



Education, Audiovisual and Culture Executive Agency

Creative Europe: Culture

Hess. Staatsarchiv Marburg	
Eing.	19. Dez. 2014 1893
Tgb.Nr. : I /	
Anlagen:	
Bearbeiter/In:	
Aktenzeichen:	S. 4. 7/10

HESSISCHES STAATSARCHIV MARBURG
Andreas Hedwig
FRIEDRICHSPLATZ 15,
D - 35037 MARBURG

Brussels, 12. 12. 2014 140037251

Subject: Agreement n. 2014 - 3407 / 001 - 001
(please quote in ALL correspondence : failure to do so may result in your correspondence not being processed)

Dear Andreas Hedwig,

Thank you for sending us the signed copies of the Grant Agreement. Please find enclosed your copy of the Agreement duly signed by the Executive Agency.

Yours sincerely,,

P.O.

Barbara GESSLER
Head of Unit

Enclosure : your copy of the Grant Agreement



Education, Audiovisual and Culture Executive Agency

Creative Europe: Culture

GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES

AGREEMENT NUMBER – 2014 - 3407 / 001 - 001

COOPERATION PROJECT

The **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as “the Agency”), acting under powers delegated by the European Commission (hereinafter referred to as “the Commission”) represented for the purposes of signature of this Agreement by Mrs Barbara GESSLER, Head of Unit,

on the one part,

and

1. HESSISCHES STAATSARCHIV MARBURG

FRIEDRICHSPLATZ 15,
D - 35037 MARBURG

hereinafter referred to as “the coordinator”, represented for the purposes of signature of this Agreement by **Andreas Hedwig**

and the following other beneficiaries:

2. BUDAPEST FOVAROS LEVELTARA

3. DIOZESE ST. POLTEN - DIOZESANARCHIV

4. Generaldirektion der Staatlichen Archive Bayerns

5. Hrvatski Drzavni Arhiv

6. International Centre for Archival Research (ICARUS)

7. KANSALLISARKISTO

8. Ministerstvo Vnitra

9. NATIONAL ARCHIVES of HUNGARY

10. OBISPADO DE BILBAO

11. RAHVUSARHIIV

12. RIKSARKIVET

13. Universidad Complutense de Madrid

14. Università degli Studi di Napoli Federico II

15. Università GRAZ

16. Universität zu KOELN

17. Srpska Akademia Nauka i Umetnosti

duly represented by the coordinator by virtue of the mandates included in Annex IV for the signature of this Agreement, hereinafter referred to collectively as "the beneficiaries", and individually as "beneficiary" for the purposes of this Agreement where a provision applies without distinction between the coordinator or another beneficiary,

on the other part,

HAVE AGREED

to the Special Conditions (hereinafter referred to as "the Special Conditions") and the following Annexes:

Annex I	Description of the action
Annex II	General Conditions (hereinafter referred to as "the General Conditions")
Annex III	Estimated budget of the action
Annex IV	Mandates provided to the coordinator by the other beneficiaries
Annex V	Model technical report
Annex VI	Model financial statement
Annex VII	Guidance notes – Report of Factual Findings on the Final Financial Report – Type II
Annex VIII	Model terms of reference for the operational verification report: not applicable

which form an integral part of this Agreement, hereinafter referred to as "the Agreement".

The terms set out in the Special Conditions shall take precedence over those set out in the Annexes.

The terms of Annex II "General Conditions" shall take precedence over the other Annexes.

SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT

A European Union grant is awarded, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the action entitled **Community as Opportunity - Creative archives' and users' network** ("the action") as described in Annex I.

With the signature of the Agreement, the beneficiaries accept the grant and agree to implement the action, acting on their own responsibility.

ARTICLE I.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION

I.2.1 The Agreement shall enter into force on the date on which the last party signs.

I.2.2 The action shall run as of **01-12-2014** ("the starting date of the action") and shall end on **30-11-2018**.

ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

The grant shall be of a **maximum amount of EUR 1.990.078,00** and shall take the form of:

(a) **The reimbursement of 49,96% of the eligible costs of the action ("reimbursement of eligible costs"), which are estimated at EUR 3.983.379,00 and which are:**

(i) **actually incurred ("reimbursement of actual costs") for the categories of costs indicated in Annex III.**

(ii) reimbursement of unit costs: not applicable

(iii) reimbursement of lump sum costs: not applicable

(iv) **declared on the basis of a flat-rate of 7 % of the eligible direct costs ("reimbursement of flat rate costs") to cover the indirect costs**

(b) Unit contribution: not applicable

(c) Lump sum contribution: not applicable

(d) Flat-rate contribution: not applicable

ARTICLE I.4 – ADDITIONAL PROVISIONS ON REPORTING, PAYMENTS AND PAYMENT ARRANGEMENTS

I.4.1 Reporting periods, payments and additional supporting documents

In addition to the provisions set out in Articles II.23 and II.24, the following reporting and payment arrangements shall apply:

- Upon entry into force of the Agreement, a pre-financing payment representing 40% of the maximum amount specified in Article I.3 shall be paid to the coordinator;

Further pre-financing payment:

- A second pre-financing payment of 40% of the maximum amount specified in Article I.3 shall be paid to the coordinator, subject to having used at least 70% of the previous pre-financing installment paid;

Payment of the balance

- Sole reporting period from 01-12-2014 to the end of the period set out in Article I.2.2: The balance shall be paid to the coordinator in accordance with Article II.23.2 (a) to (d).

Other supporting documents:

The request for payment of the balance shall be accompanied by a certificate on the financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") in accordance with Article II.23.2 (d) and as set out in Annex VII for a grant for which the total contribution in the form of reimbursement of actual costs as referred to in Article I.3(a)(i) is equal to or more than EUR 750.000.

In addition to the above mentioned documents, the beneficiary shall produce a public summary in English providing information about the work done and the results of the project. The summary must be included in the final report submitted to the Agency. In the event of non-submission of the public summary, the Agency may suspend the time limit for payment in accordance with the provisions set out in Article II.24.5 of the Grant Agreement.

I.4.2 Time limit for payments

The time limit for the Agency to make the payment of the balance is 60 days.

I.4.3 Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements shall be submitted in English, French or German.

ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS

All payments shall be made to the coordinator's bank account, denominated in euro, as indicated below:

Name of bank: LANDESBANK HESSEN-THUERINGEN GIROZENTRALE
Precise denomination of the account holder: HCC DOKUMENTATION
Full account number (including bank codes): DE31500500000001005719

ARTICLE I.6 - DATA CONTROLLER & COMMUNICATION DETAILS OF THE PARTIES

I.6.1 Data controller

The entity acting as a data controller according to Article II.6 shall be the person who is representing the Agency for the purposes of the signature of this Agreement.

I.6.2 Communication details of the Agency

Any communication addressed to the Agency shall be sent to the following address:

Education, Audiovisual and Culture Executive Agency
Unit B1
Office BOUR 04/02
Avenue du Bourget, 1
1049 Brussels
BELGIUM
E-mail address: EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu

I.6.3 Communication details of the beneficiaries

Any communication from the Agency to the beneficiaries shall be sent to the following address:

HESSISCHES STAATSARCHIV MARBURG
FRIEDRICHSPLATZ 15,
D - 35037 MARBURG

ARTICLE I.7 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provisions of Article II.8.3, the beneficiaries shall warrant that the Agency and/or the European Union (hereinafter referred to as "the Union") has the right[s] to:

- (a) communicate the results of the action by any other types of communication not specified in the General Conditions;
- (b) edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- (c) cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- (d) extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- (e) prepare derivative works of the results of the action;
- (f) translate, insert subtitles in, dub the results of the action in:
 - all official languages of EU

(g) authorise or sub-licence the modes of exploitation set out above to third parties.

The Agency and/or the Union shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.

ARTICLE I.8 – SPECIAL PROVISIONS ON BUDGET TRANSFERS

By way of derogation from the first subparagraph of Article II.22, budget transfers between budget categories are limited to 10% of the estimated eligible costs of the action specified in Article I.3.

ARTICLE I.9 – SETTLEMENT OF DISPUTES WITH NON EU BENEFICIARIES

By way of derogation from Article II.18.2, where a beneficiary is legally established in a country other than a Member State of the European Union (the 'non EU beneficiary'), the Agency and/or the Union and/or the non EU beneficiary may bring before the Courts of Brussels any dispute between the Agency and/or the Union and the non EU beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably. In such case where one party (i.e. the Agency, the Union or the non EU beneficiary) has brought proceedings before the Courts of Brussels concerning the interpretation, application or validity of the Agreement, the other party may not bring a claim arising from the interpretation, application or validity of the Agreement in any other court than the Courts of Brussels already seized.

ARTICLE I.10 – OTHER SPECIAL CONDITIONS

I.10.1 – ADDITIONAL PROVISIONS on AWARD of CONTRACTS & SUBCONTRACTING

In addition to the provisions set out in Article II.9 and Article II.10, where the value of a contract awarded in accordance with those Articles exceeds EUR 60.000, the beneficiaries shall, abide by the following rules:

- National rules with regard to procurement apply.
- The beneficiaries must also clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the action and retain the documentation for the event of an audit.
- Costs are based on a verifiable estimate or on the basis of an offer.

Subcontracting shall concern only supporting activities. The beneficiaries remain legally and financially responsible for the project. The beneficiaries remain liable for the conception and the development of the project, the attainments of its objectives, the implementation of the action and the use of appropriate tools.

I.10.2 – SPECIAL PROVISIONS ON THE CONVERSION OF COSTS INCURRED IN ANOTHER CURRENCY INTO EURO

By way of derogation from Article II.23.4, any conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the monthly accounting rate established by the Commission and published on its website

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) applicable:

- for the interim report: the exchange rate of the month of the preparation of the interim financial statement for the request of the second pre-financing payment;
- for the final report: the same exchange rate as used for the request of the second pre-financing payment.

I.10.3 – PUBLICITY

- (a) For the purpose of application of Article II.7 of the agreement, relating to the visibility of European Union funding, the beneficiaries shall use the logo and follow the instructions available at the following Internet website address:

http://eacea.ec.europa.eu/about/eacea_logos_en.php

- (b) Obligations of the beneficiaries

Information requirements: In conformity with Article II.7 the beneficiaries shall inform the public, press and media of the action (internet included) by the following means (graphic logo and mention):

Visibility activities: "With the support of the Creative Europe Programme of the European Union" accompanied by the European flag"

Publications: "This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

The translation of this phrase can be found at the following Internet website address:

http://ec.europa.eu/dgs/education_culture/publ/graphics/beneficiaries_all.pdf

Where the action, or part of the action, is a publication, the mention and graphic logos shall appear on the cover or the first pages following the editor's mention.

Use of signs and posters: If the action includes events for the public, signs and posters related to this action shall be displayed. This shall include the logos mentioned under point a).

Authorisation to use the logos described in point a) implies no right of exclusive use and is limited to this agreement. If the action is co-financed, the importance given to the above-mentioned publicity must be in proportion with the level of Union financing.

- (c) The Agency shall consider this publicity obligation, foreseen in this article and in Article II.7.1, as a "substantial obligation" within the meaning of Article II.16.3.1 point c) of the Grant Agreement.

SIGNATURES

For the coordinator

Andreas Hedwig

Function:

Direktor Staatsarchiv Marburg

Signature:

Done at *Frankfurt*, on *3.12.2014*



For the Agency

Barbara GESSLER

Head of Unit

[Handwritten signature]
15.12.14

Signature

Done at Brussels, on *12/12/14*

ANNEX I
Description of the action

*CREATIVE EUROPE: SUPPORT PROGRAMME FOR EUROPE'S CULTURAL
AND CREATIVE SECTORS FROM 2014*

PROJECT TITLE:

COMMUNITY AS OPPORTUNITY
THE CREATIVE ARCHIVES' AND USERS' NETWORK
CO:OP

Lead partner:

Hessian State Archives Marburg (HSTAM) DE

Partners:

International Centre for Archival Research (ICARUS)
National Archives of Hungary (NAH) HU
Budapest City Archives (BFL) HU
National Archives of the Czech Republic (NACR) CZ
Croatian State Archives (HDA) HR
Swedish National Archives (RA) SE
Finnish National Archives (NA) FI
National Archives of Estonia (NAE) EE
General Directorate of Archives Munich (GDA) DE
Archive of the Diocese of St. Pölten (DASP) AT
Historical Church Archives in Biscay (AHEB-BEHA) ES
Complutense University of Madrid (UCM) ES
University of Naples Federico II (UNINA) IT
University Graz (UNI Graz) AT
University of Cologne (UCO) DE
Balkan Institute SANU (BISANU) RS

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SUMMARY

All activities and undertakings within this project are tailored to specifically meet the Programmes' targets of audience development and professionalization of players in the cultural sector. The core purpose of given project is to facilitate the mutual relationship between archives and archivists and the general public across the population stratum. This connecting and equating of archival institutions with their communities will ultimately comply with the Programmes' objectives.

Partial aim behind the project is to offer a barrier-free and easily accessible doorway to the opportunities of the Digital Age in the archival sector and empower the general public to actively make use of these possibilities and thereby take part in creating and exploring shared European history.

Furthermore, it is envisioned to encourage sustainable growth of the digital archival landscape, advance the qualification of young professionals by providing material for teaching purposes, sponsored internships for students, various creative competitions for pupils, students and latterly the general public audience and therewith eventually advocate social solidarity. To this end the online archival databases will be enhanced through additional technical open source tools and Web 2.0 features in order to meet demands of audiences with special needs as well as actively promote and facilitate community involvement. Additionally, the implementation of innovative approaches towards citizen participation (festival, "Bring your history"-days, Topotheque, MOMathons, MOMschools) will reciprocally engage the public community with the archival world and in the long run create an intertwined, heterogeneous living community.

1. INTRODUCTION

Given project unites the strength of 17 cultural heritage preserving institutions and universities from 12 European countries. Reinforcing the linking of said institutions with their immediate communities and thereby effect a firm sense of cultural, historic awareness not only on a national but even more on a transnational, Europe-wide level, fortifies this project's striving. The majority of the consortium can already look back at long-lasting, well-established partnerships and co-operations. This circumstance proves to be the ideal structural prerequisite to successfully and sustainably implement this project's goals.

Though cultural institutions archive and safe-guard common European historical roots and their unfolding historic narrative, these institutions only peripherally reach the populace, i.e. exactly those people and communities that are the integral creators of historic chronologies and therefore should be encouraged and enabled to explore their history. Activities which actively invite communities to get involved in creatively exploring and effecting their history are the encouraging catalysts to opening archival material up to the public. Essential motivator for this project is therefore the bridging of archival institutions with their communities, i.e. converge the public with professionals and harvest each other's educational potential to the fullest, create transnational awareness and kinship – in short: fuse the history originators with the history preserving institutions.

The close cooperation between archival institutions and universities will furthermore result in educational activities addressing users and future generations of professionals, i.e. the professionalization of players through close interaction. The active fostering of this sense of teamwork will release the full potential of creating European cultural and historic awareness and thus pointedly co-shape the future of our European culture in a team effort.

2. OBJECTIVES

Historical sources are not only invaluable for historiography; they have also been instrumental for the construction of collective cultural memories and subsequently of national identities all over Europe. This project aims at establishing a sustainable and permanent, institutionalized network which unites the capacities of an audience and institutions. By encouraging active involvement in and awareness of our shared history, undeniably marginalized historic content and witnesses can be brought into light, i.e. private collections, and feed into the public perception of their historiography. Furthermore, the connection between archival institutions and the populace through means of creative media will enable innovative and inspiring approaches towards archival material and open up new perspectives on our history and our future.

Based on this philosophy the project has the following main objectives:

- Professional training of future generations of experts in the archival work field in view of internationalised careers and within the intersection of traditional archival work fields and the IT sector (see Work Package 1)
- Mobility of experts and lay persons (see Work Package 2)
- The strengthening of mutually beneficial team work between archival institutions and academic institutions such as universities and schools (see Work Package 5);
- The bridging and equalization of institutions and their users on national and local levels as well as on an international level by using and further advancing internationally accessible infrastructures fostering cooperation between said parties (see Work Package 3)
- The provision of cultural content to an international audience and thereby increase public proximity and international understanding between people (see Work Package 7)

3. ACTIVITIES

The project is expected to last 4 years. After a half year preparation phase, the core activities will range over a period of 3.5 years.

WP1: PROFESSIONAL TRAINING

Lead: UNI Graz

Participants: HSTAM, BISANU, NACR, DASP, RA, BFL, NA, UCM, NAE, UNINA, UCO

Start month: 01 **End month:** 46

1.1 INTERNATIONAL WORKSHOPS

The organization of international workshops will foster transnational awareness, offer insights from abroad into national perspectives and therewith include trans-disciplinary aspects to national discourses. There will be biannual meetings open to professionals serving the exchange of experiences and expertise as well as propose new cooperate projects. Additionally will the University of Graz offer special workshops designated to evaluate creative/CH-friendly IPR/licenses in the digital domain aiming at educating the (professional) community on current legal positions as well as fostering the exchange between the general public, creative communities and cultural heritage institutions in order to develop qualified license models.

1.2 UNIVERSITY SEMINARS AND COURSES

Since a noteworthy part of the project partners will be constituted of universities, a range of academic courses and seminars will be launched. Not only do these teaching events bridge the cooperation between archival institutions and academic institutions but furthermore convey knowledge and practical experience to future generations of cultural preserving institutions. The following shows a selection of exemplary course themes (MOMschools will be included as well; see 1.3 for detailed information on MOMschools):

- "New times, new users: digital repositories in archives"
- "The electronic document management"
- "Panorama documentary in cultural centres"
- "Company, training and new technologies to the service of the professional in archives"

1.3 MOMSCHOOLS: AVAILING OF THE MONASTERIUM PORTAL (MOM)

These schools will be organized similar to a workshop. Experts on the Monasterium portal (www.monasterium.net) will individually explain and guide through the applicabilities of the portal, from basic introductions to the state of the art newly implemented features. Said schools will be held at institutions, communities or for individual persons, with potential project partners that plan to work on Charter Edition Projects, academic seminars in Palaeography, within conferences and events in the field of history research, Digital Humanities and Cultural Heritage and last but not least in general educational institutions like High Schools.

Since the technical team of this project is mainly located in Cologne (DE), it is envisioned to additionally hold a three day summer school, the **MOM-Tool-Summer-School**, on the premises of the Cologne University. This MOM-Tool-Summer-School will explore the topics of the more compact MOMschools in further detail.

1.4 INTERNATIONAL CONVENTIONS

There will be two conventions spread out over 2 – 3 days. One organized by the Lead Partner in Marburg (DE) and the second by the Universidad Complutense de Madrid in Madrid (ES). These conventions will act as a kind of marketplace where professionals and user communities have the possibility to present, discuss and share their ideas, visions and concrete projects. Different formats will be used to set the frame for these activities: workshops, regular lectures, round tables, open discussion rounds and poster presentations. The explicit aim of this activity is to prepare the ground for new partnerships, work relations as well as planning and implementation of further projects.

Target groups:

- Future generations of archive related professions: academic students
- Teachers, academic professionals
- Professionals in the field of culture preserving institutions

Outcomes:

- 2 international conventions á 150 pax
- 12 professional international workshops á 30 pax, total of 360 pax (incl. Kick-Off Meeting)
- Teaching events: 18 university seminars and courses (incl. MOMschools)
- 1 MOM-Tool-Summer-School
- Scholarly publications of articles – handbooks, guidelines etc.
- Various educational material for teaching purposes

WP2: INTERNATIONAL MOBILITY

Lead: ICARUS

Participants: all partners

Start month: 06 **End month:** 48

2.1 MOBILITY GRANT PROGRAMME

The project's core activity for strengthening internal and external cooperation regarding specialist expertise is a Mobility Grant Programme. This will allow for professional interexchange with the following objectives:

- Overcome barriers in international cooperation caused by travel costs
- Improvement of international communication & cooperation amongst archives and related institutions on a personal & professional level, hence nourish interculturality
- Create opportunities to get acquainted with and learn from foreign working methods & technologies, hence intensify knowledge exchange
- Strengthen international cooperation projects amongst archives & related institutions by setting impulses

The Mobility Grant will be executed according to a defined set of rules: applicants can solicit for a grant via the project's homepage. The solicitation can comprise travel as well as accommodation costs. ICARUS will then evaluate the grant application and allot money in accordance to the project's budget frameworks. In order for the applicants to get their expenses refunded, they must fill out a form stating the occasion for their expenses and provide original receipts and boarding passes within 4 weeks after the respective event. Only then will their expenses be refunded in compliance with the prior granted amount.

Target groups:

- Professionals in the field of culture and history preserving institutions
- Scholars, academics, researchers
- Experts in the archival sector

Outcomes:

- 50 workshop participations per year, total 200 pax
- 5 professional stays per year á 14 days, total 20 stays
- 80 convention participations á 2 conventions, total 160 pax

2.2 EXCURSION GRANT

A further constitute of the mobilization aspect is the Excursion Grant: This grant will be open to groups like associations (lay researchers) interested in history such as genealogists. It will give these societies the possibility to visit (+ plus guided tour through the facility) archives in neighbouring countries. This grant will cover the expenses of bus transfer. The respective group will have to apply for a grant via the application form on the project's homepage. The bus transfer costs will be covered directly from ICARUS' budget. These excursions will allow lay researchers to get insight into institutional archiving methods in neighbouring countries, strengthen and encourage cross-border research, facilitate mutual support in research activities (i.e. help with language issues), exchange personal experiences and therewith expand knowledge and expertise. These activities play an important role when it comes to develop, further educate and eventually professionalize audiences.

Target groups:

- lay researchers and general public interested in history and culture (i.e. genealogical societies)

Outcomes:

- 12 Excursion Grants á 40 participants

WP3: TRIGGERING SENSIBILITY TOWARDS PRIVATE COLLECTIONS – “TOPOTHEQUE”

Lead: BFL

Participants: HSTAM, NACR, HDA, RA, NA, NAE, AHEB-BEHA, UCM, UNINA

Start month: 06 **End month:** 48

Not only do institutions preserve overall significant sociocultural assets but also private persons do hold critical material in their possessions (letters, photos, recorded material etc.) that play an important role in publicly displaying the manifold narrations of history. This private material proves to constitute an equally important viewpoint on common historic heritage. The general public needs to be conscientized for the potential of their cultural treasures and encouraged to make the general public aware of their private collections. For this end the platform “Topotheque” (www.topotheque.eu) will be actively utilized. A Topotheque is a digital platform giving access to digitized communal historic sources. The active expansion of the Topotheque will reveal said private collections to the general public and thereby detail the landscape of cultural information and knowledge. Organizing local events (“Bring your history”-days) within the establishment of a respective local Topotheque, the residents will be introduced to the concept of archiving cultural assets and trained in preparing content for digital expositions. These events will not only strengthen communal solidarity but also encourage historical awareness. Furthermore, the active encouragement of private persons to contribute significantly to the perception of general history will support the expansion of audiences and reassure the value of individual narrations within the overall understanding of history.

