

6. Number of working days allocated to the survey-related costs:
How do you estimate the number of working days allocated to the survey programme (do you use a time-recording system, timesheets, a sharing key, historical data...)?

7. Time-recording system:
Please also let us know if the timesheets record separately the time spent on the specific survey programme and the other activities of your institution.

8. Number of deliverables:
Please explain how you estimate the number of units of deliverables.

9	<p><u>EU-related ratio on staff costs:</u> This ratio needs to be applied to your estimates if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance BS' sheet on how to calculate them). Please clarify here your estimate of additional questions for each harmonised survey (Consumer, Constructions, Industry, Retail Trade and Services) and to what subject the additional questions refer to. In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.</p>
10	<p><u>Ad-hoc questions:</u> If the Commission proposes to implement ad hoc questions, do you intend to participate (Specify per survey if necessary) ?</p>
11	<p>Please confirm that the <u>staff costs</u> are in line with the usual policy on remuneration of your institution.</p>
ADMINISTRATIVE COSTS:	
12	<p><u>Survey-related costs:</u> Please explain how you estimate the administrative costs related to the survey programme (e.g. real incurred costs from reference year, costs for the survey programme in relation to the total costs for all activities managed by your department related to a reference year). Please also indicate the reference year.</p>
13	<p><u>EU-related ratio on administrative costs:</u> This ratio needs to be applied to your estimates if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance BS' sheet on how to calculate them). In case the ratio for one of the administrative costs is different than the EU related ratio as calculated following the guidelines, please clarify here the deviation obtained. In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.</p>
DISTRIBUTION OF ALL COSTS AMONG THE SURVEYS	
14	<p>If applicable, please explain <u>how you distribute the costs</u> among the different harmonised surveys for which you receive a grant.</p>

GENERAL QUESTION ON ACCOUNTING PRACTICES	
15	Please give a short description of the <u>accounting practices</u> of your organisation

**INFORMATION ON THE METHODOLOGY APPLIED TO CALCULATE
THE INCURRED COSTS RELATED TO THE SURVEY PROGRAMME**

Co unt	Acronym institution
-------------------	----------------------------

SURVEY METHODOLOGY:

1.	Please indicate the survey methodologies that were applied during the implementation period. Please precise which methodology was applied for which survey.
-----------	---

- | | |
|--|--|
| <input type="checkbox"/> F2F/CAPI
<input type="checkbox"/> Tel./CATI
<input type="checkbox"/> online/CAWI
<input type="checkbox"/> Paper/Post
<input type="checkbox"/> Paper/FAX
<input type="checkbox"/> other (specify) | Please precise which methodology was applied for which survey. |
|--|--|

STAFF COSTS:

2.	<p><u>Number of working days allocated to the survey-related costs:</u> How do you calculate the number of days allocated to the survey programme (do you use a time-recording system, timesheets, a sharing key per survey,...)?</p>
-----------	---

3.	<p><u>Time-recording system:</u> Please also let us know if the timesheets record separately the time spent on the specific survey programme and the other activities of your institution.</p>
-----------	--

4	<p><u>Deliverables:</u> Please explain how you calculate the number of units of deliverables.</p>
----------	---

5	<p><u>EU-related ratio on staff costs:</u> This ratio needs to be applied to your staff costs if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance FFS' sheet on how to calculate them). Please clarify here the number of additional questions for each harmonised survey (Consumer, Constructions, Industry, Retail Trade and Services) and to what subject the additional questions refer to. In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.</p>
----------	--

6	Please confirm that all working days claimed were spent during the action period.
----------	---

COSTS for SUBCONTRACTING / COSTS FOR UPDATE OF SOFTWARE / PROCESS OF REDESIGN, ADMINISTRATIVE COSTS

Only to be filled in by institutes who subcontracted part of the tasks and/or who budgeted costs for update software/process redesign and/or whose total estimated administrative costs were higher than 50% of the total estimated staff costs.

7 Survey-related costs:
Please explain how you calculated the real incurred administrative costs related to the survey programme (e.g. costs for the survey programme in relation to the total costs for all activities managed by your department).

8 EU-related ratio:
This ratio needs to be applied to your administrative costs if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance FFS' sheet on how to calculate them).
In case the ratio for one of the administrative costs is different than the EU related ratio as calculated following the guidelines, please clarify here the deviation obtained.
In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.

DISTRIBUTION OF THE INCURRED COSTS AMONG THE SURVEYS

9 If applicable, please explain how you distribute the costs among the different harmonised surveys for which you receive a grant.

VAT RULE

10 Please confirm that the VAT rule has been applied correctly.