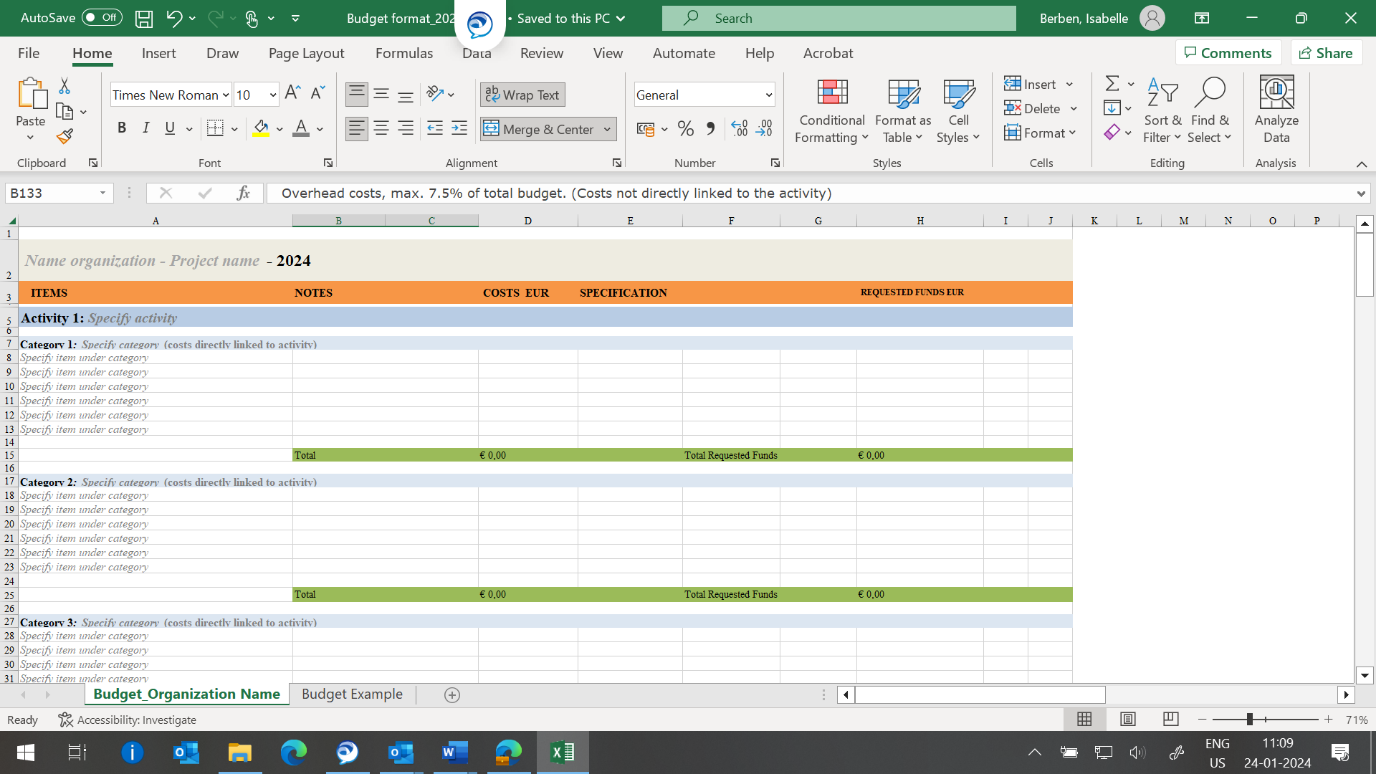
**Explanatory Note Budget Proposal**

Financial support provided by the Ministry of Foreign Affairs under the *Open call for cultural cooperation Morocco 2024*