The following steps to harvest private content will be put into action:

- Each partner involved in this activity chooses at least 5 communities of countries where a Topotheque will be installed in their national language
- Each appoints one Topotheque manager who is in charge of organizing local events in order to promote the platform and to encourage people to deliver their material. Each kick-off event for opening up a local Topotheque will be organized as a “Bring your history” happening where locals are invited to bring their material. They will be given the opportunity to share their history and knowledge with the general public as they will be interviewed by a film crew that will compose contributions of these interviews to be shown at the planned international festival (WP4).
- One common Topotheque on international level brings the data of all local systems together and delivers its data further to Europeana.

Target groups:

- Locals of all sorts and ages
- Professionals: archivists, researchers, professors, teachers
- Students, pupils, families
- Retirees, hobby researchers, genealogists
- The general interested public

Outcomes:

- 40 "Bring your history"-days á 50 participants
- At least 40 locally based Topotheques in approx. 8 different countries
- 1 international Topotheque platform, linked to Europeana
- Expected amount of digital objects: 2000 per Topotheque, total 80.000.

WP4: CREATIVE-PEDAGOGICAL APPROACHES TO OPEN ARCHIVES

Lead: HDA

Participants: HSTAM, BFL, NACR, NA, NAE, AHEB-BEHA, RA, UCM, UNINA, NAH, ICARUS,
BISANU

Start month: 30 End month: 48

4.1 "ADVENTURES IN ARCHIVES" – PUPILS VIDEOTAPING THEIR VISITS IN ARCHIVES

This Work Package will strengthen the relation between archival institutions and schools. The organization of schools visiting archives and similar facilities (monasteries, libraries etc.) will introduce the various work areas in said institutions (i.e. archivists, conservators, IT etc.). The "Adventures in Archives" will be conducted as followed:

4.1.1 INTRODUCTORY WORKSHOPS

There will be introductory workshops conducted in schools where the respective teaching personnel will be acquainted with the procedure of such a pedagogic-creative visit and video technologies. This will ensure the ideal accompaniment of the pupils during the visit. 8 project partners will be trained respectively and each of them will cooperate with one school.

A pilot film produced in cooperation with one school class will serve as example in these introductory workshops.. Aspects concerning the content and technical aspects will be discussed in order to ensure successful short film productions.

4.1.2 VIDEOTAPING OF VISITS

Equipped with some basic video technology, the pupils will be encouraged to independently record anything that captures their attention, sparks their interest and also conduct interviews.

4.1.3 DISSEMINATION OF ACTIVITY

The workshops for pupils will be announced via regional newspapers, radio stations and all of the project's dissemination channels (see WP 6).

The short films will be incorporated within various websites (i.e. school websites, archive websites, project website) and Youtube channels to reach a wider audience. The main aim behind this activity is to generate contributions for the festival (see 4.2).

4.1.4 PREPARATION PHASE AND OUTCOMES

The preconditioning work on establishing contact between archival institutions and schools will start a year prior to the project's end. The practical implementation of the actual filming activities, meaning the visit of the school in the archive, will start 6 months prior to the festival. The raw, recorded material will be passed on immediately to the team of media experts in Austria that will edit the raw material into short films (max. 7-10 minutes long,

native tongue and if requested with English subtitles). The results will be made available as festival contributions.

Target groups:

- Pupils (families), teachers, educational institutions
- Pedagogues, purveyors of knowledge
- Archival institutions and their personnel

Outcomes:

- 50 films: Video diaries/short films from pupils
- 10 cooperation workshops between archival institutions and schools
- 10 introductory workshops in schools

4.2 FESTIVAL

The video diaries/short films resulting from the cooperation of archival institutions and pupils and the recorded video material gathered at the "Bring your history"-days will be presented in form of an international festival. A pre-screening of the audio-visual material will allow for a pre-selection of actual festival contributions in order to ensure a broad range of topics/artistic expressions covered.

The festival will offer a diverse programme and accompanying activities evidencing the creative cultural output of given project. It will be held on the premises of the Croatian State Archives and cover two days. There will be information booths composed of the representatives from the partners involved in this activity and the school group they had cooperated with and the respective national Topotheque manager. They will display informational material on their different facilities and be at the festival attendees' disposal for questions and discussion.

The film productions will be screened in two different categories: "Adventure in archives"-films (schools) and "Bring your history"-day films (Topotheque). After each film presentation there will be a panel discussion involving the pupils and people that created the respective film and the festival audience. A moderator will guide through the panel discussions and the festival programme.

Furthermore there will be live activities accompanying the festival programme:

- A live presentation of conservation and restoration methods will give the festival audience hands-on insight into this professional field within an archive.
- Additional personnel from the archive will enlighten the audience on their diverse responsibilities in archival institutions within an extra panel discussion.

- Last but not least, there will be a guided tour through the archive which will be recorded live by a few participants and streamed live in the festival audience area.

Target groups:

- Pupils (families), teachers, educational institutions
- Pedagogues, purveyors of knowledge
- Archival institutions and their personnel
- The general interested public

Outcomes:

- 1 European festival; expected visitors: 200 pax; expected contributions: 30-50

WP5: TEAM WORK - INSTITUTIONS AND USERS

Lead: UNINA

Participants: HSTAM, ICARUS, NACR, HDA, NAE, GDA, DASP, AHEB-BEHA, UCM, NAH,
BISANU, UCO

Start month: 06 End month: 48

5.1 ADVANCING TEAM WORK THROUGH TECHNICAL INNOVATIONS

This activity will not only be connected to similar initiatives but expand the network with new associated partners from all parts of Europe. Expanding the network advances education and thereby augments the audience range and involvement. Expedient for this objective is the development of technical tools (WP7). The online platform Monasterium (www.monasterium.net) offers a single entry point interface to digitally available collections as defined by specific (sub-) communities, by content or by object categories. Serving as best practice example it will be complemented through interactive, state of the art Web 2.0 tools and features based on the principles of crowdsourcing. Therewith communities such as scholars, culturally oriented societies, Archival Pedagogy will be addressed as well as the correspondence between scholars and lay people/the interested public will be effectively accelerated. The implementation of these features aims at fully exploiting the great potential of crowdsourcing as the portal is already resting on the principle of indexing historic sources through user edits.

Based on new Web 2.0 tools the professional management team from the University of Cologne (DE) will organize public competitions, so-called **MOMathons** (deriving their name from the Monasterium portal 'MOM' and popular community driven activities such as Hackathons). These MOMathons will be announced on the Monasterium platform itself as well as the other dissemination channels of this project. This way the interested public's attention will be drawn towards the innovations of research possibilities manifested by the Monasterium portal. Not only will this raise said awareness but also expand audiences. On a regular cycle the 'edits' on documents will be reported to a moderator within a given time limit of one day, a week or even a month. Editors with the highest 'score' will be publicly awarded a prize/honours. There will be a professional management team organizing and guiding these events.

Target groups:

- Researchers (professional as well as lay)
- Academic personnel and students working with the Monasterium platform

Outcomes:

- Network expansion (approx. 20 additional associated partners during the project's lifetime)
- 8 public round tables where representatives / personnel of archives and users will be brought together on one table in order to present each other's expectations and solicitations of one another.
- Regular reoccurring MOMathons (once every 3 months)

5.2 EUROPEAN ARCHIVAL BLOG

As of now, there is yet to establish a European digital platform for archivists in order to team up with the vast number of users. National examples such as the Dutch "archieff 2.0" serve as an example to be used as starting point for developing said transnational, Europe-wide platform. This platform will be strongly advocating the exchange of knowledge and experiences as well as cooperation between experts and the community since the direct exchange and communication between said parties will be enabled through i.e. comment functions. As the use of digital technology is an integral part of life and (professional and personal) education today, it is vital to make use of these Web 2.0 functions and tools to the fullest. In this case strategies and the usage of tools such as the above mentioned blog need to be implemented in order to bring archives and the populace closer together. Facilitating this interaction by above mentioned technical means will allow participating parties to learn from one another. The blog will cover up-to-date discourses within the archival world and encourage its' audience to engage, provide information on most recent developments and events and spark discussion on how to innovate and advance the archival sector. This way the blog itself will act as its own publicity agent besides being broadcasted via the project's various dissemination channels.

Target groups:

- Professionals in the work area of history preserving institutions
- Users of archival institutions
- Lay researchers and the general interested public

Outcomes:

- Archive blog: approx. 1000 members
- Strengthening of the relation between professionals and lay researchers

5.3 Best practice model: Archival Knowledge Centre

A further means to fuse institutions and users will be actualized by the National Archives of Hungary which will institute an Archival Knowledge Centre (AKC). It will serve as best practice model for further organizations of such setups. The AKC will be set up in the research room where a certain amount of computers will give free access to archival

databases. Currently it is widely common that the users of these types of setups (which are only accessible locally) are left on their own to figure the database's potential. With the AKC, staff members will be at the users' disposal to explain the usage and functions of said databases. Users will proactively be guided and supported and the information transfer optimized.

Target groups:

- Users of archival institutions

Outcomes:

- 1 Archival Knowledge Centre as best practice model

WP6: DISSEMINATION

Lead: ICARUS

Participants: HSTAM, AHEB-BEHA, NAH, NA, RA, GDA, DASP, HDA, NAH, UCM, NAE

Start month: 01 **End month:** 48

The dissemination activities of this project clearly take above mentioned objectives and established target groups into focus. The dissemination strategy undercurrent to all activities will ensure the successful outreach towards archival institutions and their users alike, guaranteeing mutual beneficiary information transfer. This indispensable bridging of said parties and the overall purveying of the project's content will not only function via the above elaborated public events and activities but further actions:

6.1 CO:OP WEBSITE AND COMMUNICATION STRUCTURE

- Development of a Corporate Identity visible throughout every dissemination material produced and activities conducted
- Creation of a project website clearly stating the main priorities and activities of this project and granting easy to grasp and understand information for the interested public. This way the project will be made known internationally.
- Regular maintenance and update of the project website: Continuous news alerts, implementation of an event calendar, provision of informational download material (press texts, visual project related material, project flyers, public newsletters etc.)
- The website will also have a "Partners' Area" which will be accessible for the project partners exclusively, supplying them with the material (timesheets, project description, checklists etc.) needed for smooth administration and inter-project communication
- The Partner Area will make mailing lists available (marketing, project intern contacts etc.) to optimize internal and external project communication
- A further tool for guaranteeing productive and targeted intern project communication will be a forum which can be accessed by the project partners. It will allow for professional interexchange, experience exchange etc. calling upon the potential of the whole consortium

6.2 BROADCASTING AND SOCIAL MEDIA

- Creation of social networking accounts such as Facebook, Twitter, Youtube etc. in order to reach a wide variety of audiences and encourage active engagement in the project's activities. This will also motivate discussions and exchange between the project partners and the general interested public and animate communal discourse.

- Local newspapers and radio stations will be used to broadcast the project's activities
- Short audio-visual clips and/or recordings from staged activities will offer an enticing insight into the project's course and practical implementation
- Press releases on project mile stones and major achievements will be circulated via web and non-web based dissemination channels

6.3 BRANDING WITH LOGOS AND LAY-OUT DESIGN

- Creation of a distinctive and easy to recognize logo which will be displayed on the project partners' websites, the project's website, every type of printed dissemination material as well as web-based appearances
- Creation of a graphic profile which will specify the core aspects of the Corporate Identity concept. The brand guidelines will be applied to any media output of the project

6.4 WEB 2.0 FUNCTIONALITIES AND TECHNICAL TOOLS

- The creation of a European archival blog will address professionals as well as the interested public and convey the project's goals
- The progression of technical tools will expedite the prominence of cultural heritage (i.e. Monasterium platform: Creation of personalized collections). Open source tools and Web 2.0 functionalities will ask for users' input and feedback and simultaneously reveal new approaches towards retrieving information.

6.5 NON-WEB BASED PR MATERIALS

- Creation of innovative, creative and appealing project flyers, leaflets, roll-ups, ballpoint pens, notepads, activity programmes, posters, giveaways etc. in sync with the project's brand guidelines
- A regular public newsletter will assure cyclic reports on the project's course, offer reviews of events and activities, provide visual impressions of the latter, introduce the project partners to the readers, give insight into the project's running, announce upcoming events etc.

6.6 TRAINING, WORKSHOPS, ROUND TABLES

- All of the in this project description mentioned and elaborated trainings, workshops, round tables, conventions, the festival, school workshops etc. will strongly promote the project even beyond its lifetime

Target groups:

- Project consortium and close co-workers within archival institutions
- Professionals and experts in the field of culture and history preserving institutions
- Scholars, academics
- Professionals: archivists, researchers, professors, teachers
- Retirees, hobby researchers, genealogists
- The general interested public and users of archival institutions
- Future generations of archive related professions: academic students, pupils (indirect: families)

Outcomes:

- Project logo, Corporate Identity, graphic profile and brand guidelines
- Project website with news sections, calendar, download area, forum and Partner Area
- Newsletter
- Social network accounts (Facebook, Twitter, Youtube, Instagram)
- Announcements via local newspapers and broadcasting stations
- Recordings of staged activities/events
- European archival blog
- Advancement of Monasterium portal through open source tools and Web 2.0 functionalities
- 5000 detailed project flyers, 2000 project leaflets, 4 project roll-ups, 2000 project posters, 3000 project gunny sacks, 10.000 project ballpoint pens, 2000 branded notepads, programmes and posters sufficient for the individual events and activities

WP7: DEVELOPMENT OF TECHNICAL TOOLS BOOSTING AUDIENCE DEVELOPMENT / CONTENT PREPARATION

Lead: UCO

Participants: UNI Graz, ICARUS, NAE, NAH, BFL, NACR, HDA, NA, GDA, DASP, AHEB-BEHA,
UCM, BISANU

Start month: 06 **End month:** 48

The above mentioned activities will need resourceful and significant technical enhancements in order to ensure an interactive use of archival material by the audience (i.e. MOMathons). Serving this purpose sufficient content preparation must be ensured; this will require digitisations, creation of databases and indexing of archival material. Likewise, the implementation of open-source Web 2.0 features and tools play a vital role in terms of audience development and linkage of the archival and the public community.

In accordance with the objectives defined in WP5, the personalization and individualization of digitally available archival material will be avouched within the Monasterium platform. This is particularly appealing to users as it eases research by being able to create bookmarks, save and share image details, create user collections etc. Moreover, the warranty of barrier-free access and low-threshold usability of technical tools in the environment of digital archival material will foster the engagement of communities and individuals.

The disclosure of archival material and the availing of the potential of crowdsourcing for indexing and transcription will be enabled via a web-based XML WYSIWYM editor which is based on the CEI/EAD standards for transcription and for detailed research on charters.

Additionally the development of "tools to learn tools", i.e. gamification, will make the already existing, powerful and collaborative tools available for a wider audience and lower the entry threshold to digital cultural material. This way the limitations and problems of written documentation can be overcome, e.g. by introductory videos and avatar based interactive tutorials. Moreover, the playful exploration of tools and content via games (different levels, stages, roles) and simulations will target new audiences and expand already existing communities.

Target groups:

- Project consortium and close co-workers within archival institutions
- Professionals in the field of culture and history preserving institutions
- Scholars, academics
- Experts in the archival sector
- Teachers, academic professionals, scholars

- Future generations of archive related professions: academic students, pupils (indirect: families)
- The interested general public, lay people

Outcomes:

- Tools for image cropping, text image linking, image annotation (supported by tagging taxonomies, vocabularies and folksonomies)
- Tools for fine-grained interlinking of transcriptions with facsimiles on the level of lines, words and letters
- Information enrichment with data from central databases (libraries genealogies etc.) and individual contributions: dates, persons, places, events, themes
- "tools to learn tools"
- Sufficient creation of databases and digitized content preparation which will be incorporated into Europeana, the Archives Portal Europe etc.

WP8: PROJECT MANAGEMENT & ADMINISTRATION

Lead: HSTAM (supported by ICARUS)

Participants: all partners

Start month: 01 **End month:** 48

Tight administrative control of the project management information is crucial to produce an integrated result. The objective of this Work Package is to run the overall project management: handle the planning, change management, quality control, risk-management, administrative and financial tasks connected with the activities of the project.

The project will be officially led by the Hessian State Archives in Marburg (DE). The practical project administration though will be in the professional hands of ICARUS since this association already possesses a profound expertise in international project management and administration. Already having carried out several national and international projects and signing responsible for their overall success, ICARUS will support the Hessian State Archives team in their work and responsibilities and thereby train their co-workers in respective field of expertise.

The lead partner informs all partners about the administrative project issues as well as coordinates the regular reports. All partners are responsible for the management and administration of their specific project parts. Here ICARUS will also take the responsibility of advancing the partner's knowledge and expertise in project coordination, management and monitoring.

Every 6 months the members of the Consortium will meet in a different member country for exchanging information and aiming to:

- Continuously align common activities
- Exchange latest developments & experience
- Report on each partner's project progress
- Progress planning
- Develop common visions and strategies

The Kick-off meeting will serve to analyse a) the activities of the individual partner institutions and their situations and b) the existing network. The results will serve to fine-tune further project planning. Project meetings are meant for the project participants only though external colleagues can be integrated through the annexation of public workshops by the hosting partner.

Outcomes:

- 1 Kick-Off Meeting with approx. 25 participants
- 7 work meetings with approx. 25 participants
- Regular financial and activity reports

4. EXPECTED RESULTS / SUSTAINABILITY

Given project forms the logically consequential and conclusive progression and advancement of these institutional networks towards the European general public, national and regional communities and users of archival institutions. This bridging of institutions and the public will take place under the mandatory maxim of having both parties meet as equals and on eye-level. This way not only can the growth of cultural and history awareness within the public be vitalized but even more, will the course of our history be enriched by new insights and perspectives and therewith our future actively be effected. The sustainable and continuity guaranteeing junctions on professional and non-professional levels will ensure the creation of shared memories and future outlooks which will be based on the convention of inclusion. The digital availability of archival documents from so many different countries and the possibility for every European citizen to study and explore them will have far reaching positive effects on different mind-sets:

- New insights into European historiography for the wide public and professionals. This will fuse institutionalized views with personal and subjective and individual experiences. The involvement and wisdom of individual perspectives will profoundly change the generalized views on cultural history and proof to be an indispensable augmentation.
- Widening of so far nationally restricted views on the subject onto an European level
- Raised awareness of European history and identity as well as of the unique treasures stored in archives all over Europe
- Establishment of open-source technical tools that will actively invite the general public to curiously discover archival material and hence their cultural historic backgrounds
- Lay the foundation for a comfortable and easy way of involving and foster voluntary participation of professionals as well as the wide public inside the European archival landscape with the help of platforms and tools the Topotheque, the European archival blog and serviceable content in portals like Europeana, the Archives Portal Europe and Monasterium on a long term basis
- Strengthening and ensuring of long term cooperation between European archival institutions with the help of the already established ICARUS network
- Carry on to stage archival events on a European Level after the end of the project (i.e. MOMschools and other educational workshops for professionals and students; "Bring your history"-days for local/regional laymen and the wide public etc.)
- Sustainable and long-term relations between archival institutions and schools

No	Activity	2014	2015													2016													2017													2018												
		12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11					
1,2	Conventions																																																					
3-14	Intern. Workshops																																																					
15	University seminars and																																																					
16	Mobility Grant Programme																																																					
17	Excursion Grant Programme																																																					
18	Topotheque																																																					
19	Bring Your History days																																																					
20	Adventures in Archives																																																					
21	Festival																																																					
22	MOMathon																																																					
23	Network expansion																																																					
24-31	Round tables																																																					
32	European Archival Blog																																																					
33	Archival Knowledge Center																																																					
34	Dissemination																																																					
35	Technical development																																																					
36	Content Preparation																																																					
37	Research and evaluation																																																					
38	Project management																																																					
39-46	Project meetings																																																					



Part C. Description of the project

C.1 Calendar of the project

Please indicate the project start and project end dates

Start date * : 01/12/2014 End date * : 30/11/2018 Duration (months) : 48

C.2.1 Organisation - Information

Partner number	Name of the organisation	Number of staff employed by the organisation		Number of staff recruited by the organisation		Country code	Region
		Permanent	Temporary	Permanent	Temporary		
P1	Hessisches Staatsarchiv Marburg	17	2	0	0	DE	HESSEN
P2	International Centre for Archival Research (ICARUS)	5	6	0	0	AT	Wien
P3	NATIONAL ARCHIVES OF HUNGARY	683	21	0	0	HU	Budapest
P4	Budapest Fovaros Leveltara	110	0	1	0	HU	Budapest
P5	Národní archiv	144	129	7	6	CZ	Hlavní město Praha
P6	Hrvatski državni arhiv	158	5	0	0	HR	Grad Zagreb
P7	RIKSARKIVET	650	50	0	0	SE	Stockholms län
P8	National Archives	30	10	0	0	FI	Helsinki-Uusimaa
P9	RAHVUSARHIIV	225	13	5	0	EE	Lõuna-Eesti
P10	Generaldirektion der Staatlichen Archive Bayerns	20	6	0	1	DE	BAYERN



Partner number	Name of the organisation	Permanent	Temporary	Permanent	Temporary	Country code	Region
P11	Diözese St. Pölten - Diözesanarchiv	7	1	0	0	AT	Niederösterreich
P12	ARCHIVO HISTORICO ECLESIASTICO DE BIZKAIA (AHEB-BEHA)	3	0	3	1	ES	País Vasco
P13	UNIVERSIDAD COMPLUTENSE DE MADRID	5,153	2,732	8	0	ES	Comunidad de Madrid
P14	UNIVERSITA DEGLI STUDI DI NAPOLI FEDERICO II.	250	4	1	2	IT	Campania
P15	UNIVERSITAET GRAZ	1,243	1,013	0	1	AT	Steiermark
P16	UNIVERSITAET ZU KOELN	9,870	0	0	0	DE	NORDRHEIN-WESTFALEN
P17	Balkanoloski institut SANU	37	15	10	5	RS	Serbia

C.2.2 - Organisation - dependencies:

Are there dependencies between the Project leader and the partners involved in this proposal?

☐ Yes ☒ No

C.3 - Relevance to the objectives and priorities of the Programme

Please choose at least one priority linked to the Objective 1 - Reinforcement of the sector's capacity to operate trans-nationally and/or Objective 2 - Promoting transnational circulation and mobility. In case you choose several priorities please rank them according to the project's objectives (in the table below).

Objective 1 - Reinforcement of the sector's capacity to operate trans-nationally:

- ☒ Priority 1.1 - Supporting actions providing cultural and creative players with skills, competences and know-how that contribute to strengthening the cultural and creative sectors, including encouraging adaptation to digital technologies, testing innovative approaches to audience development and testing of new business and management models
- ☒ Priority 1.2 - Supporting actions enabling cultural and creative players to cooperate internationally and to internationalise their careers and activities in the EU and beyond, when possible on the basis of long-term strategies
- ☒ Priority 1.3 - Providing support to strengthen European cultural and creative organisations and international networking in order to facilitate access to professional opportunities



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Objective 2 - Promoting transnational circulation and mobility:

- ☒ Priority 2.1 - Supporting international cultural activities, such as for instance exhibitions, exchanges and festivals
- ☐ Priority 2.2 - Supporting the circulation of European literature with a view to ensuring the widest possible accessibility
- ☒ Priority 2.3 - Supporting audience development as a means of stimulating interest in and improving access to European cultural and creative works and tangible and intangible cultural heritage

Priority(ies)	Ranking
---------------	---------

C.4 Fields (please choose at least one sub-field) . Please note that if more than 1 field will be ticked the project will be considered as interdisciplinary and you should provide the priority in the table below.

Performing arts

- | | |
|-------------------------------------|-------------------------------------|
| ☐ Theatre | ☐ Dance |
| ☐ Music | ☐ Opera |
| ☐ Circus art | ☐ Street art |
| ☐ Puppetry | |

Cultural heritage

- | | |
|---|---|
| ☐ Tangible culture - historical sites and buildings | ☐ Tangible culture - Museums |
| ☒ Tangible culture - Libraries and archives | ☐ Intangible culture |

Visual arts

- | | |
|--|---------------------------------------|
| ☐ Painting, drawing | ☐ Graphic arts |
| ☐ Photography | ☐ Sculpture |
| ☐ Digital arts | ☐ Film, Video |

Design and applied arts

- | | |
|--|---|
| ☐ Decorative arts | ☐ Graphic design |
| ☐ Fashion design | ☐ Craftwork |

Literature books and reading

- | | |
|---|--------------------------------------|
| ☐ Creative writing | ☐ Translation |
| ☐ Publishing | |

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Architecture

☐ Architecture

Other field

☐ Other

Please explain in which ways the proposal relates to the field(s) selected? (Max. 2000 characters) :

The proposal is targeted to the further development of the relation between archives and their users, as well as the professionalization of the people involved in this process. So the main topic of this project is a very important part of tangible cultural heritage in form of archives holding historical documents of any kind and period of European history.

Interdisciplinary

Priority	Sub-field
1	Tangible culture - Libraries and archives



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C.5 Please specify which are the different countries participating in the Culture sub-programme that will host and/or benefit from the activities

Countries	
AUSTRIA	X
CROATIA	X
CZECH REPUBLIC	X
ESTONIA	X
FINLAND	X
GERMANY	X
HUNGARY	X
ITALY	X
SERBIA	X
SPAIN	X
SWEDEN	X
PORTUGAL	X
Add a new country	

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C.6 Summary of the project (max 2000 characters). Please note that this information may be used for dissemination purposes

Please indicate the language of the summary * :

English

All activities and undertakings within this project are tailored to specifically meet the Programmes' targets of audience development and professionalization of players in the cultural sector. The core purpose of given project is to facilitate the mutual relationship between archives and archivists and the general public across the population stratum. This connecting and equating of archival institutions with their communities will ultimately comply with the Programmes' objectives.

Partial aim behind the project is to offer a barrier-free and easily accessible doorway to the opportunities of the Digital Age in the archival sector and empower the general public to actively make use of these possibilities and thereby take part in creating and exploring shared European history.

Furthermore, it is envisioned to encourage sustainable growth of the digital archival landscape, advance the qualification of young professionals by providing material for teaching purposes, sponsored internships for students, various creative competitions for pupils, students and latterly the general public audience and therewith eventually advocate social solidarity. To this end the online archival databases will be enhanced through additional technical open source tools and Web 2.0 features in order to meet demands of audiences with special needs as well as actively promote and facilitate community involvement. Additionally, the implementation of innovative approaches towards citizen participation (festival, "Bring your history"-days, Topotheque, MOMathons, MOMschools) will reciprocally engage the public community with the archival world and in the long run create an intertwined, heterogeneous living community.



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Part D. Overview of the partners' operational & financial capacity

Partner number : P1

Role in the application : Applicant organisation

Organisation name : Hessisches Staatsarchiv Marburg

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The HSTAM has not yet had the chance to carry out international cooperation projects, but is highly active within the international community of ICARUS. HSTAM will cooperate closely with ICARUS in terms of project management and coordination- benefitting from ICARUS vast experience. HSTAM regularly houses national and international conferences, therefore hosting the international project convention will not pose a problem.

Please indicate your self-financing contribution in EURO * :

223 202,00 €

Partner number : P2

Role in the application : Partner

Organisation name : International Centre for Archival Research (ICARUS)

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

Members of ICARUS staff have been involved in the implementation of 2 Culture projects and several EFRE-projects, directly executing or just supporting the project management by disseminating project relevant information, collecting data for financial and progress reports, preparing these reports, etc. Furthermore ICARUS' main activity is bringing together international cultural players by organising conferences, workshops, meetings etc. – this will also be useful for the named project.

Please indicate your self-financing contribution in EURO * :

67 889,00 €



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Partner number : P3

Role in the application : Partner

Organisation name : NATIONAL ARCHIVES OF HUNGARY

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

National Archive of Hungary is member of the most important archival societies in Europe- EBNA (European Board of National Archivists) and the ICA (International Council of Archives)- offering the opportunity to disseminate project information to professionals and gaining new possible partners. The pilot project "Archival Knowledge Center" organised in the NAH is expected to spark interest in other archives throughout Europe.

Please indicate your self-financing contribution in EURO * :

108 049,00 €

Partner number : P4

Role in the application : Partner

Organisation name : Budapest Fovaros Leveltara

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

Budapest City Archive has long since cooperated closely with the NAH locally and is like the NAH a founding member of ICARUS supporting its diverse activities from the beginning on. The set up, management and further development of the Hungarian Archives' Portal by the BFL provided the archive with an expertise highly useful for other similar online archival solutions.

Please indicate your self-financing contribution in EURO * :

138 800,00 €

Partner number : P5

Role in the application : Partner

Organisation name : Národní archiv



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Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The Czech National Archive is also member in the international archival societies as well as a founding member of ICARUS. Since the beginning the NACR helped implementing sources into the portal Monasterium and enhancing it with additional metadata. A close cooperation with the assoc. partner, the Moravian Provincial Archives in Brno, will result in the further increase of online accessible Czech historic sources.

Please indicate your self-financing contribution in EURO * :

115 046,00 €

Partner number : P6

Role in the application : Partner

Organisation name : Hrvatski državni arhiv

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The Croatian State Archive, also member of ICA & EBNA among other societies, pioneered in the establishment of a nationwide information database and online platform for archives- ARHINET. The close contacts of the HDA to its neighbouring countries makes it a highly important partner in the project- disseminating important information and up-to-date standards for online presentation & usage of archival material into South-Eastern Europe.

Please indicate your self-financing contribution in EURO * :

139 763,00 €

Partner number : P7

Role in the application : Partner

Organisation name : RIKSARKIVET

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The Swedish National Archive plays an important role, hosting a similar, nationwide database system (National Archival Database)- the enhanced usability of such databases for the general public is one aim of the project. The Archive is used to carrying out different research projects on digital heritage and long term preservation- this experience will help the management of the current project.



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Please indicate your self-financing contribution in EURO *:

61 375,00 €

Partner number: P8

Role in the application: Partner

Organisation name: National Archives

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters):

The Finnish National Archive is also an active member of ICA and EBNA etc. and is in close and permanent contact with the other Nordic countries- meeting with representatives regularly. These contacts will be also valuable for the project consortium, allowing the gain of new members and expanding the network into Northern Europe.

Please indicate your self-financing contribution in EURO *:

126 602,00 €

Partner number: P9

Role in the application: Partner

Organisation name: RAHVUSARHIIV

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters):

The project will similarly profit from the National Archives of Estonia and its contacts in Northern Europe- enhancing and supporting the efforts of the Finnish and Swedish National archives to disseminate the project activities and outcomes in Northern Europe.

Please indicate your self-financing contribution in EURO *:

99 350,00 €



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Partner number : P10

Role in the application : Partner

Organisation name : Generaldirektion der Staatlichen Archive Bayerns

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The General Directorate of Bavarian State Archives is the most important state agency for cultural heritage in Southern Germany covering all Bavaria. Via the cooperation with the assoc. partner, Archive of the Diocese of Passau, also ecclesiastical sources of the area will be rendered accessible online.

Please indicate your self-financing contribution in EURO * :

116 908,00 €

Partner number : P11

Role in the application : Partner

Organisation name : Diözese St. Pölten - Diözesanarchiv

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

DASP has gained vast experience in project management and coordination by acting as Coordinator for 2 Culture Projects and will support HSTAM and ICARUS on these issues if necessary. DASP is also of high importance being the main implementer and herald of the platform for church registers "Matricula". This platform will also be of value for the other ecclesiastical archives within the network and beyond.

Please indicate your self-financing contribution in EURO * :

135 526,00 €

Partner number : P12

Role in the application : Partner

Organisation name : ARCHIVO HISTORICO ECLESIASTICO DE BIZKAIA (AHEB-BEHA)

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Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

AHEB-BEHA established a research centre "ICARO" - Advance Centre for the Knowledge of History- aiming at similar goals as the present project: renew the tasks and functions of archives, fostering the dissemination work by means of creation of an advanced network of knowledge. Additionally educational programmes are offered in ICARO- serving as best practice examples for the similar activities planned within this project.

Please indicate your self-financing contribution in EURO * :

77 746,00 €

Partner number : P13

Role in the application : Partner

Organisation name : UNIVERSIDAD COMPLUTENSE DE MADRID

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The Complutense University in Madrid is a linchpin for research, educational and academic approaches on the Iberian Peninsula. Within the project the cooperation with the Archives of Biscay and with the associated partner in Portugal will open the archival network and Monasterium and its tools to South-Western Europe, resulting in possible new project members and cooperation possibilities.

Please indicate your self-financing contribution in EURO * :

136 232,00 €

Partner number : P14

Role in the application : Partner

Organisation name : UNIVERSITA DEGLI STUDI DI NAPOLI FEDERICO II.

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

For several years now the Department of Humanities of the UNINA offers academic courses actively using the digital tools of Monasterium - the courses are also offered to international students and are shared with other Universities in- and outside the consortium of ICARUS developing best practice teaching approaches in terms of digital diplomatics etc. also cooperating with the Uni Graz.

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Please indicate your self-financing contribution in EURO * :

150 228,00 €

Partner number : P15

Role in the application : Partner

Organisation name : UNIVERSITAET GRAZ

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The Austrian Centre for Digital Humanities of the UNI Graz focuses on the scholarly research with the help of digital tools – so it makes professional, academic use of the tools developed for the Monasterium portal within the project and so will show exemplary use of it not only in an academic environment but also for the public within the planned project workshops.

Please indicate your self-financing contribution in EURO * :

108 626,00 €

Partner number : P16

Role in the application : Partner

Organisation name : UNIVERSITAET ZU KOELN

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters) :

The Cologne Centre for eHumanities is one of the most important middle European research centres for digital humanities. It has constant cooperation with several important German research facilities as well as other European institutions. The value of the CCeH is mainly in its expertise in technical innovations of tools for the use of digital archives and repositories- usable for archives all over the world.

Please indicate your self-financing contribution in EURO * :

108 883,00 €

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Partner number : P17

Role in the application : Partner

Organisation name : Balkanoloski institut SANU

Please describe how your international and/or European experience is relevant to the implementation of the proposed project.
(Max. 500 characters):

The Institute for Balkan Studies is, next to the Croatian State Archive, an important key to South Eastern Europe, having professional and personal contacts all over the Balkan region. Information dissemination and the gain of new project members/associated partners is expected. BISANU already cooperated with several of the project partners in the Culture Project "ENArC".

Please indicate your self-financing contribution in EURO *:

79 736,00 €



Part E. Award criteria

Please answer the following questions. Note that the quality of the application will be evaluated on the basis of the answers provided.

E.1 Relevance

How relevant is the project to one or more of the priorities considered as instrumental to the achievement of the objectives of the Programme? :

This project will meet the objectives of the Programme to full extent as the integral goals of given project are the development of audience and professionalization of future generations of experts. All workshops, conventions, round tables, schoolings etc. arranged within this project clearly aim at international cooperation and team-work between cultural players. The focus on internationalizing careers is precisely met. This certainty goes hand in hand with strengthening and expanding Europe-wide networks including the trans-national opening of professional opportunities. The preparation of contributions to the film festival as part of the closing conference will actively involve future generations of professionals as well as interested lay persons throughout the project's lifetime. These activities will lower the threshold between the public and archival institutions, improve accessibility to European culture and spark interest in exploring and sharing our common European history.

To what extent is the project aiming at producing results which will go beyond the sole interest of the partners and direct participants and have potential long-term impacts? (Max. 1000 characters) :

The fusion of institutionalized views with personal experiences will change the generalized views on history & proof to be an indispensable augmentation i.e. opening towards European perspectives. Long-term cooperation between European archival institutions themselves as well as archives and their users will be strengthened and expanded. Open-source technical tools will actively invite the general public to discover archival material and hence historic backgrounds. Together with the Topotheque the long-term foundation to foster voluntary participation of professionals and the wide public inside the European archival landscape will be laid. Activities such as MOMschools, "Bring your history"-days or the European archival blog will be carried out permanently and continuously enrich and diversify perspectives on shared history. The relations established between archives and schools resulting from the preparations of the film festival will strengthen the relation between said institutions.

How complementary is the project to cultural actions implemented at national, regional or local level? (Max. 1000 characters) :

The activities within the project tie into national infrastructures as well as rather regional levels. Especially the establishment of various Topotheques will pick up local and regional potential and turn it into tangible outputs. By encouraging locals and communities to share their private collections with the public with support of a Topotheque, communal cultural activities will be enhanced, widened and elevated to a wider level of public awareness in European context. Also, the expansion and establishment of relations between archives and schools will tie into already existing cultural actions within the framework of educational facilities. The resulting film festival will eventually uplift these regional/local efforts onto a European-wide level of publicity. Additionally, given project will incorporate its' national workshops, round tables, academic courses and seminars into existing national cultural structures.



Are there other priorities identified in the framework of the project and how appropriate are they to achieve the specific objectives of the programme? :

No

E.2 Quality of the content and activities

Are there concrete and well defined outputs (deliverables) and how appropriate are they towards the overall objectives of the project? :

Yes, there are concrete outputs such as workshops, university seminars and courses, Topotheque establishments and events, conventions, MOMschools, MOMathons, open source technical developments, film contributions for the film festival, round tables which all serve the main and core aim to develop a broad and international audience as well as professionalization of players in the cultural sector.

How clear and realistic is the time-table for implementing the project activities? :

The time-table has been carefully scheduled in accordance with the partner's abilities to realize respective activities reliably. Each planned activity has an appropriate pre- and postprocessing time period, the cooperating partners are teamed up to fully draw from their capabilities and the activity locations are chosen accordingly.

How appropriate is the allocation of the budget and human resources to the activities undertaken in the framework of the project? :

The budget was designed to be economically effective and complementing the different national average costs (referring to numbers and calculations given by the respective partners in EURO-amounts). The staff costs, measured by the respective national standards, were calculated on the basis of experience from past projects concerning the amount of personnel and material resources necessary for the implementation of the project activities.

Is there qualitative and quantitative assessment of the results foreseen and how clear and appropriate is it? :

A regular evaluation of past activities will be made during the semi-annual project meetings of the consortium. Here all activities and outcomes of all partners are presented, discussed and analysed. The resulting experience will be implemented into the planning of the following actions. Additionally all partners are obliged to submit regular written reports referring to content as well as giving quantitative information concerning user activities and spent resources.

If applicable, is there a convincing and clearly defined audience development strategy? :

Yes, there is. Not only do all actions described within Work Package 6 "Dissemination" serve the purpose of developing



an audience but all activities within this project rest on the goal of catalysing a long-term oriented, ever growing audience.

How concrete and well defined are the activities to be implemented in the framework of the project? How clearly the objectives and activities of the projects are related to the identified needs of the target groups? :

The project is clearly defined in work packages. For each of these there is a work package leader responsible for the implementation defined in it. Every single activity is clearly outlined in the respective WPs and allocated to distinct partners. The institutions responsible are stated, procedures and goals as well as targets groups are defined in detail.

How relevant is the experience of the team taking part in the project, for example, in terms of organisational skills, experience and track record in the cultural and creative sectors, communication and language skills?
Attention:

To this purpose, the CVs of the persons responsible for the submitted project within the applicant organisation and each partner institution will be assessed

Most of the partners are internationally active institutions like national archives or universities, that have a wide experience of participating and running projects on European level. Therefore most of them also have the basic organizational infrastructure to manage the professional and administrative part of the project as well. They all are important cultural institutions in their home countries and therefore also have a significant expertise in their field of work.

Moreover ICARUS will as an highly active player in the field of European archival projects will bring in and provide its large experience in running and managing big international projects like the given. It will use also its experience in the field of project communication, that can become a complex topic considering the different backgrounds of such a high number of partners.

E.3 Communication and dissemination

How clear and appropriate is the strategy to communicate on the activities of the partners' network, including the objectives, target groups, tools, channels, media, impact and imeline? :

There is a specific WP dedicated to lay out the communication concept of given project. There is a detailed and plausible plan with specified outputs of how the project's goals will be communicated to the public, simultaneously giving the interested public the opportunity to direct feedback back to the project's consortium. Digital media channels as well as non-digital channels will be used to their full potential in order to spread and anchor the project's output. Furthermore, the internal communication work flow will be ensured through various appropriate channels by the Lead Partner in close cooperation with ICARUS.

The choosing of outward in inward communication channels is individually tailored to reach specific target groups and therewith ensure a broad impact on all levels.

How will EU support be made visible throughout the duration of the project and beyond and contribute to a positive image of the EU? :

The infrastructure and network established and expanded within the project's lifetime will be firmly cemented on a



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primarily European level but will yet equally strengthen regional and national networks and infrastructures. All means of dissemination will be branded with the Creative Europe logo. At events there will be project dedicated roll ups demonstrating the European context of the activity and flags of the EU fixed.

How will the experience and knowledge acquired through the project be disseminated and to whom (at local, regional, national and/or European level), including beyond the duration of the project?:

The participation of ICARUS - a network of more than 130 archives and scientific institutions from 27 European countries - is the best guarantee that the experience and knowledge acquired through the project will be spread over a wide further range than the consortium partners only. The series of biannually taking place workshops will first of all serve in order to pass the experiences gained by the project to a wider circle of institutions and private persons. Furthermore the several partners will do the same on national level within their activities there, f.i. within national archive days or university courses. The involvement of the Topotheque is a highly promising activity in order to build a bridge from the European level to a highly local level. This way the project results will be disseminated very widely.

E.4 Quality of the partnership

How is the partnership defined and to what extent does it ensure a strong involvement of all partners and a clear division of tasks between them?

Please describe the method of management applied to the project (cooperation scheme with co-organisers e.g. contacts, meetings, etc.):

Many partnerships within the consortium have already stood the test in prior cooperations, now the consortium has been enhanced by new partners. This addition contributes valuable expertise and opens up new geographical spheres of activity. This will ensure mutually valuable information augmentation and will significantly improve trans-border knowledge exchange regarding the organisational, administrative and content-related accomplishments of international projects.

The tasks for each partner are defined precisely within their Work Packages. Each Work Package has been assigned a Lead and the respective Work Package team has been comprised of members that, due to their individual capacities and experience, can draw from their competence and therefore contribute to their fullest capabilities, guaranteeing successful implementation of assigned tasks.

Semi-annual project meetings will allow for professional interexchange and ensure the best possible cooperation within the consortium.

How will the partnership be made to last beyond the duration of the project? (Max. 1000 characters):

Judging from the experience of prior cooperation between the partners involved in given project, it can be definitely assumed that also this time, partnerships will last reliably far beyond the project's lifetime. As many tasks within the Work Packages require the close teamwork of respectively assigned partners, their trust in each other will be extended and manifested. Additionally, the regular project meetings will nurture and guarantee professional as well as personal contacts that will prevail in the future. Nearly all partners are also part of the ICARUS network. From this point of view the project will improve their integration and strengthen the professional and personal relations between the acting persons, that is an excellent precondition for further projects and cooperations beyond the duration of the project.

To what extent does the partnership go beyond the organisations' direct geographical neighbours and draw partners from a diverse geographical range of participating countries? (Max. 1000 characters):

Especially the semi-annual project meetings which will not only be open to but actively encourage new, interested



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players to introduce themselves to the consortium and incite new horizons of cooperation possibilities. This way not only new geographical ranges will be explored but also new areas of possible activities will be fathomed.