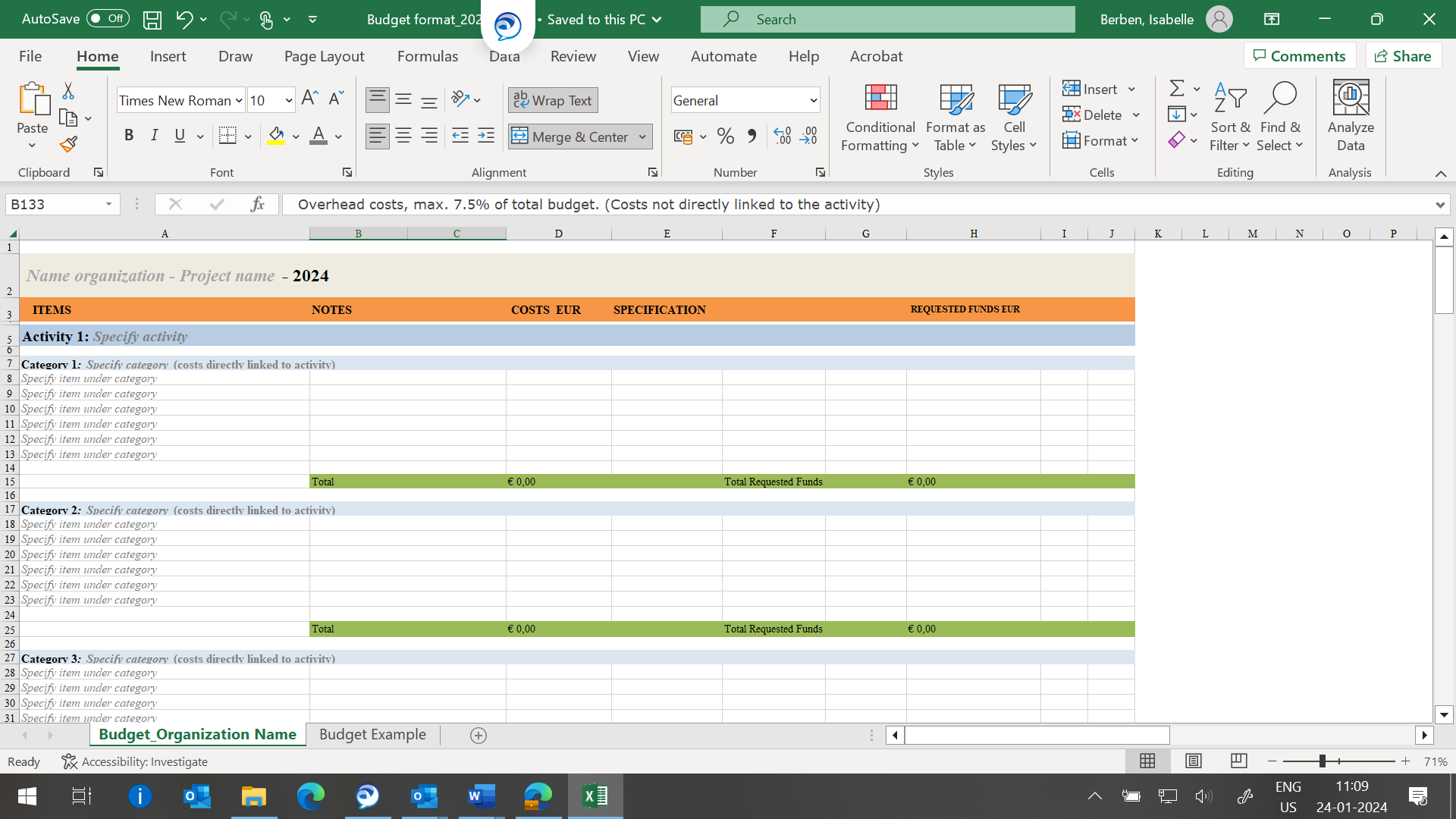
The text below refers to the format of the budget proposal and acts as a guideline for its accurate completion.   
If you have questions about the project proposal, budget, application form or other related topic, please contact the press and culture department at [rab-pcz@minbuza.nl](mailto:rab-pcz@minbuza.nl).



**TABS**

The budget format consists of two tabs. The first tab “Budget\_Organization Name” is the tab that needs to be completed. The second tab “Budget Example” serves as a guideline for completing the first tab.