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CREATIVE EUROPE - CULTURE sub-programme

scheme:	Cooperation Projects
Grant agreement n°	App.No.: 551987
Beneficiary:	Hessisches Staatsarchiv Marburg

WORK PROGRAMME

Start date :	1/12/2014	End date:	30/11/2018
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N°	Activity (brief description)	From *	To*	County and Location	Name of the responsible partner/coordination entity involved
1	Mid-term Convention - international convention presenting the project outcome at project-half time - open to the public, free of charge	1/02/2016	28/02/2016	DE, Marburg	HSTAM
2	Final Convention - international convention presenting the project outcome at the end of the project season - open to the public, free of charge	1/04/2018	30/04/2018	ES, Madrid	UCM
3	12 International Workshops - workshops dealing with different topics of archival studies, technical issues, online services etc.	1/04/2015	30/11/2018	CZ Prague; AT Graz; AT St. Pölten; SE Stockholm; HU Budapest; FI Helsinki; ES Madrid; EST Tartu; RS Belgrade; IT Naples	NACR, UNI Graz (3x), DASP, RA, BFL+NAH, NA, UCM, NAE, BISANU, UNINA
4	University seminars and courses - the involved universities will use project output, content and infrastructure (e.g. online portal "Monasterium.net /MOM") for new teaching activities on topics like digital repositories, online document management etc.	1/09/2015	30/11/2018	AT Graz, ES Madrid, IT Naples, RS Belgrade	UNI Graz



CREATIVE EUROPE - CULTURE sub-programme

WORK PROGRAMME

scheme:	Cooperation Projects
Grant agreement n°	App.No.: 551987
Beneficiary:	Hessisches Staatsarchiv Marburg

Start date :	1/12/2014	End date:	30/11/2018
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N°	Activity (brief description)	From *	To*	County and Location	Name of the responsible partner/coordination entity involved
5	Mobility Grant Programme - financial support for experts and interested professionals outside the project consortium to visit project activities (workshops, conventions etc.)	1/03/2015	30/11/2018	all participating countries where activities take place- AT,CZ,DE,EE,ES,FI,HR,HU,IT,SE, RS	ICARUS
6	Excursion Grant - it is envisioned to organise visits for interested lay researchers (genealogists, historians, etc.) to local or foreign archives including bus transfer and guided tours	1/03/2015	30/11/2018	all participating countries where activities take place- AT,CZ,DE,EE,ES,FI,HR,HU,IT,SE, RS	ICARUS
7	Establishment of Topotheques - based on the Austrian format "Topotheque" (=platform for the display, sharing etc. of private archival collections) similar platforms in the partner countries will be set up and maintained	1/05/2015	30/11/2018	CZ, DE, EE, ES, FI, HR, HU, IT, SE - exact locations not yet known	BFL (WP-leader) - HSTAM, NACR, HDA, RA, NA, NAE, UNINA, AHEB-BEHA
8	Bring your history days - after the set up of the local Topotheques, the local public will be invited to bring private archival material to feed the Topotheques and can be interviewed by a film crew for the creation of video contributions for the internat. festival	1/05/2015	30/11/2018	CZ, DE, EE, ES, FI, HR, HU, IT, SE - exact locations not yet known	BFL (WP-leader) - HSTAM, NACR, HDA, RA, NA, NAE, UNINA, AHEB-BEHA



CREATIVE EUROPE - CULTURE sub-programme	
scheme:	Cooperation Projects
Grant agreement n°	App.No.: 551987
Beneficiary:	Hessisches Staatsarchiv Marburg

WORK PROGRAMME

Start date :	1/12/2014	End date:	30/11/2018
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N°	Activity (brief description)	From *	To*	County and Location	Name of the responsible partner/coordination entity involved
9	Adventures in Archives - engaging with local schools inviting students to visit archives and produce video clips of the visit (to be implemented on the websites of the schools, archives and the project website, Youtube etc. and finally presented at the internat. festival)	1/04/2017	30/11/2018	AT, CZ, DE, EE, ES, FI, HR, HU, IT, SE, RS - exact locations not yet known	HDA (WP-leader) - HSTAM, BFL, NACR, NA, RA, NAE, AHEB-BEHA, UCM, UNINA, NAH, BISANU, ICARUS
10	Festival - presentation of the short films resulting from the students' visits in archives and the "Bring your history" events	1/09/2018	30/09/2018	HR Zagreb	HDA
11	MOMathons (deriving their name from the Monasterium portal 'MOM' and popular community driven activities such as Hackathons)- based on Web 2.0 tools, public competitions within the platform Monasterium will be organised, counting the number of individual actions (edits, transcriptions, etc.) and awarding prizes	1/05/2015	30/11/2018	DE Cologne + www	UCO



CREATIVE EUROPE - CULTURE sub-programme	
scheme:	Cooperation Projects
Grant agreement n°	App.No.: 551987
	Hessisches
Beneficiary:	Staatsarchiv Marburg

WORK PROGRAMME

Start date :	1/12/2014	End date:	30/11/2018
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N°	Activity (brief description)	From *	To*	County and Location	Name of the responsible partner/coordination entity involved
12	Project Management and Network Expansion - ensure the proper handling of the project finances, implementation of the project activities etc.; win colleagues (archivists, researchers, professors, other specialists) and institutions to join the project	1/12/2014	30/11/2018	AT, CZ, DE, EE, ES, FI, HR, HU, IT, SE, RS	all partners
13	8 Round Tables - public events joining professionals and users to discuss expectations, problems, solicitations etc. in person	1/05/2015	31/10/2018	EST Tartu; AT St. Pölten; FI Helsinki; RS Belgrade; HR Zagreb; SE Stockholm; DE Munich; HU Budapest	NAE, DASP, NA, BISANU, HDA, RA, GDA, NAH
14	European Archival Blog - implementation & management of an online information blog	1/05/2015	30/11/2018	www	ICARUS
15	Archival Knowledge Centre - local service center in the archive with schooled personnel assisting the users	1/05/2015	30/11/2018	HU Budapest	NAH
16	Dissemination - of project relevant information, production of PR material in Coporate Design & Logos	1/12/2014	30/11/2018	AT Vienna	ICARUS
17	Technical development - enhancement of digital tools to enhance public involvement, Web 2.0 features etc.	1/06/2015	30/11/2018	DE Cologne	UCO



CREATIVE EUROPE - CULTURE sub-programme

scheme:	Cooperation Projects
Grant agreement n°	App.No.: 551987
Beneficiary:	Hessisches Staatsarchiv Marburg

WORK PROGRAMME

Start date :	1/12/2014	End date:	30/11/2018
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N°	Activity (brief description)	From *	To*	County and Location	Name of the responsible partner/coordination entity involved
18	Content preparation and research-selection of content of value for the general public, restoration, digitisation, metadata management etc; research and evaluation of the content - scientific research, design of educational material derived from archival sources	1/12/2014	30/11/2018	AT, CZ, DE, EE, ES, FI, HR, HU, IT, SE, RS	all partners
19	Project meetings - 1 Kick-off event + 7 semi-annual follow-up meetings: meetings of the project partners to discuss financial, administrative, content related issues and progress	1/04/2015	30/11/2018	CZ Prague, AT St. Pölten, SE Stockholm, HU Budapest, FI Helsinki, ES Madrid, EST Tartu, IT Naples	NACR, DASP, RA, BFL+NAH, NA, UCM, NAE, UNINA
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**CREATIVE EUROPE - CULTURE sub-programme**

scheme:	Cooperation Projects
Grant agreement n°	App.No.: 551987
Beneficiary:	Hessisches Staatsarchiv Marburg

WORK PROGRAMME

Start date :	1/12/2014	End date:	30/11/2018
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N°	Activity (brief description)	From *	To*	County and Location	Name of the responsible partner/coordination entity involved
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ANNEX II

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PART A – LEGAL AND ADMINISTRATIVE PROVISIONS

ARTICLE II.1 – GENERAL OBLIGATIONS AND ROLES OF THE BENEFICIARIES

II.1.1 General obligations and role of the beneficiaries

The beneficiaries shall:

- (a) be jointly and severally responsible for carrying out the action in accordance with the terms and conditions of the Agreement;
- (b) be responsible for complying with any legal obligations incumbent on them jointly or individually;
- (c) make appropriate internal arrangements for the proper implementation of the action, consistent with the provisions of this Agreement; where provided for in the Special Conditions, those arrangements shall take the form of an internal co-operation agreement between the beneficiaries.

II.1.2 General obligations and role of each beneficiary

Each beneficiary shall:

- (a) inform the coordinator immediately of any change likely to affect or delay the implementation of the action of which the beneficiary is aware;
- (b) inform the coordinator immediately of any change in its legal, financial, technical, organisational or ownership situation or of its affiliated entities and of any change in its name, address or legal representative or of its affiliated entities;
- (c) submit in due time to the coordinator:
 - (i) the data needed to draw up the reports, financial statements and other documents provided for in the Agreement;
 - (ii) all the necessary documents in the event of audits, checks or evaluation in accordance with Article II.27;
 - (iii) any other information to be provided to the Agency according to the Agreement, except where the Agreement requires that such information is submitted directly by the beneficiary to the Agency.

II.1.3 General obligations and role of the coordinator

The coordinator shall:

- (a) monitor that the action is implemented in accordance with the Agreement;
- (b) be the intermediary for all communications between the beneficiaries and the Agency, except where provided otherwise in the Agreement, and, in particular, the coordinator shall:
 - (i) immediately provide the Agency with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of its affiliated entities or to any event likely to affect or delay the implementation of the action, of which the coordinator is aware;

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- (ii) bear responsibility for supplying all documents and information to the Agency which may be required under the Agreement, except where provided otherwise in the Agreement; where information is required from the other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Agency;
- (c) make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- (d) establish the requests for payment in accordance with the Agreement;
- (e) where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- (f) bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation in accordance with Article II.27;
- (g) transfer to the beneficiaries, without delay, any document relating to the action or the grant.

The coordinator shall not subcontract any part of its tasks to the other beneficiaries or to any other party.

ARTICLE II.2 – COMMUNICATIONS BETWEEN THE PARTIES

II.2.1 Form and means of communications

Any communication relating to the Agreement or to its implementation shall be made in writing (in paper or electronic form), shall bear the number of the Agreement and shall be made using the communication details identified in Article I.6.

Electronic communications shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

Formal notifications shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

II.2.2 Date of communications

Any communication is deemed to have been made when it is received by the receiving party, unless the agreement refers to the date when the communication was sent.

Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in Article I.6. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses listed in Article I.6. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the Agency using the postal services is considered to have been received by the Agency on the date on which it is registered by the department identified in Article I.6.2.

Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

ARTICLE II.3 – LIABILITY FOR DAMAGES

- II.3.1** The Agency shall not be held liable for any damage caused or sustained by any of the beneficiaries, including any damage caused to third parties as a consequence of or during the implementation of the action.
- II.3.2** Except in cases of force majeure, the beneficiaries shall compensate the Agency for any damage sustained by it as a result of the implementation of the action or because the action was not implemented or implemented poorly, partially or late.

ARTICLE II.4 - CONFLICT OF INTERESTS

- II.4.1** The beneficiaries shall take all necessary measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ("conflict of interests").
- II.4.2** Any situation constituting or likely to lead to a conflict of interests during the implementation of the Agreement shall be notified to the Agency, in writing, without delay. The beneficiaries shall immediately take all the necessary steps to rectify this situation. The Agency reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken within a specified deadline.

ARTICLE II.5 – CONFIDENTIALITY

- II.5.1** The Agency and the beneficiaries shall preserve the confidentiality of any information and documents, in any form, which are disclosed in writing or orally in relation to the implementation of the Agreement and which are explicitly indicated in writing as confidential.
- II.5.2** The beneficiaries shall not use confidential information and documents for any reason other than fulfilling their obligations under the Agreement, unless otherwise agreed with the Agency in writing.
- II.5.3** The Agency and the beneficiaries shall be bound by the obligations referred to in Articles II.5.1 and II.5.2 during the implementation of the Agreement and for a period of five years starting from the payment of the balance, unless:
- (a) the party concerned agrees to release the other party from the confidentiality obligations earlier;
 - (b) the confidential information becomes public through other means than in breach of the confidentiality obligation through disclosure by the party bound by that obligation;
 - (c) the disclosure of the confidential information is required by law.

ARTICLE II.6 – PROCESSING OF PERSONAL DATA

II.6.1 Processing of personal data by the Agency

Any personal data included in the Agreement shall be processed by the Agency pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Such data shall be processed by the data controller identified in Article I.6.1 solely for the purposes of the implementation, management and monitoring of the Agreement, without prejudice to possible transmission to the bodies charged with the monitoring or inspection tasks in application of Union law.

The beneficiaries shall have the right of access to their personal data and the right to rectify any such data. Should the beneficiaries have any queries concerning the processing of their personal data, they shall address them to the data controller, identified in Article I.6.1.

The beneficiaries shall have the right of recourse at any time to the European Data Protection Supervisor.

II.6.2 Processing of personal data by the beneficiaries

Where the Agreement requires the processing of personal data by the beneficiaries, the beneficiaries may act only under the supervision of the data controller identified in Article I.6.1, in particular with regard to the purpose of the processing, the categories of data which may be processed, the recipients of the data and the means by which the data subject may exercise his or her rights.

The access to data that the beneficiaries grant to their personnel shall be limited to the extent strictly necessary for the implementation, management and monitoring of the Agreement.

The beneficiaries undertake to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned, in order to:

- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
 - (i) unauthorised reading, copying, alteration or removal of storage media;
 - (ii) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - (iii) unauthorised persons from using data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- (c) record which personal data have been communicated, when and to whom;
- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the Agency;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- (f) design their organisational structure in such a way that it meets data protection requirements.

ARTICLE II.7 – VISIBILITY OF UNION FUNDING**II.7.1 Information on Union funding and use of European Union emblem**

Unless the Agency requests or agrees otherwise, any communication or publication related to the action, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), shall indicate that the action has received funding from the Union and shall display the European Union emblem.

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

The obligation to display the European Union emblem does not confer to the beneficiaries a right of exclusive use. The beneficiaries shall not appropriate the European Union emblem or any similar trademark or logo, either by registration or by any other means.

For the purposes of the first, second and third subparagraphs and under the conditions specified therein, the beneficiaries are exempted from the obligation to obtain prior permission from the Agency to use the European Union emblem.

II.7.2 Disclaimers excluding Agency and Commission responsibility

Any communication or publication related to the action, made by the beneficiaries jointly or individually in any form and using any means, shall indicate that it reflects only the author's view and that the Agency and the Commission are not responsible for any use that may be made of the information it contains.

ARTICLE II.8 – PRE-EXISTING RIGHTS AND OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**II.8.1 Ownership of the results by the beneficiaries**

Unless stipulated otherwise in the Agreement, ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiaries.

II.8.2 Pre-existing industrial and intellectual property rights

Where industrial and intellectual property rights, including rights of third parties, exist prior to the conclusion of the Agreement, the beneficiaries shall establish a list which shall specify all rights of ownership and use of the pre-existing industrial and intellectual property rights and disclose it to the Agency at the latest before the commencement of implementation.

The beneficiaries shall ensure that they or their affiliated entities have all the rights to use any pre-existing industrial and intellectual property rights during the implementation of the Agreement.

II.8.3 Rights of use of the results and of pre-existing rights by the Agency and/or the Union

Without prejudice to Articles II.1.1, II.3 and II.8.1, the beneficiaries grant the Agency and/or the Union the right to use the results of the action for the following purposes:

- (a) use for its own purposes, and in particular, making available to persons working for the Agency, the Union institutions, agencies and bodies and to Member States' institutions, as well as, copying and reproducing in whole or in part and in unlimited number of copies;

- (b) distribution to the public, and in particular, publication in hard copies and in electronic or digital format, publication on the internet, including on the Europa website, as a downloadable or non-downloadable file, broadcasting by any kind of technique of transmission, public display or presentation, communication through press information services, inclusion in widely accessible databases or indexes;
- (c) translation;
- (d) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (e) storage in paper, electronic or other format;
- (f) archiving in line with the document management rules applicable to the Agency and/or the Commission;
- (g) rights to authorise or sub-licence the modes of exploitation set out in points (b) and (c) to third parties.

Additional rights of use for the Agency and/or the Union may be provided for in the Special Conditions.

The beneficiaries shall warrant that the Agency and/or the Union has the right to use any pre-existing industrial and intellectual property rights, which have been included in the results of the action. Unless specified otherwise in the Special Conditions, those pre-existing rights shall be used for the same purposes and under the same conditions applicable to the rights of use of the results of the action.

Information about the copyright owner shall be inserted when the result is divulged by the Agency and/or the Union. The copyright information shall read: "© – year – name of the copyright owner. All rights reserved. Licenced to the European Union under conditions."

ARTICLE II.9 – AWARD OF CONTRACTS NECESSARY FOR THE IMPLEMENTATION OF THE ACTION

II.9.1 Where the implementation of the action requires the procurement of goods, works or services, the beneficiaries shall award the contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, they shall avoid any conflict of interests.

Beneficiaries acting in their capacity of contracting authorities within the meaning of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities within the meaning of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors shall abide by the applicable national public procurement rules.

II.9.2 The beneficiaries shall retain sole responsibility for carrying out the action and for compliance with the provisions of the Agreement. The beneficiaries shall ensure that any procurement contract contains provisions stipulating that the contractor has no rights vis-à-vis the Agency under the Agreement.

II.9.3. The beneficiaries shall ensure that the conditions applicable to them under Articles II.3, II.4, II.5, II.8 and II.27 are also applicable to the contractor.

ARTICLE II.10 – SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION

- II.10.1** A "subcontract" is a procurement contract within the meaning of Article II.9, which covers the implementation by a third party of tasks forming part of the action as described in Annex I.
- II.10.2** Beneficiaries may subcontract tasks forming part of the action, provided that, in addition to the conditions specified in Article II.9 and the Special Conditions, the following conditions are complied with:
- (a) subcontracting only covers the implementation of a limited part of the action;
 - (b) recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation;
 - (c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex III;
 - (d) any recourse to subcontracting, if not provided for in Annex I, is communicated by the coordinator and approved by the Agency without prejudice to Article II.12.2;
 - (e) the beneficiaries ensure that the conditions applicable to them under Article II.7 are also applicable to the subcontractor.

ARTICLE II.11 - FINANCIAL SUPPORT TO THIRD PARTIES

- II.11.1** Where the implementation of the action requires giving financial support to third parties, the beneficiaries shall give such financial support in accordance with the conditions specified in Annex I, which shall at least contain:
- (a) the maximum amount of financial support, which shall not exceed EUR 60 000 for each third party except where the financial support is the primary aim of the action as specified in Annex I;
 - (b) the criteria for determining the exact amount of the financial support;
 - (c) the different types of activity that may receive financial support, on the basis of a fixed list;
 - (d) the definition of the persons or categories of persons which may receive financial support;
 - (e) the criteria for giving the financial support.
- II.11.2** By way of derogation from Article II.11.1, in case the financial support takes the form of a prize, the beneficiaries shall give such financial support in accordance with the conditions specified in Annex I, which shall at least contain:
- (a) the conditions for participation;
 - (b) the award criteria;
 - (c) the amount of the prize;
 - (d) the payment arrangements.
- II.11.3** The beneficiaries shall ensure that the conditions applicable to them under Articles II.3, II.4, II.5, II.7, II.8 and II.27 are also applicable to the third parties receiving financial support.

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ARTICLE II.12 – AMENDMENTS TO THE AGREEMENT

- II.12.1 Any amendment to the Agreement shall be made in writing.
- II.12.2 An amendment may not have the purpose or the effect of making changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants.
- II.12.3 Any request for amendment shall be duly justified and shall be sent to the other party in due time before it is due to take effect, and in any case one month before the end of the period set out in Article I.2.2, except in cases duly substantiated by the party requesting the amendment and accepted by the other party.
- II.12.4 A request for amendment on behalf of the beneficiaries shall be submitted by the coordinator. If a change of coordinator is requested without its agreement, the request shall be submitted by all other beneficiaries.
- II.12.5 Amendments shall enter into force on the date on which the last party signs or on the date of approval of the request for amendment.

Amendments shall take effect on a date agreed by the parties or, in the absence of such an agreed date, on the date on which the amendment enters into force.

ARTICLE II.13 – ASSIGNMENT OF CLAIMS FOR PAYMENTS TO THIRD PARTIES

- II.13.1 Claims for payments of the beneficiaries against the Agency may not be assigned to third parties, except in duly justified cases where the situation warrants it.

The assignment shall only be enforceable against the Agency if it has accepted the assignment on the basis of a written and reasoned request to that effect made by the coordinator on behalf of the beneficiaries. In the absence of such acceptance, or in the event of failure to observe the terms thereof, the assignment shall have no effect on the Agency.

- II.13.2 In no circumstances shall such an assignment release the beneficiaries from their obligations towards the Agency.

ARTICLE II.14 – FORCE MAJEURE

- II.14.1 "*Force majeure*" shall mean any unforeseeable exceptional situation or event beyond the parties' control, which prevents either of them from fulfilling any of their obligations under the Agreement, which was not attributable to error or negligence on their part or on the part of subcontractors, affiliated entities or third parties involved in the implementation and which proves to be inevitable in spite of exercising all due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as *force majeure*.
- II.14.2 A party faced with *force majeure* shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.
- II.14.3 The parties shall take the necessary measures to limit any damage due to *force majeure*. They shall do their best to resume the implementation of the action as soon as possible.
- II.14.4 The party faced with *force majeure* shall not be held to be in breach of its obligations under the Agreement if it has been prevented from fulfilling them by *force majeure*.

ARTICLE II.15 – SUSPENSION OF THE IMPLEMENTATION OF THE ACTION**II.15.1 Suspension of the implementation by the beneficiaries**

The coordinator, on behalf of the beneficiaries, may suspend the implementation of the action or any part thereof, if exceptional circumstances make such implementation impossible or excessively difficult, in particular in the event of *force majeure*. The coordinator shall inform the Agency without delay, giving all the necessary reasons and details and the foreseeable date of resumption.

Unless the Agreement or the participation of a beneficiary is terminated in accordance with Article II.16.1, II.16.2 or points (c) or (d) of Article II.16.3.1, the coordinator shall, once the circumstances allow resuming the implementation of the action, inform the Agency immediately and present a request for amendment of the Agreement as provided for in Article II.15.3.

II.15.2 Suspension of the implementation by the Agency

II.15.2.1 The Agency may suspend the implementation of the action or any part thereof:

- (a) if the Agency has evidence that a beneficiary has committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the Agreement or if a beneficiary fails to comply with its obligations under the Agreement;
- (b) if the Agency has evidence that a beneficiary has committed systemic or recurrent errors, irregularities, fraud or breach of obligations under other grants funded by the Union or the European Atomic Energy Community which were awarded to that beneficiary under similar conditions, provided that those errors, irregularities, fraud or breach of obligations have a material impact on this grant; or
- (c) if the Agency suspects substantial errors, irregularities, fraud or breach of obligations committed by a beneficiary in the award procedure or in the implementation of the Agreement and needs to verify whether they have actually occurred.

II.15.2.2 Before suspending the implementation the Agency shall formally notify the coordinator of its intention to suspend, specifying the reasons thereof, and, in the cases referred to in points (a) and (b) of Article II.15.2.1, the necessary conditions for resuming the implementation. The coordinator shall be invited to submit observations on behalf of all beneficiaries within 30 calendar days from receipt of this notification.

If, after examination of the observations submitted by the coordinator, the Agency decides to stop the suspension procedure, it shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the Agency decides to pursue the suspension procedure, it may suspend the implementation by formally notifying the coordinator thereof, specifying the reasons for the suspension and, in the cases referred to in points (a) and (b) of Article II.15.2.1, the definitive conditions for resuming the implementation or, in the case referred to in point (c) of Article II.15.2.1, the indicative date of completion of the necessary verification.

The coordinator shall inform the other beneficiaries immediately. The suspension shall take effect five calendar days after the receipt of the notification by the coordinator or on a later date, where the notification so provides.

In order to resume the implementation, the beneficiaries shall endeavour to meet the notified conditions as soon as possible and shall inform the Agency of any progress made in this respect.

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Unless the Agreement or the participation of a beneficiary is terminated in accordance with Articles II.16.1, II.16.2 or points (c), (i) or (j) of Article II.16.3.1, the Agency shall, as soon as it considers that the conditions for resuming the implementation have been met or the necessary verification, including on-the-spot checks, has been carried out, formally notify the coordinator thereof and invite the coordinator to present a request for amendment of the Agreement as provided for in Article II.15.3.

II.15.3 Effects of the suspension

If the implementation of the action can be resumed and the Agreement is not terminated, an amendment to the Agreement shall be made in accordance with Article II.12 in order to establish the date on which the action shall be resumed, to extend the duration of the action and to make any other modifications that may be necessary to adapt the action to the new implementing conditions.

The suspension is deemed lifted as from the date of resumption of the action agreed by the parties in accordance with the first subparagraph. Such a date may be before the date on which the amendment enters into force.

Any costs incurred by the beneficiaries, during the period of suspension, for the implementation of the suspended action or the suspended part thereof, shall not be reimbursed or covered by the grant.

The right of the Agency to suspend the implementation is without prejudice to its right to terminate the Agreement or the participation of a beneficiary in accordance with Article II.16.3 and its right to reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26.

Neither party shall be entitled to claim compensation on account of a suspension by the other party.

ARTICLE II.16 – TERMINATION OF THE AGREEMENT

II.16.1 Termination of the Agreement by the coordinator

In duly justified cases, the coordinator, on behalf of all beneficiaries, may terminate the Agreement by formally notifying the Agency thereof, stating clearly the reasons and specifying the date on which the termination shall take effect. The notification shall be sent before the termination is due to take effect.

If no reasons are given or if the Agency considers that the reasons exposed cannot justify the termination, it shall formally notify the coordinator, specifying the grounds thereof, and the Agreement shall be deemed to have been terminated improperly, with the consequences set out in the fourth subparagraph of Article II.16.4.

II.16.2 Termination of the participation of one or more beneficiaries by the coordinator

In duly justified cases, the participation of any one or several beneficiaries in the Agreement may be terminated by the coordinator, acting on request of that beneficiary or those beneficiaries, or on behalf of all the other beneficiaries. When notifying such termination to the Agency, the coordinator shall include the reasons for the termination of the participation, the opinion of the beneficiary or beneficiaries the participation of which is terminated, the date on which the termination shall take effect and the proposal of the remaining beneficiaries relating to the reallocation of the tasks of that beneficiary or those beneficiaries or, where relevant, to the nomination of one or more replacements which shall succeed that beneficiary or those beneficiaries in all their rights and obligations under the Agreement. The notification shall be sent before the termination is due to take effect.

If no reasons are given or if the Agency considers that the reasons exposed cannot justify the termination, it shall formally notify the coordinator, specifying the grounds thereof, and the participation shall be deemed to have been terminated improperly, with the consequences set out in the fourth subparagraph of Article II.16.4.

Without prejudice to Article II.12.2, an amendment to the Agreement shall be made, in order to introduce the necessary modifications.

II.16.3 Termination of the Agreement or the participation of one or more beneficiaries by the Agency

II.16.3.1 The Agency may decide to terminate the Agreement or the participation of any one or several beneficiaries participating in the action, in the following circumstances:

- (a) if a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant;
- (b) if, following the termination of the participation of any one or several beneficiaries, the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (c) if the beneficiaries do not implement the action as specified in Annex I or if a beneficiary fails to comply with another substantial obligation incumbent on it under the terms of the Agreement;
- (d) in the event of *force majeure*, notified in accordance with Article II.14, or in the event of suspension by the coordinator as a result of exceptional circumstances, notified in accordance with Article II.15, where resuming the implementation is impossible or where the necessary modifications to the Agreement would call into question the decision awarding the grant or would result in unequal treatment of applicants;
- (e) if a beneficiary is declared bankrupt, is being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of any other similar proceedings concerning those matters, or is in an analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (f) if a beneficiary or any related person, as defined in the second subparagraph, have been found guilty of professional misconduct proven by any means;
- (g) if a beneficiary is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or in which the action is implemented;
- (h) if the Agency has evidence that a beneficiary or any related person, as defined in the second subparagraph, have committed fraud, corruption, or are involved in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;
- (i) if the Agency has evidence that a beneficiary or any related person, as defined in the second subparagraph, have committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the Agreement, including in the event of submission of false information or failure to submit required information in order to obtain the grant provided for in the Agreement; or

- (j) if the Agency has evidence that a beneficiary has committed systemic or recurrent errors, irregularities, fraud or breach of obligations under other grants funded by the Union or the European Atomic Energy Community which were awarded to that beneficiary under similar conditions, provided that those errors, irregularities, fraud or breach of obligations have a material impact on this grant.

For the purposes of points (f), (h) and (i), "any related person" shall mean any natural person which has the power to represent the beneficiary or to take decisions on its behalf.

II.16.3.2 Before terminating the Agreement or the participation of any one or several beneficiaries, the Agency shall formally notify the coordinator and, as may be the case, the beneficiary(ies) concerned of its intention to terminate, specifying the reasons thereof and inviting the coordinator, within 45 calendar days from receipt of the notification, to submit observations on behalf of all beneficiaries and, in the case of point (c) of Article II.16.3.1, to inform the Agency about the measures taken to ensure that the beneficiaries continue to fulfil their obligations under the Agreement.

If, after examination of the observations submitted by the coordinator, the Agency decides to stop the termination procedure, it shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the Agency decides to pursue the termination procedure, it may terminate the Agreement or the participation of any one or several beneficiaries by formally notifying the coordinator thereof, specifying the reasons for the termination.

In the cases referred to in points (a), (b), (c), (e) and (g) of Article II.16.3.1, the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h), (i) and (j) of Article II.16.3.1, the termination shall take effect on the day following the date on which the formal notification was received by the coordinator.

II.16.4 Effects of termination

Where the Agreement is terminated, payments by the Agency shall be limited to the amount determined in accordance with Article II.25 on the basis of the eligible costs incurred by the beneficiaries and the actual level of implementation of the action on the date when the termination takes effect. Costs relating to current commitments, which are not due for execution until after the termination, shall not be taken into account. The coordinator shall have 60 days from the date when the termination of the Agreement takes effect, as provided for in Articles II.16.1 and II.16.3.2, to produce a request for payment of the balance in accordance with Article II.23.2. If no request for payment of the balance is received within this time limit, the Agency shall not reimburse or cover any costs which are not included in a financial statement approved by it or which are not justified in a technical report approved by it. In accordance with Article II.26, the Agency shall recover any amount already paid, if its use is not substantiated by the technical reports and, where applicable, by the financial statements approved by the Agency.

Where the participation of a beneficiary is terminated, the beneficiary concerned shall submit to the coordinator a technical report and, where applicable, a financial statement covering the period from the end of the last reporting period according to Article I.4 for which a report has been submitted to the Agency to the date on which the termination takes effect. The technical report and the financial statement shall be submitted in due time to allow the coordinator to draw up the corresponding payment request. Only those costs incurred by the beneficiary concerned up to the date when termination of its participation takes effect shall be reimbursed or covered by the grant. Costs relating to current commitments, which were not due for execution until after the termination, shall not be taken into account. The request for payment for the beneficiary concerned shall be included in the next payment request submitted by the coordinator in accordance with the schedule laid down in Article I.4.

Where the Agency, in accordance with point (c) of Article II.16.3.1, is terminating the Agreement on the grounds that the coordinator has failed to produce the request for payment and, after a reminder, has still not complied with this obligation within the deadline set out in Article II.23.3, the first subparagraph shall apply, subject to the following:

- (a) there shall be no additional time period from the date when the termination of the Agreement takes effect for the coordinator to produce a request for payment of the balance in accordance with Article II.23.2; and
- (b) the Agency shall not reimburse or cover any costs incurred by the beneficiaries up to the date of termination or up to the end of the period set out in Article I.2.2, whichever is the earlier, which are not included in a financial statement approved by it or which are not justified in a technical report approved by it.

In addition to the first, second and third subparagraphs, where the Agreement or the participation of a beneficiary is terminated improperly by the coordinator within the meaning of Articles II.16.1 and II.16.2, or where the Agreement or the participation of a beneficiary is terminated by the Agency on the grounds set out in points (c), (f), (h), (i) and (j) of Article II.16.3.1, the Agency may also reduce the grant or recover amounts unduly paid in accordance with Articles II.25.4 and II.26, in proportion to the gravity of the failings in question and after allowing the coordinator, and, where relevant, the beneficiaries concerned, to submit their observations.

Neither party shall be entitled to claim compensation on account of a termination by the other party.

ARTICLE II.17 – ADMINISTRATIVE AND FINANCIAL PENALTIES

II.17.1 By virtue of Articles 109 and 131(4) Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and with due regard to the principle of proportionality, a beneficiary which has committed substantial errors, irregularities or fraud, has made false declarations in supplying required information or has failed to supply such information at the moment of the submission of the application or during the implementation of the grant, or has been found in serious breach of its obligations under the Agreement shall be liable to:

- (a) administrative penalties consisting of exclusion from all contracts and grants financed by the Union budget for a maximum of five years from the date on which the infringement is established and confirmed following a contradictory procedure with the beneficiary; and/or
- (b) financial penalties of 2% to 10% of the value of the contribution the beneficiary concerned is entitled to in accordance with the estimated budget set out in Annex III.

In the event of another infringement within five years following the establishment of the first infringement, the period of exclusion under point (a) may be extended to 10 years and the range of the rate referred to in point (b) may be increased to 4% to 20%.

- II.17.2** The Agency shall formally notify the beneficiary concerned of any decision to apply such penalties.

The Agency is entitled to publish such decision under the conditions and within the limits specified in Article 109(3) of Regulation (EU, EURATOM) No 966/2012.

An action may be brought against such decision before the General Court of the European Union, pursuant to Article 263 Treaty on the Functioning of the European Union ("TFEU").

ARTICLE II.18 – APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISION

- II.18.1** The Agreement is governed by the applicable Union law complemented, where necessary, by the law of Belgium.

- II.18.2** Pursuant to Article 272 TFEU, the General Court or, on appeal, the Court of Justice of the European Union, shall have sole jurisdiction to hear any dispute between the Agency and/or the Union and any beneficiary concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

- II.18.3** By virtue of Article 299 TFEU, for the purposes of recoveries within the meaning of Article II.26 or financial penalties, the Commission may adopt an enforceable decision to impose pecuniary obligations on persons other than States. An action may be brought against such decision before the General Court of the European Union pursuant to Article 263 TFEU.

PART B – FINANCIAL PROVISIONS

ARTICLE II.19 – ELIGIBLE COSTS

II.19.1 Conditions for the eligibility of costs

"Eligible costs" of the action are costs actually incurred by the beneficiary which meet the following criteria:

- (a) they are incurred in the period set out in Article I.2.2, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents referred to in Articles II.23.2 and I.4.1;
- (b) they are indicated in the estimated budget of the action set out in Annex III;
- (c) they are incurred in connection with the action as described in Annex I and are necessary for its implementation;
- (d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- (e) they comply with the requirements of applicable tax and social legislation; and
- (f) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

II.19.2 Eligible direct costs

"Direct costs" of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs.

To be eligible, direct costs shall comply with the conditions of eligibility set out in Article II.19.1.

In particular, the following categories of costs are eligible direct costs, provided that they satisfy the conditions of eligibility set out in Article II.19.1 as well as the following conditions:

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action concerned were not undertaken;

- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel and do not exceed the scales approved annually by the Commission;

- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary; the costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the period set out in Article I.2.2 and the rate of actual use for the purposes of the action may be taken into account. By way of exception, the Special Conditions may provide for the eligibility of the full cost of purchase of equipment, where justified by the nature of the action and the context of the use of the equipment or assets.

- (d) costs of consumables and supplies, provided that they are purchased in accordance with Article II.9 and are directly assigned to the action;
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.9;
- (f) costs entailed by subcontracts within the meaning of Article II.10, provided that the conditions laid down in that Article are met;
- (g) costs of financial support to third parties within the meaning of Article II.11, provided that the conditions laid down in that Article are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement.

II.19.3 Eligible indirect costs

"Indirect costs" of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

To be eligible, indirect costs shall represent a fair apportionment of the overall overheads of the beneficiary and shall comply with the conditions of eligibility set out in Article II.19.1.

Unless otherwise specified in the Article I.3, eligible indirect costs shall be declared on the basis of a flat rate of 7% of the total eligible direct costs.

II.19.4 Ineligible costs

In addition to any other costs which do not fulfill the conditions set out in Article II.19.1, the following costs shall not be considered eligible:

- (a) return on capital;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;

- (g) costs of transfers from the Agency charged by the bank of a beneficiary;
- (h) costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Agency for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary which already receives an operating grant financed from the Union budget during the period in question;
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;
- (k) deductible VAT.

ARTICLE II.20 – IDENTIFIABILITY AND VERIFIABILITY OF THE AMOUNTS DECLARED

II.20.1 Reimbursement of actual costs

Where, in accordance with Article I.3(a)(i), the grant takes the form of the reimbursement of actual costs, the beneficiary must declare as eligible costs the costs it actually incurred for the action.

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records. In addition, the beneficiary's usual accounting and internal control procedures must permit direct reconciliation of the amounts declared with the amounts recorded in its accounting statements as well as with the amounts indicated in the supporting documents.

II.20.2 Reimbursement of pre-determined unit costs or pre-determined unit contribution

Where, in accordance with Article I.3(a)(ii) or (b), the grant takes the form of the reimbursement of unit costs or of a unit contribution, the beneficiary must declare as eligible costs or as requested contribution the amount obtained by multiplying the amount per unit specified in Article I.3(a)(ii) or (b) by the actual number of units used or produced.

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the number of units declared. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, to prove the amount declared per unit.

II.20.3 Reimbursement of pre-determined lump sum costs or pre-determined lump sum contribution

Where, in accordance with Article I.3(a)(iii) or (c), the grant takes the form of the reimbursement of lump sum costs or of a lump sum contribution, the beneficiary must declare as eligible costs or as requested contribution the global amount specified in Article I.3(a)(iii) or (c), subject to the proper implementation of the corresponding tasks or part of the action as described in Annex I.

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the proper implementation. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, to prove the amount declared as lump sum.

II.20.4 Reimbursement of pre-determined flat-rate costs or pre-determined flat-rate contribution

Where, in accordance with Article I.3(a)(iv) or (d), the grant takes the form of the reimbursement of flat-rate costs or of a flat-rate contribution, the beneficiary must declare as eligible costs or as requested contribution the amount obtained by applying the flat rate specified in Article I.3(a)(iv) or (d).

If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the eligible costs or requested contribution to which the flat rate applies. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, for the flat rate applied.

II.20.5 Reimbursement of costs declared on the basis of the beneficiary's usual cost accounting practices

Where, in accordance with Article I.3(a)(v), the grant takes the form of the reimbursement of unit costs declared on the basis of the beneficiary's usual cost accounting practices, the beneficiary must declare as eligible costs the amount obtained by multiplying the amount per unit calculated in accordance with its usual cost accounting practices by the actual number of units used or produced. If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the number of units declared.

Where, in accordance with Article I.3(a)(v), the grant takes the form of the reimbursement of lump sum costs declared on the basis of the beneficiary's usual cost accounting practices, the beneficiary must declare as eligible costs the global amount calculated in accordance with its usual cost accounting practices, subject to the proper implementation of the corresponding tasks or part of the action. If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the proper implementation.

Where, in accordance with Article I.3(a)(v), the grant takes the form of the reimbursement of flat-rate costs declared on the basis of the beneficiary's usual cost accounting practices, the beneficiary must declare as eligible costs the amount obtained by applying the flat rate calculated in accordance with its usual cost accounting practices. If requested to do so in the context of the checks or audits described in Article II.27, the beneficiary must be able to provide adequate supporting documents to prove the eligible costs to which the flat rate applies.

In all three cases provided for in the first, second and third subparagraphs, the beneficiary does not need to identify the actual eligible costs covered, but it must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (a) the cost accounting practices used constitute its usual cost accounting practices and are applied in a consistent manner, based on objective criteria independent from the source of funding;
- (b) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and

- (c) the categories of costs used for the purpose of determining the costs declared are exclusive of any ineligible cost or costs covered by other forms of grant in accordance with Article I.3.

Where the Special Conditions provide for the possibility for the beneficiary to request the Agency to assess the compliance of its usual cost accounting practices, the beneficiary may submit a request for assessment, which, where required by the Special Conditions, shall be accompanied by a certificate on the compliance of the cost accounting practices ("certificate on the compliance of the cost accounting practices").

The certificate on the compliance of the cost accounting practices shall be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer.

The certificate shall certify that the beneficiary's cost accounting practices used for the purpose of declaring eligible costs comply with the conditions laid down in the fourth subparagraph and with the additional conditions which may be laid down in the Special Conditions.

Where the Agency has confirmed that the usual cost accounting practices of the beneficiary are in compliance, costs declared in application of these practices shall not be challenged *ex post*, provided that the practices actually used comply with those approved by the Agency and that the beneficiary did not conceal any information for the purpose of their approval.

ARTICLE II.21 – ELIGIBILITY OF COSTS OF ENTITIES AFFILIATED TO THE BENEFICIARIES

Where the Special Conditions contain a provision on entities affiliated to the beneficiaries, costs incurred by such an entity are eligible, provided that they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary, and that the beneficiary the entity is affiliated to ensures that the conditions applicable to him under Articles II.3, II.4, II.5, II.7, II.9, II.10 and II.27 are also applicable to the entity.

ARTICLE II.22 – BUDGET TRANSFERS

Without prejudice to Article II.10 and provided that the action is implemented as described in Annex I, beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves and between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.12.

By way of derogation from the first subparagraph, should beneficiaries want to modify the value of the contribution that each of them is entitled to as referred to in point (b) of Article II.17.1 and point (c) of Article II.26.3, the coordinator shall request an amendment in accordance to Article II.12.

The first two subparagraphs do not apply to amounts which, in accordance with Article I.3(a)(iii) or (c), take the form of lump sums.

ARTICLE II.23 – TECHNICAL AND FINANCIAL REPORTING – REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

II.23.1 Requests for further pre-financing payments and supporting documents

Where, in accordance with Article I.4.1, the pre-financing shall be paid in several instalments and where Article I.4.1 provides for a further pre-financing payment subject to having used all or part of the previous instalment, the coordinator may submit a request for a further pre-financing payment once the percentage of the previous instalment specified in Article I.4.1 has been used.

Where, in accordance with Article I.4.1, the pre-financing shall be paid in several instalments and where Article I.4.1 provides for a further pre-financing payment at the end of a reporting period, the coordinator shall submit a request for a further pre-financing payment within 60 days following the end of each reporting period for which a new pre-financing payment is due.

In both cases, the request shall be accompanied by the following documents:

- (a) a progress report on implementation of the action ("technical report on progress");
- (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the action ("statement on the use of the previous pre-financing instalment"), drawn up in accordance with Annex VI; and
- (c) where required by Article I.4.1, a financial guarantee;
- (d) an updated report on the distribution of the Union financial contribution between the beneficiaries, including amounts and dates of transfer.

II.23.2 Requests for interim payments or for payment of the balance and supporting documents

The coordinator shall submit a request for an interim payment or for payment of the balance within 60 days following the end of each reporting period for which, in accordance with Article I.4.1, an interim payment or the payment of the balance is due.

This request shall be accompanied by the following documents:

- (a) an interim report ("interim technical report") or, for the payment of the balance, a final report on implementation of the action ("final technical report"), drawn up in accordance with Annex V; the interim or final technical report must contain the information needed to justify the eligible costs declared or the contribution requested on the basis of unit costs and lump sums where the grant takes the form of the reimbursement of unit or lump sum costs or of a unit or lump sum contribution in accordance with Article I.3(a)(ii), (iii), (b) or (c), as well as information on subcontracting as referred to in Article II.10.2(d);
- (b) an interim financial statement ("interim financial statement") or, for the payment of the balance, a final financial statement ("final financial statement"); the interim or final financial statements must include a consolidated statement as well as a breakdown of the amounts claimed by each beneficiary and its affiliated entities; they must be drawn up in accordance with the structure of the estimated budget set out in Annex III and with Annex VI and detail the amounts for each of the forms of grant set out in Article I.3 for the reporting period concerned;
- (c) only for the payment of the balance, a summary financial statement ("summary financial statement"); this statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by each beneficiary and its affiliated entities, aggregating the financial statements already submitted previously and indicating the receipts referred to in Article II.25.3.2 for each beneficiary and its affiliated entities; it must be drawn up in accordance with Annex VI;
- (d) where required by Article I.4.1 or for each beneficiary for which the total contribution in the form of reimbursement of actual costs as referred to in Article I.3(a)(i) is at least EUR 750 000 and which requests a reimbursement in that form of at least EUR 325 000 (when adding all previous reimbursements in that form for which a certificate on the financial statements has not been submitted), a certificate on the financial statements and underlying accounts ("certificate on the financial statements");

This certificate shall be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII. It shall certify that the costs declared in the interim or final financial statement by the beneficiary concerned or its affiliated entities for the categories of costs reimbursed in accordance with Article I.3(a)(i) are real, accurately recorded and eligible in accordance with the Agreement. In addition, for the payment of the balance, it shall certify that all the receipts referred to in Article II.25.3.2 have been declared; and

- (e) where required by Article I.4.1, an operational verification report ("operational verification report"), produced by an independent third party approved by the Agency and drawn up in accordance with Annex VIII.

This report shall state that the actual implementation of the action as described in the interim or final report complies with the conditions set out in the Agreement.

- (f) an updated report on the distribution of the Union financial contribution between the beneficiaries, including amounts and dates of transfer.

The coordinator shall certify that the information provided in the request for interim payment or for payment of the balance is full, reliable and true. It shall also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27. In addition, for the payment of the balance, it shall certify that all the receipts referred to in Article II.25.3.2 have been declared.

II.23.3 Non-submission of documents

Where the coordinator has failed to submit a request for interim payment or payment of the balance accompanied by the documents referred to above within 60 days following the end of the corresponding reporting period and where the coordinator still fails to submit such a request within 60 days following a written reminder sent by the Agency, the Agency reserves the right to terminate the Agreement in accordance with Article II.16.3.1(c), with the effects described in the third and the fourth subparagraphs of Article II.16.4.

II.23.4 Currency for requests for payment and financial statements and conversion into euro

Requests for payment and financial statements shall be drafted in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of *Official Journal of the European Union*, determined over the corresponding reporting period. Where no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

ARTICLE II.24 – PAYMENTS AND PAYMENT ARRANGEMENTS

II.24.1 Pre-financing

The pre-financing is intended to provide the beneficiaries with a float.

Without prejudice to Articles II.24.5 and II.24.6, where Article I.4.1 provides for a pre-financing payment upon entry into force of the Agreement, the Agency shall pay to the coordinator within 30 days following that date or, where required by Article I.4.1, following receipt of the financial guarantee.

Where payment of pre-financing is conditional on receipt of a financial guarantee, the financial guarantee shall fulfill the following conditions:

- (a) it is provided by a bank or an approved financial institution or, at the request of the coordinator and acceptance by the Agency, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the Agency and/or the Commission to have recourse against the principal debtor (i.e. the beneficiary concerned); and
- (c) it provides that it remains in force until the pre-financing is cleared against interim payments or payment of the balance by the Agency and, in case the payment of the balance is made in the form of a debit note, three months after the debit note is notified to a beneficiary. The Agency shall release the guarantee within the following month.

II.24.2 Further pre-financing payments

Without prejudice to Articles II.24.5 and II.24.6, on receipt of the documents referred to in Article II.23.1, the Agency shall pay to the coordinator the new pre-financing instalment within 60 days.

Where the statement on the use of the previous pre-financing instalment submitted in accordance with Article II.23.1 shows that less than 70% of the previous pre-financing instalment paid has been used to cover costs of the action, the amount of the new pre-financing to be paid shall be reduced by the difference between the 70% threshold and the amount used.

II.24.3 Interim payments

Interim payments are intended to reimburse or cover the eligible costs incurred for the implementation of the action during the corresponding reporting periods.

Without prejudice to Articles II.24.5 and II.24.6, on receipt of the documents referred to in Article II.23.2, the Agency shall pay to the coordinator the amount due as interim payment within the time limit specified in Article I.4.2.