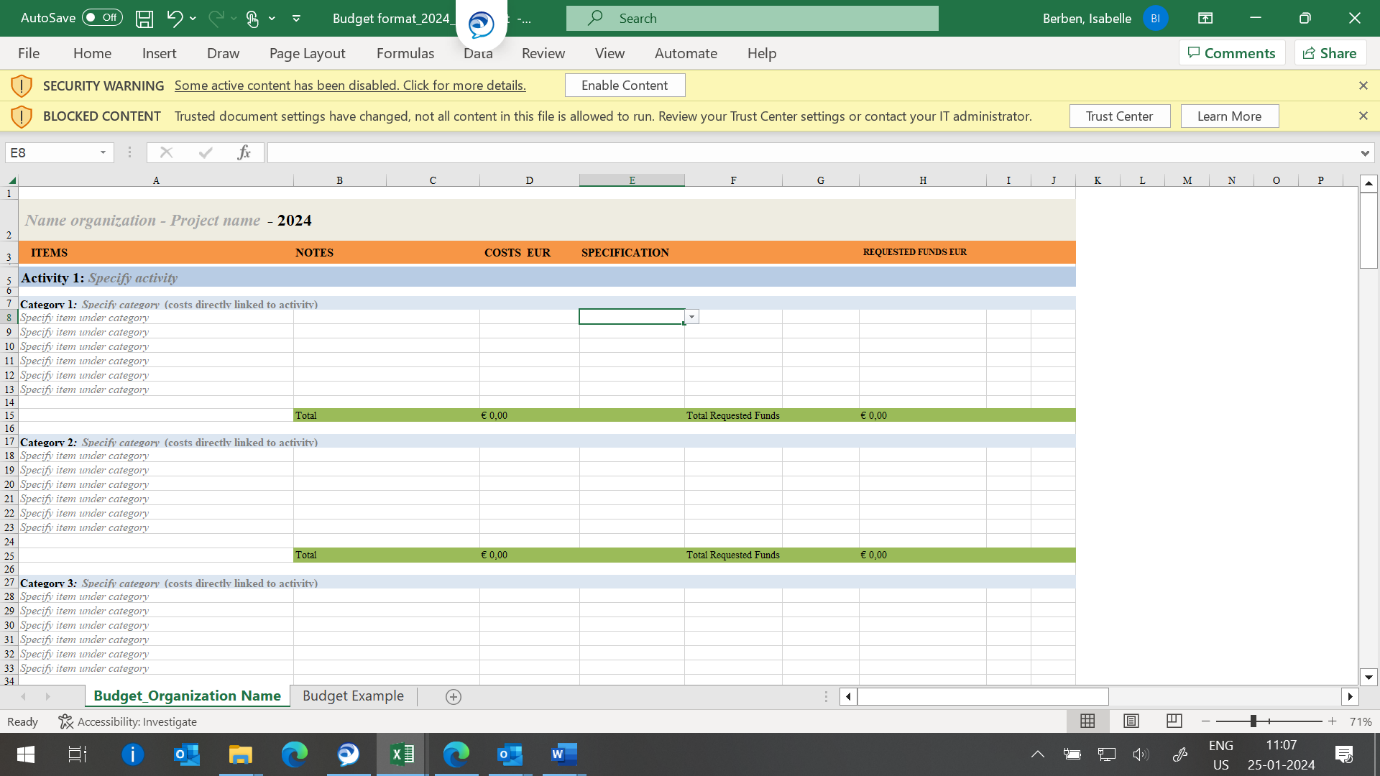
Change the first tab’s name by specifying the organization name as well as the title in the top left corner.

 **ITEMS**

The budget format is categorized into activities, categories and items. If your project consists of one activity,

please only specify the categories and items related to this one activity. The budget format offers space to include three activities. If your project consists of more than three activities, , add the sufficient amount of activities (as well as the related categories and items).