This amount shall be determined following approval of the request for interim payment and of the accompanying documents and in accordance with the fourth, fifth and sixth subparagraphs. Approval of the request for interim payment and of the accompanying documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

Without prejudice to any ceiling set out in Article I.4.1 and to Articles II.24.5 and II.24.6, the amount due as interim payment shall be determined as follows:

- (a) where, in accordance with Article I.3(a), the grant takes the form of the reimbursement of eligible costs, the amount obtained by application of the reimbursement rate specified in that Article to the eligible costs of the action approved by the Agency for the concerned reporting period and the corresponding categories of costs, beneficiaries and affiliated entities; if Article I.4.1 specifies another reimbursement rate, this other rate shall be applied instead;
- (b) where, in accordance with Article I.3(b), the grant takes the form of a unit contribution, the amount obtained by multiplying the unit contribution specified in that Article by the actual number of units approved by the Agency for the concerned reporting period and for the corresponding beneficiaries and affiliated entities;

- (c) where, in accordance with Article I.3(c), the grant takes the form of a lump sum contribution, the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities, subject to approval by the Agency of the proper implementation during the concerned reporting period of the corresponding tasks or part of the action in accordance with Annex I;
- (d) where, in accordance with Article I.3(d), the grant takes the form of a flat-rate contribution, the amount obtained by applying the flat rate referred to in that Article to the eligible costs or to the contribution accepted by the Agency for the concerned reporting period and the corresponding beneficiaries and affiliated entities.

Where Article I.3 provides for a combination of different forms of grant, these amounts shall be added.

Where Article I.4.1 requires that the interim payment clears all or part of the pre-financing paid to the beneficiaries, the amount of pre-financing to be cleared shall be deducted from the amount due as interim payment, as determined in accordance with the fourth and fifth subparagraphs.

II.24.4 Payment of the balance

The payment of the balance, which may not be repeated, is intended to reimburse or cover after the end of the period set out in Article I.2.2 the remaining part of the eligible costs incurred by the beneficiaries for its implementation. Where the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance may take the form of a recovery as provided for by Article II.26.

Without prejudice to Articles II.24.5 and II.24.6, on receipt of the documents referred to in Article II.23.2, the Agency shall pay the amount due as the balance within the time limit specified in Article I.4.2.

This amount shall be determined following approval of the request for payment of the balance and of the accompanying documents and in accordance with the fourth subparagraph. Approval of the request for payment of the balance and of the accompanying documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

The amount due as the balance shall be determined by deducting, from the final amount of the grant determined in accordance with Article II.25, the total amount of pre-financing and interim payments already made.

II.24.5 Suspension of the time limit for payment

The Agency may suspend the time limit for payment specified in Articles I.4.2 and II.24.2 at any time by formally notifying the coordinator that its request for payment cannot be met, either because it does not comply with the provisions of the Agreement, or because the appropriate supporting documents have not been produced, or because there is doubt about the eligibility of the costs declared in the financial statement.

The coordinator shall be notified as soon as possible of any such suspension, together with the reasons thereof.

Suspension shall take effect on the date when notification is sent by the Agency. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension exceeds two months, the coordinator may request a decision by the Agency on whether the suspension is to be continued.

Where the time limit for payment has been suspended following the rejection of one of the technical reports or financial statements provided for by Article II.23 and the new report or statement submitted is also rejected, the Agency reserves the right to terminate the Agreement in accordance with Article II.16.3.1(c), with the effects described in Article II.16.4.

II.24.6 Suspension of payments

The Agency may, at any time during the implementation of the Agreement, suspend the pre-financing payments, interim payments or payment of the balance for all beneficiaries, or suspend the pre-financing payments or interim payments for any one or several beneficiaries:

- (a) if the Agency has evidence that a beneficiary has committed substantial errors, irregularities or fraud in the award procedure or in the implementation of the grant, or if a beneficiary fails to comply with its obligations under the Agreement;
- (b) if the Agency has evidence that a beneficiary has committed systemic or recurrent errors, irregularities, fraud or breach of obligations under other grants funded by the Union or by the European Atomic Energy Community which were awarded to that beneficiary under similar conditions, provided that those errors, irregularities, fraud or breach of obligations have a material impact on this grant; or
- (c) if the Agency suspects substantial errors, irregularities, fraud or breach of obligations committed by a beneficiary in the award procedure or in the implementation of the Agreement and needs to verify whether they have actually occurred.

Before suspending payments, the Agency shall formally notify the coordinator of its intention to suspend payments, specifying the reasons thereof and, in the cases referred to in points (a) and (b) of the first subparagraph, the necessary conditions for resuming payments. The coordinator shall be invited to make any observations on behalf of all beneficiaries within 30 calendar days from receipt of this notification.

If, after examination of the observations submitted by the coordinator, the Agency decides to stop the procedure of payment suspension, the Agency shall formally notify the coordinator thereof.

If no observations have been submitted or if, despite the observations submitted by the coordinator, the Agency decides to pursue the procedure of payment suspension, it may suspend payments by formally notifying the coordinator, specifying the reasons for the suspension and, in the cases referred to in points (a) and (b) of the first subparagraph, the definitive conditions for resuming payments or, in the case referred to in point (c) of the first subparagraph, the indicative date of completion of the necessary verification.

The coordinator shall inform the other beneficiaries immediately. The suspension of payments shall take effect on the date when the notification is sent by the Agency.

In order to resume payments, the beneficiaries shall endeavour to meet the notified conditions as soon as possible and shall inform the Agency of any progress made in this respect.

The Agency shall, as soon as it considers that the conditions for resuming payments have been met or the necessary verification, including on-the-spot checks, has been carried out, formally notify the coordinator thereof.

During the period of suspension of payments and without prejudice to the right to suspend the implementation of the action in accordance with Article II.15.1 or to terminate the Agreement or the participation of a beneficiary in accordance with Article II.16.1 and Article II.16.2, the coordinator is not entitled to submit any requests for payments and supporting documents referred to in Article II.23 or, where the suspension concerns the pre-financing payments or interim payments for one or several beneficiaries only, any requests for payments and supporting documents relating to the participation of the concerned beneficiary or beneficiaries in the action.

The corresponding requests for payments and supporting documents may be submitted as soon as possible after resumption of payments or may be included in the first request for payment due following resumption of payments in accordance with the schedule laid down in Article I.4.1.

II.24.7 Notification of amounts due

The Agency shall formally notify the amounts due, specifying whether it is a further pre-financing payment, an interim payment or the payment of the balance. In the case of payment of the balance, it shall also specify the final amount of the grant determined in accordance with Article II.25.

II.24.8 Interest on late payment

On expiry of the time limits for payment specified in Articles I.4.2, II.24.1 and II.24.2, and without prejudice to Articles II.24.5 and II.24.6, the beneficiaries are entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in euros ("the reference rate"), plus three and a half points. The reference rate shall be the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

The first subparagraph shall not apply where all beneficiaries are Member States of the Union, including regional and local government authorities and other public bodies acting in the name and on behalf of the Member State for the purpose of this Agreement.

The suspension of the time limit for payment in accordance with Article II.24.5 or of payment by the Agency in accordance with Article II.24.6 may not be considered as late payment.

Interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article II.24.10. The interest payable shall not be considered for the purposes of determining the final amount of grant within the meaning of Article II.25.3.

By way of derogation from the first subparagraph, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the coordinator only upon request submitted within two months of receiving late payment.

II.24.9 Currency for payments

Payments by the Agency shall be made in euro.

II.24.10 Date of payment

Payments by the Agency shall be deemed to be effected on the date when they are debited to the Commission's account.

II.24.11 Costs of payment transfers

Costs of the payment transfers shall be borne in the following way:

- (a) costs of transfer charged by the bank of the Agency and/or the Commission shall be borne by the Agency and/or the Commission;

- (b) costs of transfer charged by the bank of a beneficiary shall be borne by the beneficiary;
- (c) all costs of repeated transfers caused by one of the parties shall be borne by the party which caused the repetition of the transfer.

II.24.12 Payments to the coordinator

Payments to the coordinator shall discharge the Agency from its payment obligation.

ARTICLE II.25 – DETERMINING THE FINAL AMOUNT OF THE GRANT

II.25.1 Calculation of the final amount

Without prejudice to Articles II.25.2, II.25.3 and II.25.4, the final amount of the grant shall be determined as follows:

- (a) where, in accordance with Article I.3(a), the grant takes the form of the reimbursement of eligible costs, the amount obtained by application of the reimbursement rate specified in that Article to the eligible costs of the action approved by the Agency for the corresponding categories of costs, beneficiaries and affiliated entities;
- (b) where, in accordance with Article I.3(b), the grant takes the form of a unit contribution, the amount obtained by multiplying the unit contribution specified in that Article by the actual number of units approved by the Agency for the corresponding beneficiaries and affiliated entities;
- (c) where, in accordance with Article I.3(c), the grant takes the form of a lump sum contribution, the lump sum specified in that Article for the corresponding beneficiaries and affiliated entities, subject to approval by the Agency of the proper implementation of the corresponding tasks or part of the action in accordance with Annex I;
- (d) where, in accordance with Article I.3(d), the grant takes the form of a flat-rate contribution, the amount obtained by applying the flat rate referred to in that Article to the eligible costs or to the contribution accepted by the Agency for the corresponding beneficiaries and affiliated entities.

Where Article I.3 provides for a combination of different forms of grant, these amounts shall be added.

II.25.2 Maximum amount

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount specified in Article I.3.

Where the amount determined in accordance with Article II.25.1 exceeds this maximum amount, the final amount of the grant shall be limited to the maximum amount specified in Article I.3.

II.25.3 No-profit rule and taking into account of receipts

II.25.3.1 The grant may not produce a profit for the beneficiaries, unless specified otherwise in the Special Conditions. "Profit" shall mean a surplus of the receipts over the eligible costs of the action.

II.25.3.2 The receipts to be taken into account are the consolidated receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the coordinator, which fall within one of the following two categories:

- (a) income generated by the action; or
- (b) financial contributions specifically assigned by the donors to the financing of the eligible costs of the action reimbursed by the Agency in accordance with Article I.3(a)(i).

II.25.3.3 The following shall not be considered as receipts to be taken into account for the purpose of verifying whether the grant produces a profit for the beneficiaries:

- (a) financial contributions referred to in point (b) of Article II.25.3.2, which may be used by the beneficiaries to cover costs other than the eligible costs under the Agreement;
- (b) financial contributions referred to in point (b) of Article II.25.3.2, the unused part of which is not due to the donors at the end of the period set out in Article I.2.2.

II.25.3.4 The eligible costs to be taken into account are the consolidated eligible costs approved by the Agency for the categories of costs reimbursed in accordance with Article I.3(a).

II.25.3.5 Where the final amount of the grant determined in accordance with Articles II.25.1 and II.25.2 would result in a profit for the beneficiaries, the profit shall be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Agency for the categories of costs referred to in Article I.3(a)(i). This final rate shall be calculated on the basis of the final amount of the grant in the form referred to in Article I.3(a)(i), as determined in accordance with Articles II.25.1 and II.25.2.

II.25.4 Reduction for poor, partial or late implementation

Without prejudice to the right to terminate the Agreement referred to in Article II.16 and without prejudice to the right of the Agency to apply penalties referred to in Article II.17, if the action is not implemented or is implemented poorly, partially or late, the Agency may reduce the grant initially provided for, in line with the actual implementation of the action according to the terms laid down in the Agreement.

ARTICLE II.26 – RECOVERY

II.26.1 Recovery at the time of payment of the balance

Where the payment of the balance takes the form of a recovery, the coordinator shall repay the Agency the amount in question, even if it has not been the final recipient of the amount due.

II.26.2 Recovery after payment of the balance

Where an amount is to be recovered in accordance with Articles II.27.6, II.27.7 and II.27.8, the beneficiary concerned by the audit or OLAF findings shall repay the Agency the amount in question. Where the audit findings do not concern a specific beneficiary, the coordinator shall repay the Agency the amount in question, even if it has not been the final recipient of the amount due.

Each beneficiary shall be responsible for the repayment of any amount unduly paid by the Agency as a contribution towards the costs incurred by its affiliated entities.

II.26.3 Recovery procedure

Before recovery, the Agency shall formally notify the beneficiary concerned of its intention to recover the amount unduly paid, specifying the amount due and the reasons for recovery and inviting the beneficiary to make any observations within a specified period.

If no observations have been submitted or if, despite the observations submitted by the beneficiary, the Agency decides to pursue the recovery procedure, the Agency may confirm recovery by formally notifying to the beneficiary a debit note ("debit note"), specifying the terms and the date for payment.

If payment has not been made by the date specified in the debit note, the Agency shall recover the amount due:

- (a) by offsetting it against any amounts owed to the beneficiary concerned by the Union or the European Atomic Energy Community (Euratom) ("offsetting"); in exceptional circumstances, justified by the necessity to safeguard the financial interests of the Union, the Agency may recover by offsetting before the due date; the beneficiary's prior consent shall not be required; an action may be brought against such offsetting before the General Court of the European Union pursuant to Article 263 TFEU;
- (b) by drawing on the financial guarantee where provided for in accordance with Article I.4.1 ("drawing on the financial guarantee");
- (c) by holding the beneficiaries jointly and severally liable up to the value of the contribution that the beneficiary held liable is entitled to receive. This contribution shall be that indicated in the estimated budget breakdown as set out in Annex III as last amended;
- (d) by taking legal action in accordance with Article II.18.2 or with the Special Conditions or by adopting an enforceable decision in accordance with Article II.18.3.

For the purposes of point (c) of the third subparagraph, the beneficiaries shall not be jointly and severally liable for financial penalties which could be imposed on any defaulting beneficiary in accordance with Article II.17.

II.26.4 Interest on late payment

If payment has not been made by the date set out in the debit note, the amount due shall bear interest at the rate established in Article II.24.8. Interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date when the Agency and/or the Commission actually receives payment in full of the outstanding amount.

Any partial payment shall first be appropriated against charges and interest on late payment and then against the principal.

II.26.5 Bank charges

Bank charges incurred in connection with the recovery of the sums owed to the Agency and/or the Commission shall be borne by the beneficiary concerned except where Directive 2007/64/EC of the European Parliament and of the Council of 13 November 2007 on payment services in the internal market amending Directives 97/7/EC, 2002/65/EC, 2005/60/EC and 2006/48/EC and repealing Directive 97/5/EC applies.

ARTICLE II.27 – CHECKS, AUDITS AND EVALUATION

II.27.1 Technical and financial checks, audits, interim and final evaluations

The Agency and/or the Commission may carry out technical and financial checks and audits in relation to the use of the grant. It may also check the statutory records of the beneficiaries for the purpose of periodic assessments of lump sum, unit cost or flat-rate amounts.

Information and documents provided in the framework of checks or audits shall be treated on a confidential basis.

In addition, the Agency and/or the Commission may carry out interim or final evaluation of the impact of the action measured against the objective of the Union programme concerned.

Checks, audits or evaluations made by the Agency and/or the Commission may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.

Such checks, audits or evaluations may be initiated during the implementation of the Agreement and for a period of five years starting from the date of payment of the balance. This period shall be limited to three years in case the maximum amount specified in Article I.3 is not more than EUR 60 000.

The check, audit or evaluation procedure shall be deemed to be initiated on the date of receipt of the letter of the Agency or the Commission announcing it.

II.27.2 Duty to keep documents

The beneficiaries shall keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, for a period of five years starting from the date of payment of the balance.

This period shall be limited to three years if the maximum amount specified in Article I.3 is not more than EUR 60 000.

The periods set out in the first and second subparagraphs shall be longer if there are on-going audits, appeals, litigation or pursuit of claims concerning the grant, including in the case referred to in Article II.27.7. In such cases, the beneficiaries shall keep the documents until such audits, appeals, litigation or pursuit of claims are closed.

II.27.3 Obligation to provide information

Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator shall provide any information, including information in electronic format, requested by the Agency and/or Commission or by any other outside body authorised by it. Where appropriate, the Agency and/or the Commission may request such information to be provided directly by a beneficiary.

Where a check or audit is initiated after payment of the balance, such information shall be provided by the beneficiary concerned.

In case the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the Agency and/or the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

II.27.4 On-the-spot visits

During an on-the-spot visit, the beneficiaries shall allow Agency and/or the Commission staff and outside personnel authorised by the Agency and/or by the Commission to have access to the sites and premises where the action is or was carried out, and to all the necessary information, including information in electronic format.

They shall ensure that the information is readily available at the moment of the on-the-spot visit and that information requested is handed over in an appropriate form.

In case the beneficiary concerned refuses to provide access to the sites, premises and information in accordance with the first and second subparagraphs, the Agency and/or the Commission may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue.

II.27.5 Contradictory audit procedure

On the basis of the findings made during the audit, a provisional report ("draft audit report") shall be drawn up. It shall be sent by the Agency and/or the Commission or its authorised representative to the beneficiary concerned, which shall have 30 days from the date of receipt to submit observations. The final report ("final audit report") shall be sent to the beneficiary concerned within 90 days of expiry of the time limit for submission of observations, unless the observations submitted by the beneficiary lead to further audit work, checks or discussions by the Agency and/or the Commission or its authorised representative.

II.27.6 Effects of audit findings

On the basis of the final audit findings, the Agency and/or the Commission may take the measures which it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it, in accordance with Article II.26.

In the case of final audit findings made after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant, determined in accordance with Article II.25, and the total amount paid to the beneficiaries under the Agreement for the implementation of the action.

II.27.7 Correction of systemic or recurrent errors, irregularities, fraud or breach of obligations

II.27.7.1 The Agency and/or the Commission may take all measures which it considers necessary, including recovery at the time of payment of the balance or after payment of the balance of all or part of the payments made by it under the Agreement, in accordance with Article II.26, where the following conditions are fulfilled:

- (a) the beneficiary is found, on the basis of an audit of other grants awarded to it under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant; and
- (b) the final audit report containing the findings of the systemic or recurrent errors, irregularities, fraud or breach of obligations is received by the beneficiary within the period referred to in Article II.27.1.

II.27.7.2 The Agency and/or the Commission shall determine the amount to be corrected under the Agreement:

- (a) wherever possible and practicable, on the basis of costs unduly declared as eligible under the Agreement.

For that purpose, the beneficiary concerned shall revise the financial statements submitted under the Agreement taking account of the findings and resubmit them to the Agency and/or the Commission within 60 days from the date of receipt of the final audit report containing the findings of the systemic or recurrent errors, irregularities, fraud or breach of obligations.

In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations found after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs declared by the beneficiary and approved by the Agency and/or by the Commission, and the total amount paid to the beneficiaries under the Agreement for the implementation of the action;

- (b) where it is not possible or practicable to quantify precisely the amount of ineligible costs under the Agreement, by extrapolating the correction rate applied to the eligible costs for the grants for which the systemic or recurrent errors or irregularities have been found.

The Agency and/or the Commission shall formally notify the extrapolation method to be applied to the beneficiary concerned, which shall have 60 days from the date of receipt of the notification to submit observations and to propose a duly substantiated alternative method.

If the Agency and/or the Commission accepts the alternative method proposed by the beneficiary, it shall formally notify the beneficiary concerned thereof and determine the revised eligible costs by applying the accepted alternative method.

If no observations have been submitted or if the Agency and/or the Commission does not accept the observations or the alternative method proposed by the beneficiary, the Agency and /or the Commission shall formally notify the beneficiary concerned thereof and determine the revised eligible costs by applying the extrapolation method initially notified to the beneficiary.

In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations found after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant, determined in accordance with Article II.25 on the basis of the revised eligible costs after extrapolation, and the total amount paid to the beneficiaries under the Agreement for the implementation of the action; or

- (c) where ineligible costs cannot serve as a basis for determining the amount to be corrected, by applying a flat rate correction to the maximum amount of the grant specified in Article I.3 or part thereof, having regard to the principle of proportionality.

The Agency and/or the Commission shall formally notify the flat rate to be applied to the beneficiary concerned, which shall have 60 days from the date of receipt of the notification to submit observations and to propose a duly substantiated alternative flat rate.

If the Agency and/or the Commission accepts the alternative flat rate proposed by the beneficiary, it shall formally notify the beneficiary concerned thereof and correct the grant amount by applying the accepted alternative flat rate.

If no observations have been submitted or if the Agency and/or the Commission does not accept the observations or the alternative flat rate proposed by the beneficiary, the Agency and/or the Commission shall formally notify the beneficiary concerned thereof and correct the grant amount by applying the flat rate initially notified to the beneficiary.

In the case of systemic or recurrent errors, irregularities, fraud or breach of obligations found after the payment of the balance, the amount to be recovered shall correspond to the difference between the revised final amount of the grant after flat-rate correction and the total amount paid to the beneficiaries under the Agreement for the implementation of the action.

II.27.8 Checks and inspections by OLAF

The European Anti-Fraud Office (OLAF) shall have the same rights as the Agency and the Commission, notably right of access, for the purpose of checks and investigations.

By virtue of Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EU, EURATOM) No 883/2013 of the European Parliament and the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF), OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities.

Where appropriate, OLAF findings may lead to recovery by the Agency and/or the Commission.

II.27.9 Checks and audits by the European Court of Auditors

The European Court of Auditors shall have the same rights as the Agency and the Commission, notably right of access, for the purpose of checks and audits.

ANNEX III

Estimated budget of the action

ESTIMATED BUDGET CONSOLIDATED BUDGET - Revenue

Name of the project leader:	Hessian State Archive Marburg		
Title of the project:	Community as Opportunity - Creative archives' and users' network		
Eligibility period of the project:	from:	1.12.2014	until: 30.11.2018

1. CONTRIBUTIONS FROM PRIVATE SOURCES	National currency or EURO		Exchange rate used (1 EUR is equal to...)	EURO (automatic conversion)
	amount	currency		
				0,00 €
Name of the beneficiary	Name of the organisation giving funds			
Hessian State Archive Marburg	0,00	EUR	1,000000	0,00 €
International Centre for Archival Research - ICARUS	0,00	EUR	1,000000	0,00 €
National Archives of Hungary	0,00	HUF	269,480000	0,00 €
Budapest City Archives	0,00	HUF	269,480000	0,00 €
National Archives of the Czech Republic	0,00	CZK	27,350000	0,00 €
Croatian State Archives	0,00	HRK	7,627500	0,00 €
Swedish National Archives	0,00	SEK	8,930400	0,00 €
Finnish National Archives	0,00	EUR	1,000000	0,00 €
National Archives of Estonia	0,00	EUR	1,000000	0,00 €
General Directorate of the Bavarian State Archives	0,00	EUR	1,000000	0,00 €
Archive of the Diocese of St. Pöten	0,00	EUR	1,000000	0,00 €
Archive of Ecclesiastical History in Bizkaia	0,00	EUR	1,000000	0,00 €
Complutense University Madrid	0,00	EUR	1,000000	0,00 €
University of Naples Federico II	0,00	EUR	1,000000	0,00 €
University Graz	0,00	EUR	1,000000	0,00 €
University of Cologne	0,00	EUR	1,000000	0,00 €
Institute for Balkan Studies SANU	0,00	RSD	111,001000	0,00 €
<insert the name of the partner n°17>	0,00	EUR	1,000000	0,00 €
<insert the name of the partner n°18>	0,00	EUR	1,000000	0,00 €
<insert the name of the partner n°19>	0,00	EUR	1,000000	0,00 €
<insert the name of the partner n°20>	0,00	EUR	1,000000	0,00 €

2. CONTRIBUTIONS FROM PUBLIC SOURCES					0,00 €
Name of the beneficiary	Name of the organisation giving funds				
Hessian State Archive Marburg	0,00	EUR	1,000000	0,00 €	
International Centre for Archival Research - ICARUS	0,00	EUR	1,000000	0,00 €	
National Archives of Hungary	0,00	HUF	269,480000	0,00 €	
Budapest City Archives	0,00	HUF	269,480000	0,00 €	
National Archives of the Czech Republic	0,00	CZK	27,350000	0,00 €	
Croatian State Archives	0,00	HRK	7,627500	0,00 €	
Swedish National Archives	0,00	SEK	8,930400	0,00 €	
Finnish National Archives	0,00	EUR	1,000000	0,00 €	
National Archives of Estonia	0,00	EUR	1,000000	0,00 €	
General Directorate of the Bavarian State Archives	0,00	EUR	1,000000	0,00 €	
Archive of the Diocese of St. Pöten	0,00	EUR	1,000000	0,00 €	
Archive of Ecclesiastical History in Bizkaia	0,00	EUR	1,000000	0,00 €	
Complutense University Madrid	0,00	EUR	1,000000	0,00 €	
University of Naples Federico II	0,00	EUR	1,000000	0,00 €	
University Graz	0,00	EUR	1,000000	0,00 €	
University of Cologne	0,00	EUR	1,000000	0,00 €	
Institute for Balkan Studies SANU	0,00	RSD	111,001000	0,00 €	
<insert the name of the partner n°17>	0,00	EUR	1,000000	0,00 €	
<insert the name of the partner n°18>	0,00	EUR	1,000000	0,00 €	
<insert the name of the partner n°19>	0,00	EUR	1,000000	0,00 €	
<insert the name of the partner n°20>	0,00	EUR	1,000000	0,00 €	

3. INCOME GENERATED BY THE PROJECT					0,00 €
tickets, sales, sale of publications, registration fees, other					
Name of the beneficiary	Nature of the income				
Hessian State Archive Marburg	0,00	EUR	1,000000	0,00 €	
International Centre for Archival Research - ICARUS	0,00	EUR	1,000000	0,00 €	
National Archives of Hungary	0,00	HUF	269,480000	0,00 €	
Budapest City Archives	0,00	HUF	269,480000	0,00 €	
National Archives of the Czech Republic	0,00	CZK	27,350000	0,00 €	
Croatian State Archives	0,00	HRK	7,627500	0,00 €	
Swedish National Archives	0,00	SEK	8,930400	0,00 €	
Finnish National Archives	0,00	EUR	1,000000	0,00 €	
National Archives of Estonia	0,00	EUR	1,000000	0,00 €	
General Directorate of the Bavarian State Archives	0,00	EUR	1,000000	0,00 €	
Archive of the Diocese of St. Pöten	0,00	EUR	1,000000	0,00 €	

**ESTIMATED BUDGET
CONSOLIDATED BUDGET - Revenue**

Name of the project leader:	Hessian State Archive Marburg
Title of the project:	Community as Opportunity - Creative archives' and users' network
Eligibility period of the project: from:	1.12.2014
	until: 30.11.2018

	National currency or EURO		Exchange rate used (1 EUR is equal to...)	EURO (automatic conversion)
	amount	currency		
Archive of Ecclesiastical History in Bizkale	0,00	EUR	1,000000	0,00 €
Complutense University Madrid	0,00	EUR	1,000000	0,00 €
University of Naples Federico II	0,00	EUR	1,000000	0,00 €
University Graz	0,00	EUR	1,000000	0,00 €
University of Cologne	0,00	EUR	1,000000	0,00 €
Institute for Balkan Studies SANU	0,00	RSD	114,041000	0,00 €
<insert the name of the partner n°17>	0,00	EUR	1,000000	0,00 €
<insert the name of the partner n°18>	0,00	EUR	1,000000	0,00 €
<insert the name of the partner n°19>	0,00	EUR	1,000000	0,00 €
<insert the name of the partner n°20>	0,00	EUR	1,000000	0,00 €

4. SELF-FINANCING IN OWN AND RAISED FUNDS

1.993.301,00 €

Hessian State Archive Marburg	222.542,00 €
International Centre for Archival Research - ICARUS	67.889,00 €
National Archives of Hungary	108.049,00 €
Budapest City Archives	138.800,00 €
National Archives of the Czech Republic	115.046,00 €
Croatian State Archives	139.763,00 €
Swedish National Archives	61.375,00 €
Finnish National Archives	126.602,00 €
National Archives of Estonia	99.350,00 €
General Directorate of the Bavarian State Archives	116.908,00 €
Archive of the Diocese of St. Pöllen	135.526,00 €
Archive of Ecclesiastical History in Bizkale	77.746,00 €
Complutense University Madrid	136.232,00 €
University of Naples Federico II	150.228,00 €
University Graz	108.626,00 €
University of Cologne	108.863,00 €
Institute for Balkan Studies SANU	79.736,00 €
<insert the name of the partner n°17>	0,00 €
<insert the name of the partner n°18>	0,00 €
<insert the name of the partner n°19>	0,00 €
<insert the name of the partner n°20>	0,00 €

5. E.U. GRANT FOR THE PROJECT

1.990.078,00 €

Max: 50% and max 2.000.000,00 € for category 2 - Larger scale cooperation projects

Hessian State Archive Marburg	223.202,00 €
International Centre for Archival Research - ICARUS	417.035,00 €
National Archives of Hungary	72.032,00 €
Budapest City Archives	92.634,00 €
National Archives of the Czech Republic	76.698,00 €
Croatian State Archives	93.176,00 €
Swedish National Archives	40.917,00 €
Finnish National Archives	84.402,00 €
National Archives of Estonia	99.350,00 €
General Directorate of the Bavarian State Archives	77.939,00 €
Archive of the Diocese of St. Pöllen	90.351,00 €
Archive of Ecclesiastical History in Bizkale	51.831,00 €
Complutense University Madrid	90.822,00 €
University of Naples Federico II	100.152,00 €
University Graz	72.418,00 €
University of Cologne	254.061,00 €
Institute for Balkan Studies SANU	53.158,00 €
<insert the name of the partner n°17>	0,00 €
<insert the name of the partner n°18>	0,00 €
<insert the name of the partner n°19>	0,00 €
<insert the name of the partner n°20>	0,00 €

Sub total E.U. grant requested = 1.990.078,00 €
Maximum 50% = 1.091.689,50 €

TOTAL REVENUE

3.983.579,00 €

TOTAL EXPENSES

3.983.579,00 €

Date: 12.09.2014

Name of the legal representative (project leader):

Dr. Andreas Hedwig

Signature (and stamp):



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
CONSOLIDATED BUDGET - expenditure

Name of the project leader:	Hessian State Archive Marburg
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network
Eligibility period of the project:	from: 01.12.2014 until: 30.11.2018

Please check consistency between figures of the present expenditure part of the estimated budget and revenue part of the estimated budget.

		EURO
		Total amount
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES	400.460,00 €
1.1	Coproduction costs, copyright or royalties and artist re-sale rights	95.000,00 €
1.2	Premises hire	2.000,00 €
1.3	Equipment hire	0,00 €
1.4	Purchase of materials	0,00 €
1.5	Purchase of equipment (depreciation only)	2.000,00 €
1.6	Transport of equipment	0,00 €
1.7	Insurance	0,00 €
1.8	Rent of translation booths	0,00 €
1.9	Catering	82.460,00 €
1.10	Other (specify)	219.000,00 €
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS	209.000,00 €
2.1	Production costs (printing costs)	40.000,00 €
2.2	Advertising costs	116.000,00 €
2.2.1	Advertising space (publicity TV, radio, press conference, social networks, etc.)	3.000,00 €
2.2.2	Purchase of materials (T-shirts, flyers, papers, posters, etc.)	10.000,00 €
2.2.3	Other	103.000,00 €
2.3	Web costs	12.000,00 €
2.3.1	Costs for the up-date or creation of the web site (attention no staff cost)	4.000,00 €
2.3.2	Other	8.000,00 €
2.4	Documentation costs (professional magazines, newspaper, books etc.)	41.000,00 €
2.5	Distribution costs (mail, postage, packaging, etc.)	0,00 €
3	TRAVEL & SUBSISTENCE COSTS	405.080,00 €
3.1	Transport (including local transport)	284.400,00 €
3.2	Accommodation costs	85.690,00 €
3.3	Subsistence costs	34.989,99 €

ESTIMATED BUDGET
CONSOLIDATED BUDGET - expenditure

Name of the project leader:	Hessian State Archive Marburg	
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network	
Eligibility period of the project:	from: 01.12.2014	until: 30.11.2018

Please check consistency between figures of the present expenditure part of the estimated budget and revenue part of the estimated budget.

		EURO
		Total amount
4	STAFF COSTS	2.713.200,00 €
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management	425.600,00 €
4.1.1	Project manager/officer	425.600,00 €
4.1.2	Assistant	0,00 €
4.1.3	Secretary	0,00 €
4.1.4	Other	0,00 €
4.2	External professional services	12.000,00 €
4.2.1	Lawyers	0,00 €
4.2.2	Accountant	0,00 €
4.2.3	Auditor (linked to the final report)	10.000,00 €
4.2.4	IT maintenance/Helpdesk	0,00 €
4.2.5	Interpreters and translators	0,00 €
4.2.6	External speakers	2.000,00 €
4.2.7	Other	0,00 €
4.3	Fees, remuneration of artists, scientific personnel and technicians	2.275.600,00 €
4.3.1	Artistic director	0,00 €
4.3.2	Artist fees	0,00 €
4.3.3	Scientific personnel	1.899.100,00 €
4.3.4	Technicians	376.500,00 €
4.3.5	Web master	0,00 €
4.3.6	Production (design & layout)	0,00 €
4.3.7	Others (reception staff, security, etc)	0,00 €
TOTAL DIRECT COSTS		3.727.740,00 €
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)	255.639,00 €
		6,86%
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and offices expenses and consumables (e.g. telephone/fax/Internet connections, postage and mailing, photocopies, equipment depreciation, ...)	255.639,00 €
	Maximum 7% of the total direct costs =	260.941,80 €
TOTAL COSTS		3.983.379,00 €
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY		0,00 €
		0,00%
		Maximum 30% of the total costs = 1.195.013,70 €
Please update your budget by decreasing your costs incurred in or in relation to a third country if the total amount exceeds 30% of the total costs		

Date: 12.09.2014

Name of the legal representative (project leader):

Dr. Andreas Hedwig

Signature (and stamp)



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D-35007 Marburg/H. a. L.

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the project leader:	Hessian State Archive Marburg
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EURO = 1,000,000 EUR
Please insert the exchange rate

Check the rate following the link:
http://eur-lex.europa.eu/eurlex.do
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the award work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES					20 000,00 EUR		20 000,00 EUR		
1.1	Coproduction costs, copyright or royalties and artist re-sale rights					10 000,00 EUR		10 000,00 EUR		
1.1.1	Licenses to set up a Topothèque in DE	10 Topothèques	Project leader	5	4 years	2 000,00	10 000,00 EUR	10 000,00	No	No
1.1.2							0,00 EUR	0,00		
1.1.3							0,00 EUR	0,00		
1.2	Premises hire					0,00 EUR		0,00 EUR		
1.2.1							0,00 EUR	0,00		
1.2.2							0,00 EUR	0,00		
1.2.3							0,00 EUR	0,00		
1.3	Equipment hire					0,00 EUR		0,00 EUR		
1.3.1							0,00 EUR	0,00		
1.3.2							0,00 EUR	0,00		
1.3.3							0,00 EUR	0,00		
1.4	Purchase of materials					0,00 EUR		0,00 EUR		
1.4.1							0,00 EUR	0,00		
1.4.2							0,00 EUR	0,00		
1.4.3							0,00 EUR	0,00		
1.5	Purchase of equipment (depreciation only)					0,00 EUR		0,00 EUR		
1.5.1							0,00 EUR	0,00		
1.5.2							0,00 EUR	0,00		
1.5.3							0,00 EUR	0,00		
1.6	Transport of equipment					0,00 EUR		0,00 EUR		
1.6.1							0,00 EUR	0,00		
1.6.2							0,00 EUR	0,00		
1.6.3							0,00 EUR	0,00		
1.7	Insurance					0,00 EUR		0,00 EUR		
1.7.1							0,00 EUR	0,00		
1.7.2							0,00 EUR	0,00		
1.7.3							0,00 EUR	0,00		
1.8	Rent of translation booths					0,00 EUR		0,00 EUR		
1.8.1							0,00 EUR	0,00		
1.8.2							0,00 EUR	0,00		
1.8.3							0,00 EUR	0,00		
1.9	Catering					6 000,00 EUR		6 000,00 EUR		
1.9.1	Catering for the Convention in Marburg	1 Convention	Project leader	1	3 days	6 000,00	6 000,00 EUR	6 000,00	No	Yes
1.9.2							0,00 EUR	0,00		
1.9.3							0,00 EUR	0,00		
1.10	Other (specify)					6 000,00 EUR		6 000,00 EUR		
1.10.1	Costs for 5 "long year history" days - depending on the location: costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival	10 Topothèques	Project leader	5	1 day each	1 000,00	6 000,00 EUR	6 000,00	No	No
1.10.2							0,00 EUR	0,00		
1.10.3							0,00 EUR	0,00		

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the project leader:	Hessian State Archive Marburg
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below
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	Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					23.000,00	EUR	23.000,00	EUR	
2.1	Production costs (printing costs)					3.000,00	EUR	3.000,00	EUR	
2.1.1	Print of information material, flyers, posters, programme folders, project information etc. for the Convention in Marburg	1 Convention	Project leader	1	3 days	3.000,00	EUR	3.000,00	No	Yes
2.1.2						0,00	EUR	0,00		
2.1.3						0,00	EUR	0,00		
2.2	Advertising costs					20.000,00	EUR	20.000,00	EUR	
2.2.1	Advertising space (radio, TV, paper, press, etc.)					0,00	EUR	0,00		
2.2.1.1						0,00	EUR	0,00		
2.2.1.2						0,00	EUR	0,00		
2.2.1.3						0,00	EUR	0,00		
2.2.2	Purchase of materials (e.g. brochures, posters, etc.)					0,00	EUR	0,00		
2.2.2.1						0,00	EUR	0,00		
2.2.2.2						0,00	EUR	0,00		
2.2.2.3						0,00	EUR	0,00		
2.2.3	Other (specify)					0,00	EUR	0,00		
2.2.3.1	Costs for the production of short films/videos from the input of the 'Living your history' days and the 'Adventures in Archives' activities for the Festival	21 Festival	Project leader	1	several days	20.000,00	EUR	20.000,00	No	Yes
2.2.3.2						0,00	EUR	0,00		
2.2.3.3						0,00	EUR	0,00		
2.3	Web costs					0,00	EUR	0,00	EUR	
2.3.1	Costs for the development of a website (design, programming, etc.)					0,00	EUR	0,00		
2.3.1.1						0,00	EUR	0,00		
2.3.1.2						0,00	EUR	0,00		
2.3.1.3						0,00	EUR	0,00		
2.3.2	Other (specify)					0,00	EUR	0,00		
2.3.2.1						0,00	EUR	0,00		
2.3.2.2						0,00	EUR	0,00		
2.3.2.3						0,00	EUR	0,00		
2.4	Documentation costs (professional magazine, newspaper, books etc.)					0,00	EUR	0,00	EUR	
2.4.1						0,00	EUR	0,00		
2.4.2						0,00	EUR	0,00		
2.4.3						0,00	EUR	0,00		
2.5	Distribution costs (mail, postage, packaging, etc.)					0,00	EUR	0,00	EUR	
2.5.1.1						0,00	EUR	0,00		
2.5.1.2						0,00	EUR	0,00		
2.5.1.3						0,00	EUR	0,00		
3	TRAVEL & SUBSISTENCE COSTS					18.540,00	EUR	18.540,00	EUR	
3.1	Travel to and from the kick-off meeting and the other 3 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	30-40 Project Meetings	Project leader	10	1,5 days each (1 overnight stay)	700,00	EUR	7.000,00	No	No
3.1.1	Travel to and from the kick-off meeting and the other 3 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	30-40 Project Meetings	Project leader	10	1,5 days each (1 overnight stay)	700,00	EUR	7.000,00	No	No
3.1.2	Travel to Brussels for Creative Europe Programme kick-off meeting - 2 persons (ICARUS)	30 Project Management	Project leader	2	1 day	600,00	EUR	1.200,00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Project leader	2	1 day	700,00	EUR	1.400,00	No	No
3.2	Accommodation costs						EUR			
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	30-40 Project Meetings	Project leader	10	1 overnight stay	130,00	EUR	2.600,00	No	No
3.2.2	Accommodation in Brussels for Creative Europe Programme kick-off meeting - 2 persons (Lead Partner + ICARUS)	30 Project Management	Project leader	2	1 overnight stay	90,00	EUR	180,00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Project leader	2	1 overnight stay	130,00	EUR	260,00	No	No
3.3	Subsistence costs						EUR			
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	30-40 Project Meetings	Project leader	10	1,5 days each	140,00	EUR	2.240,00	No	No
3.3.2	Subsistence costs during stay in Brussels for Creative Europe kick-off meeting - 2 persons (Lead Partner + ICARUS)	30 Project Management	Project leader	2	1 day	45,00	EUR	90,00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Project leader	2	1 day	45,00	EUR	90,00	No	No

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the project leader:	Hessian State Archive Marburg
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below. Please break down all the costs. Some cells are protected because they contain formulas.

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Please insert the exchange rate

	Insert rate	Insert currency	Check the rate following this link: http://ec.europa.eu/euro/index.do
1 EURO	=	1,000000	EUR

Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

		Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (indicative conversion)	Third country cost?	Sub-contractor?	
							amount	currency	Total amount	Yes or No	Yes or No	
4	STAFF COSTS						355 002,00	EUR	355 002,00	EUR		
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management						115 002,00	EUR	115 002,00	EUR		
	Please detail for each person, which must be identified by name (where applicable)											
4.1.1	Project management						115 002,00	EUR	115 002,00	EUR		
4.1.1.1	Francesco Robeg - project manager - part time		30 Project Management	Project leader	1	4 years	115 000,00	115 000,00	EUR	115 000,00	No	No
4.1.1.2							0,00	EUR	0,00			
4.1.2	Assistant						0,00	EUR	0,00			
4.1.2.1							0,00	EUR	0,00			
4.1.2.2							0,00	EUR	0,00			
4.1.2.3							0,00	EUR	0,00			
4.1.2.4							0,00	EUR	0,00			
4.1.2.5							0,00	EUR	0,00			
4.1.3	Interpreter						0,00	EUR	0,00			
4.1.3.1							0,00	EUR	0,00			
4.1.3.2							0,00	EUR	0,00			
4.1.3.3							0,00	EUR	0,00			
4.1.3.4							0,00	EUR	0,00			
4.1.3.5							0,00	EUR	0,00			
4.1.4	Cost of office						0,00	EUR	0,00			
4.1.4.1							0,00	EUR	0,00			
4.1.4.2							0,00	EUR	0,00			
4.1.4.3							0,00	EUR	0,00			
4.2	External professional services						10 000,00	EUR	10 000,00	EUR		
4.2.1	Lawyers						0,00	EUR	0,00			
4.2.2	Accountant						0,00	EUR	0,00			
4.2.3	Auditor (related to the final report)		30 Project Management	Joint activities	1	several months	10 000,00	10 000,00	EUR	10 000,00	No	No
4.2.4	IT maintenance/helpdesk						0,00	EUR	0,00			
4.2.5	Interpreters and translators						0,00	EUR	0,00			
4.2.6	External speakers						0,00	EUR	0,00			
4.2.7	Cost of office						0,00	EUR	0,00			
4.2.7.1							0,00	EUR	0,00			
4.2.7.2							0,00	EUR	0,00			
4.2.7.3							0,00	EUR	0,00			
4.3	Fees, remuneration of artists, scientific personnel and technicians						230 000,00	EUR	230 000,00	EUR		
4.3.1	Artists						0,00	EUR	0,00			
4.3.1.1							0,00	EUR	0,00			
4.3.1.2							0,00	EUR	0,00			
4.3.1.3							0,00	EUR	0,00			
4.3.2	Scientists						0,00	EUR	0,00			
4.3.2.1							0,00	EUR	0,00			
4.3.2.2							0,00	EUR	0,00			
4.3.2.3							0,00	EUR	0,00			
4.3.2.4							0,00	EUR	0,00			
4.3.2.5							0,00	EUR	0,00			
4.3.3	Technical personnel						230 000,00	EUR	230 000,00	EUR	No	No
4.3.3.1	Archived personnel handling the content preparation, digitisation, scientific research, etc. of project relevant material for online presentation and update - 2 persons		30 Content Preparation	Project leader	2	4 years	115 000,00	230 000,00	EUR	230 000,00	No	No
4.3.3.2							0,00	EUR	0,00			
4.3.3.3							0,00	EUR	0,00			
4.3.3.4							0,00	EUR	0,00			
4.3.3.5							0,00	EUR	0,00			

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the project leader:	Hessian State Archive Marburg
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below
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		Reference number of the activity in the reform work programme	Costs related to the project leader, the partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians						0.00	EUR	0.00		
4.3.4.1							0.00	EUR	0.00		
4.3.4.2							0.00	EUR	0.00		
4.3.4.3							0.00	EUR	0.00		
4.3.4.4							0.00	EUR	0.00		
4.3.4.5							0.00	EUR	0.00		
4.3.5	Project manager						0.00	EUR	0.00		
4.3.5.1							0.00	EUR	0.00		
4.3.5.2							0.00	EUR	0.00		
4.3.5.3							0.00	EUR	0.00		
4.3.6	Production (Design & Layout)						0.00	EUR	0.00		
4.3.6.1							0.00	EUR	0.00		
4.3.6.2							0.00	EUR	0.00		
4.3.6.3							0.00	EUR	0.00		
4.3.7	Others (Publication staff, security, ...)						0.00	EUR	0.00		
4.3.7.1							0.00	EUR	0.00		
4.3.7.2							0.00	EUR	0.00		
4.3.7.3							0.00	EUR	0.00		
TOTAL DIRECT COSTS							0.00	EUR	0.00		
INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)							0.00	EUR	0.00		
Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office equipment and consumables (e.g. telephone/internet connections, postage and mailing, photocopies, equipment depreciation, ...)							0.00	EUR	0.00		
TOTAL COSTS							0.00	EUR	0.00		
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY							0.00	EUR	0.00		

Date: 12.09.2016
Name of the legal representative (Project leader): Dr. Andreas Hedwig