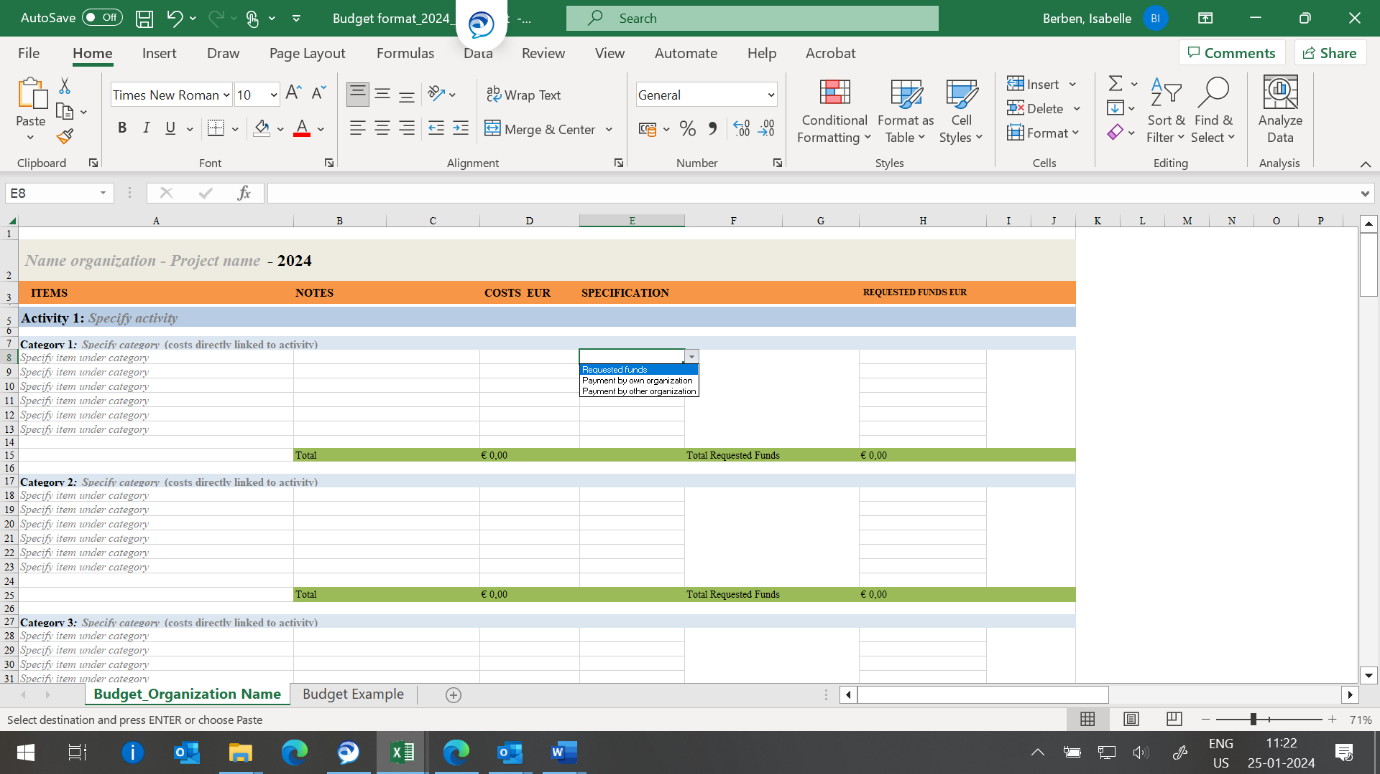
Each activity is divided into categories and items. If your budget proposal proceeds the number of categories or items, please add them accordingly.



**NOTES**

The cell right to the items offers the possibility to digress

on the said item. If the item is not explanatory in itself, please explain in the notes what the item(s) entails.

**COSTS EURO, SPECIFICATION & REQUESTED FUNDS**

Clarify in the column "COSTS EUR" the amount in EUR that the specific item will cost. The total cost (green bar) will be calculated automatically by Excel.

Below the column "SPECIFICATION" you will find a drop-down menu. Here you will be able specify how the costs will be covered.

In the column ‘REQUESTED FUNDS EUR’, write down all the amounts for which you wish to receive funds through the open call. In this column, do not include the amounts of the items that will be financed either through your own organization or other organizations. The total of the requested funds (green bar) will be calculated automatically.

**If you have added extra cells in order to incorporate more categories and/or items of an activity, make sure the total costs and total requested funds are accurate since the extra cells will not be added automatically to the calculation.**

**OVERHEAD COSTS**

Once all costs of the project are incorporated in the budget, specify the overhead costs. This amount may not proceed 7.5 % of the total budget. Overhead costs are all costs that are not directly linked to the activity or activities of the project itself. For example, communication costs should be incorporated in the overhead costs.

**TOTAL EXPENSES & TOTAL REQUESTED FUNDS**

Excel will automatically add up the total expenses and total requested funds. Please do manually check if both the total expenses as well as the total requested funds align with all amounts.

**If you have added extra cells in order to incorporate more activities, categories and/or items, make sure the total expenses and total requested are accurate since the extra cells will not be added automatically to the calculation.**