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 1:	International Centre for Archival Research - ICARUS
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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	Reference number of the activity in the work programme	Costs related to the project (enter, one partner or joint activities?)	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES										
1.1	Production costs (copyright or royalties and artist re-sale rights)					0.00	EUR	0.00		
1.1.1						0.00	EUR	0.00		
1.1.2						0.00	EUR	0.00		
1.1.3						0.00	EUR	0.00		
1.2	Premises hire					0.00	EUR	0.00		
1.2.1						0.00	EUR	0.00		
1.2.2						0.00	EUR	0.00		
1.2.3						0.00	EUR	0.00		
1.3	Equipment hire					0.00	EUR	0.00		
1.3.1						0.00	EUR	0.00		
1.3.2						0.00	EUR	0.00		
1.3.3						0.00	EUR	0.00		
1.4	Purchase of materials					0.00	EUR	0.00		
1.4.1						0.00	EUR	0.00		
1.4.2						0.00	EUR	0.00		
1.4.3						0.00	EUR	0.00		
1.5	Purchase of equipment (depreciation only)					0.00	EUR	0.00		
1.5.1						0.00	EUR	0.00		
1.5.2						0.00	EUR	0.00		
1.5.3						0.00	EUR	0.00		
1.6	Transport of equipment					0.00	EUR	0.00		
1.6.1						0.00	EUR	0.00		
1.6.2						0.00	EUR	0.00		
1.6.3						0.00	EUR	0.00		
1.7	Insurance					0.00	EUR	0.00		
1.7.1						0.00	EUR	0.00		
1.7.2						0.00	EUR	0.00		
1.7.3						0.00	EUR	0.00		
1.8	Rent of translation booths					0.00	EUR	0.00		
1.8.1						0.00	EUR	0.00		
1.8.2						0.00	EUR	0.00		
1.8.3						0.00	EUR	0.00		
1.9	Catering					0.00	EUR	0.00		
1.9.1						0.00	EUR	0.00		
1.9.2						0.00	EUR	0.00		
1.9.3						0.00	EUR	0.00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 1:	International Centre for Archival Research - ICARUS
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

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		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contractor	
							amount	currency	Total amount	Yes or No	Yes or No	
1.10	Other (specify):						0,00	EUR	0,00			
1.0.1							0,00	EUR	0,00			
1.0.2							0,00	EUR	0,00			
1.0.3							0,00	EUR	0,00			
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS						64.000,00	EUR	64.000,00	EUR		
2.1	Production costs (printing costs)						10.000,00	EUR	10.000,00	EUR		
2.1.1	Production of project flyers, information material etc. in corporate design and logos						10.000,00	EUR	10.000,00	EUR		
2.1.2							0,00	EUR	0,00			
2.1.3							0,00	EUR	0,00			
2.2	Advertising costs						60.000,00	EUR	60.000,00	EUR		
2.2.1	Advertising spots (publicity TV, radio, press conference, social networks, etc.)						0,00	EUR	0,00	EUR		
2.2.1.1							0,00	EUR	0,00			
2.2.1.2							0,00	EUR	0,00			
2.2.1.3							0,00	EUR	0,00			
2.2.2	Purchase of material (T-shirt, flyers, papers, posters, etc.)						15.000,00	EUR	15.000,00	EUR		
2.2.2.1	Posters						1.000,00	EUR	1.000,00		No	
2.2.2.2	T-Shirts						5.000,00	EUR	5.000,00		No	
2.2.2.3	Flyers, papers, other dies material						4.000,00	EUR	4.000,00		No	
2.2.3	Other (specify):						40.000,00	EUR	40.000,00	EUR		
2.2.3.1	Costs for the production of short films video derived from the input of the "Living your history" data and the "Adventures in Archives" activities for the Festival						20.000,00	EUR	20.000,00		No	Yes
2.2.3.2	Costs for professional PR consulting						20.000,00	EUR	20.000,00		No	
2.2.3.3							0,00	EUR	0,00		Yes	
2.3	Web costs						4.000,00	EUR	4.000,00	EUR		
2.3.1	Costs for the up-date or creation of the web site (software, no staff costs)						4.000,00	EUR	4.000,00	EUR		
2.3.1.1	Costs for set-up of a common project website						4.000,00	EUR	4.000,00		No	Yes
2.3.1.2							0,00	EUR	0,00			
2.3.1.3							0,00	EUR	0,00			
2.3.2	Other (specify):						0,00	EUR	0,00	EUR		
2.3.2.1							0,00	EUR	0,00			
2.3.2.2							0,00	EUR	0,00			
2.3.2.3							0,00	EUR	0,00			
2.4	Documentation costs (professional magazines, newspaper, books etc.)						0,00	EUR	0,00	EUR		
2.4.1							0,00	EUR	0,00			
2.4.2							0,00	EUR	0,00			
2.4.3							0,00	EUR	0,00			
2.5	Distribution costs (mail, postage, packaging, etc.)						0,00	EUR	0,00	EUR		
2.5.1.1							0,00	EUR	0,00			
2.5.1.2							0,00	EUR	0,00			
2.5.1.3							0,00	EUR	0,00			
3	TRAVEL & SUBSISTENCE COSTS						142.200,00	EUR	142.200,00	EUR		
3.1	Transport (dedicated local transport)						61.000,00	EUR	61.000,00	EUR		
3.1.1	Mobility Grant - financial support for external professionals to travel to project activities (workshops, conferences, courses etc.) to share knowledge						55.000,00	EUR	55.000,00		No	No
3.1.2	Excursion Grant - financial support for interested public (professionals & laymen) to visit foreign archives						25.000,00	EUR	25.000,00		No	No
3.1.3	Travel to and from the kick-off meeting and the other 7 project meetings - international workshops (flight, train, local transport, etc.) - 2 persons						700,00	EUR	11.200,00		No	No
3.1.4	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons						700,00	EUR	1.400,00		No	No
3.1.5	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons						700,00	EUR	1.400,00		No	No
3.2	Accommodation costs						12.000,00	EUR	12.000,00	EUR		
3.2.1	Mobility Grant - financial support for external professionals to visit project activities (workshops, conferences, courses etc.) to share knowledge						50.000,00	EUR	50.000,00		No	No
3.2.2	Accommodation costs during the kick-off and project meetings - international workshops - 2 persons						2.000,00	EUR	2.000,00		No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons						290,00	EUR	290,00		No	No
3.2.2	Accommodation costs during the Convention in ES - 2 persons						290,00	EUR	290,00		No	No
3.3	Subsistence costs						2.800,00	EUR	2.800,00	EUR		
3.3.1	Subsistence costs during the kick-off and project meetings - international workshops - 2 persons						2.240,00	EUR	2.240,00		No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons						180,00	EUR	180,00		No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons						180,00	EUR	180,00		No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 1:	International Centre for Archival Research - ICARUS
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
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1 EURO = 1.000000 EUR
Please insert the exchange rate

Check the rate following the link: http://ec.europa.eu/economy_finance/db_indicators/
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the activity work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4. STAFF COSTS										
4.1 Salaries (incl. labour costs and social security charges) of personnel and fees for project management						243 000.00	EUR	243 000.00	EUR	
Please detail for each person, which must be identified by name (where applicable)						200 000.00	EUR	200 000.00	EUR	
4.1.1 Project management/coordination						200 000.00	EUR	200 000.00	EUR	
4.1.1.1 Karla Muff - project management - full time	38 Project Management	Partner n°1	1	4 years	200 000.00	200 000.00	EUR	200 000.00	No	No
4.1.1.2						0.00	EUR	0.00		
4.1.2 Assistant						0.00	EUR	0.00		
4.1.2.1						0.00	EUR	0.00		
4.1.2.2						0.00	EUR	0.00		
4.1.2.3						0.00	EUR	0.00		
4.1.2.4						0.00	EUR	0.00		
4.1.2.5						0.00	EUR	0.00		
4.1.3 Secretary						0.00	EUR	0.00		
4.1.3.1						0.00	EUR	0.00		
4.1.3.2						0.00	EUR	0.00		
4.1.3.3						0.00	EUR	0.00		
4.1.3.4						0.00	EUR	0.00		
4.1.3.5						0.00	EUR	0.00		
4.1.4 Other (specify)						0.00	EUR	0.00		
4.1.4.1						0.00	EUR	0.00		
4.1.4.2						0.00	EUR	0.00		
4.1.4.3						0.00	EUR	0.00		
4.2 External professional services						0.00	EUR	0.00	EUR	
4.2.1 Lawyers						0.00	EUR	0.00		
4.2.2 Accountant						0.00	EUR	0.00		
4.2.3 Auditor (linked to the final report)						0.00	EUR	0.00		
4.2.4 IT maintenance/backup						0.00	EUR	0.00		
4.2.5 Interpreters and translators						0.00	EUR	0.00		
4.2.6 External speakers						0.00	EUR	0.00		
4.2.7 Other (specify)						0.00	EUR	0.00		
4.2.7.1						0.00	EUR	0.00		
4.2.7.2						0.00	EUR	0.00		
4.2.7.3						0.00	EUR	0.00		
4.3 Fees, remuneration of artists, scientific personnel and technicians						40 000.00	EUR	40 000.00	EUR	
4.3.1 Artists director						0.00	EUR	0.00		
4.3.1.1						0.00	EUR	0.00		
4.3.1.2						0.00	EUR	0.00		
4.3.1.3						0.00	EUR	0.00		
4.3.2 Artists fees						0.00	EUR	0.00		
4.3.2.1						0.00	EUR	0.00		
4.3.2.2						0.00	EUR	0.00		
4.3.2.3						0.00	EUR	0.00		
4.3.2.4						0.00	EUR	0.00		
4.3.2.5						0.00	EUR	0.00		
4.3.3 Scientific personnel						40 000.00	EUR	40 000.00	EUR	
4.3.3.1 Moderation of the European Archive Blog - 1 person	32 Archival Blog	Partner n°1	1	4 years	40 000.00	40 000.00	EUR	40 000.00	No	No
4.3.3.2						0.00	EUR	0.00		
4.3.3.3						0.00	EUR	0.00		
4.3.3.4						0.00	EUR	0.00		
4.3.3.5						0.00	EUR	0.00		

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ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 1:	International Centre for Archival Research - ICARUS
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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Insert rate: 1 EURO = 1,000000 EUR
Insert currency: EUR
Check the rate following this link: <http://info.fra.europa.eu/eur/eurindex.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contraction
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians					0,00	EUR	0,00	EUR	
4.3.4.1						0,00	EUR	0,00		
4.3.4.2						0,00	EUR	0,00		
4.3.4.3						0,00	EUR	0,00		
4.3.4.4						0,00	EUR	0,00		
4.3.4.5						0,00	EUR	0,00		
4.3.5	Web master					0,00	EUR	0,00	EUR	
4.3.5.1						0,00	EUR	0,00		
4.3.5.2						0,00	EUR	0,00		
4.3.5.3						0,00	EUR	0,00		
4.3.6	Production (Design & Layout)					0,00	EUR	0,00	EUR	
4.3.6.1						0,00	EUR	0,00		
4.3.6.2						0,00	EUR	0,00		
4.3.6.3						0,00	EUR	0,00		
4.3.7	Others (Translation staff, security, etc)					0,00	EUR	0,00	EUR	
4.3.7.1						0,00	EUR	0,00		
4.3.7.2						0,00	EUR	0,00		
4.3.7.3						0,00	EUR	0,00		
TOTAL DIRECT COSTS						453.200,00	EUR	453.200,00	EUR	
INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)						31.725,00	EUR	31.725,00	EUR	
	Provision and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/internet connections, postage and mailing, photocopies, equipment depreciation, ...)				0,07	31.725,00	EUR	31.725,00	EUR	
TOTAL COSTS						484.925,00	EUR	484.925,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0,00	EUR	

Date: 12.09.2014
Name of the legal representative (project manager):

Dr. Andreas Hedwig

Signature (and stamp):



A. Hedwig

Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 2:	National Archives of Hungary
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.

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1 EURO = 200 HUF
Please insert the exchange rate

	Reference number of the activity in the sForm work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting	
						amount	currency	Total amount	Yes or No	Yes or No	
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES					13 176 240.00	HUF	44 603.00	EUR		
1.1	Coproduction costs, copyright or royalties and artist re-sale rights					0.00	HUF	0.00	EUR		
1.1.1						0.00	HUF	0.00			
1.1.2						0.00	HUF	0.00			
1.1.3						0.00	HUF	0.00			
1.2	Premises hire					0.00	HUF	0.00	EUR		
1.2.1						0.00	HUF	0.00			
1.2.2						0.00	HUF	0.00			
1.2.3						0.00	HUF	0.00			
1.3	Equipment hire					0.00	HUF	0.00	EUR		
1.3.1						0.00	HUF	0.00			
1.3.2						0.00	HUF	0.00			
1.3.3						0.00	HUF	0.00			
1.4	Purchase of materials					0.00	HUF	0.00	EUR		
1.4.1						0.00	HUF	0.00			
1.4.2						0.00	HUF	0.00			
1.4.3						0.00	HUF	0.00			
1.5	Purchase of equipment (depreciation only)					0.00	HUF	0.00	EUR		
1.5.1						0.00	HUF	0.00			
1.5.2						0.00	HUF	0.00			
1.5.3						0.00	HUF	0.00			
1.6	Transport of equipment					0.00	HUF	0.00	EUR		
1.6.1						0.00	HUF	0.00			
1.6.2						0.00	HUF	0.00			
1.6.3						0.00	HUF	0.00			
1.7	Insurance					0.00	HUF	0.00	EUR		
1.7.1						0.00	HUF	0.00			
1.7.2						0.00	HUF	0.00			
1.7.3						0.00	HUF	0.00			
1.8	Rent of translation booths					0.00	HUF	0.00	EUR		
1.8.1						0.00	HUF	0.00			
1.8.2						0.00	HUF	0.00			
1.8.3						0.00	HUF	0.00			
1.9	Catering					1 197 840.00	HUF	4 655.00	EUR		
1.9.1	Catering for training Courses in connection with the Archival Knowledge Centre	33 Archival Knowledge Centre	Partner n°2	2	1 day	200 400.00	598 520.00	HUF	2 000.00	No	Yes
1.9.2	Catering for the Round Table	31 Round Table	Partner n°2	1	1 day	598 920.00	598 920.00	HUF	2 000.00	No	Yes
1.9.3						0.00	HUF	0.00			
1.10	Other (specify)					11 978 400.00	HUF	40 000.00	EUR		
1.10.1	Digitalisation of archival content for educational activities	36 Content Preparation	Partner n°2	1	several months	11 978 400.00	11 978 400.00	HUF	40 000.00	No	Yes
1.10.2						0.00	HUF	0.00			
1.10.3						0.00	HUF	0.00			

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ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 2:	National Archives of Hungary
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

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1 EURO = 239 450000 HUF
Please insert the exchange rate

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http://ec.europa.eu/economy_finance/eur_huf_en.htm
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (informational conversion)	Third country cost	Sub-contract
						amount	currency	Total amount	Yes or No	Yes or No
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					656 353,05	HUF	2 652,03	EUR	
2.1	Production costs (printing costs)					656 353,05	HUF	2 652,03	EUR	
2.1.1	Print of information material for course for Archival Knowledge Centre	33 Archival Knowledge Centre	Partner n°2	1	several days	149 730,00	HUF	500,00	No	Yes
2.1.2	Print of information material about Archival Knowledge Centre	34 Dissemination	Partner n°2	1	several days	506 620,00	HUF	2 000,00	No	Yes
2.1.3	Print of information and supporting material for the Round Table	31 Round Table	Partner n°2	1	1 day	149 730,00	HUF	500,00	No	Yes
2.2	Advertising costs					0,00	HUF	0,00	EUR	
2.2.1	Advertising space (publicity TV, radio, press conferences, social networks, etc.)					0,00	HUF	0,00	EUR	
2.2.1.1						0,00	HUF	0,00		
2.2.1.2						0,00	HUF	0,00		
2.2.1.3						0,00	HUF	0,00		
2.2.2	Purchase of materials (T-shirt, flyers, posters, banners, etc.)					0,00	HUF	0,00	EUR	
2.2.2.1						0,00	HUF	0,00		
2.2.2.2						0,00	HUF	0,00		
2.2.2.3						0,00	HUF	0,00		
2.2.3	Other (specify)					0,00	HUF	0,00	EUR	
2.2.3.1						0,00	HUF	0,00		
2.2.3.2						0,00	HUF	0,00		
2.2.3.3						0,00	HUF	0,00		
2.3	Web costs					0,00	HUF	0,00	EUR	
2.3.1	Costs for the up-date or creation of the web site (specify: no staff cost)					0,00	HUF	0,00	EUR	
2.3.1.1						0,00	HUF	0,00		
2.3.1.2						0,00	HUF	0,00		
2.3.1.3						0,00	HUF	0,00		
2.3.2	Other (specify)					0,00	HUF	0,00	EUR	
2.3.2.1						0,00	HUF	0,00		
2.3.2.2						0,00	HUF	0,00		
2.3.2.3						0,00	HUF	0,00		
2.4	Documentation costs (professional magazines, newspaper, books etc.)					0,00	HUF	0,00	EUR	
2.4.1						0,00	HUF	0,00		
2.4.2						0,00	HUF	0,00		
2.4.3						0,00	HUF	0,00		
2.5	Distribution costs (mail, postage, packaging, etc.)					0,00	HUF	0,00	EUR	
2.5.1						0,00	HUF	0,00		
2.5.1.2						0,00	HUF	0,00		
2.5.1.3						0,00	HUF	0,00		
3	TRAVEL & SUBSISTENCE COSTS					5 707 767,60	HUF	23 652,03	EUR	
3.1	Transport (including local transport)					4 312 224,00	HUF	17 626,00	EUR	
3.1.1	Travel to and from the kick-off meeting and the other 6 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	30-48 Project Meetings	Partner n°2	14	1,5 days each (1 overnight stay)	270 568,00	HUF	1 126,00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°2	2	1 day	270 568,00	HUF	1 126,00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°2	2	1 day	270 568,00	HUF	1 126,00	No	No
3.2	Accommodation costs					726 224,00	HUF	2 944,96	EUR	
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	30-48 Project Meetings	Partner n°2	14	1 overnight stay each	38 620,80	HUF	1 620,00	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°2	2	1 overnight stay	38 620,80	HUF	1 620,00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°2	2	1 overnight stay	38 620,80	HUF	1 620,00	No	No
3.3	Subsistence costs					654 779,60	HUF	2 599,99	EUR	
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	30-48 Project Meetings	Partner n°2	14	1,5 days each	41 024,40	HUF	1 800,00	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°2	2	1 day	26 951,40	HUF	180,00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°2	2	1 day	26 951,40	HUF	180,00	No	No

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 2:	National Archives of Hungary
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

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	Reference number of the activity in the reform work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					20 516 292.40 HUF		102 240.00 EUR		
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					1 838 084.40 HUF		9 140.00 EUR		
	Please detail for each person, which must be identified by name (where applicable)									
4.1.1	Project management officer					1 838 084.40 HUF		9 140.00 EUR		
4.1.1.1	Create R&D- project management- part time	38 Project Management	Partner n°2	1	1 years	1 838 084.40	HUF	9 140.00	No	No
4.1.1.2						0.00	HUF	0.00		
4.1.2	Assistants					0.00 HUF		0.00 EUR		
4.1.2.1						0.00	HUF	0.00		
4.1.2.2						0.00	HUF	0.00		
4.1.2.3						0.00	HUF	0.00		
4.1.2.4						0.00	HUF	0.00		
4.1.2.5						0.00	HUF	0.00		
4.1.3	Secretary					0.00 HUF		0.00 EUR		
4.1.3.1						0.00	HUF	0.00		
4.1.3.2						0.00	HUF	0.00		
4.1.3.3						0.00	HUF	0.00		
4.1.3.4						0.00	HUF	0.00		
4.1.3.5						0.00	HUF	0.00		
4.1.4	Other (specify)					0.00 HUF		0.00 EUR		
4.1.4.1						0.00	HUF	0.00		
4.1.4.2						0.00	HUF	0.00		
4.1.4.3						0.00	HUF	0.00		
4.2	External professional services					0.00 HUF		0.00 EUR		
4.2.1	Lawyers					0.00	HUF	0.00		
4.2.2	Accountant					0.00	HUF	0.00		
4.2.3	Auditor (linked to the final report)					0.00	HUF	0.00		
4.2.4	IT maintenance support					0.00	HUF	0.00		
4.2.5	Interpreters and translators					0.00	HUF	0.00		
4.2.6	External speakers					0.00	HUF	0.00		
4.2.7	Other (specify)					0.00 HUF		0.00 EUR		
4.2.7.1						0.00	HUF	0.00		
4.2.7.2						0.00	HUF	0.00		
4.2.7.3						0.00	HUF	0.00		
4.3	Fees, remuneration of artists, scientific personnel and technicians					28 778 106.00 HUF		143 600.00 EUR		
4.3.1	Artistic director					0.00 HUF		0.00 EUR		
4.3.1.1						0.00	HUF	0.00		
4.3.1.2						0.00	HUF	0.00		
4.3.1.3						0.00	HUF	0.00		
4.3.2	Artists fees					0.00 HUF		0.00 EUR		
4.3.2.1						0.00	HUF	0.00		
4.3.2.2						0.00	HUF	0.00		
4.3.2.3						0.00	HUF	0.00		
4.3.2.4						0.00	HUF	0.00		
4.3.2.5						0.00	HUF	0.00		
4.3.3	Scientific personnel					28 029 406.00 HUF		140 100.00 EUR		
4.3.3.1	Scientific personnel to implement and manage the Archival Knowledge Centre- 1 person	32 Archival Knowledge Centre	Partner n°2	1	4 years	28 029 406.00	HUF	140 100.00	No	No
4.3.3.2						0.00	HUF	0.00		
4.3.3.3						0.00	HUF	0.00		
4.3.3.4						0.00	HUF	0.00		
4.3.3.5						0.00	HUF	0.00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 2:	National Archives of Hungary
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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1 EURO = 200 483 000 HUF
Please insert the exchange rate

						National currency in EURO		EURO (automatic conversion)		Third country cost		Sub-contracting			
						amount	currency	Total amount		Yes or No	Yes or No				
4.3.4	Tasks/activities	4.3.4.1	Development of technical tools and support for Archival Knowledge Centre - 1 person	23 Archival Knowledge Centre	Partner n°2	1	months	748 650.00	748 650.00	HUF	2 500.00	EUR	No	No	
4.3.4.2								0.00	0.00	HUF	0.00				
4.3.4.3								0.00	0.00	HUF	0.00				
4.3.4.4								0.00	0.00	HUF	0.00				
4.3.4.5								0.00	0.00	HUF	0.00				
4.3.5	Web master	4.3.5.1						0.00	0.00	HUF	0.00	0.00	EUR		
4.3.5.2								0.00	0.00	HUF	0.00				
4.3.5.3								0.00	0.00	HUF	0.00				
4.3.6	Production (Design & Layout)	4.3.6.1						0.00	0.00	HUF	0.00	0.00	EUR		
4.3.6.2								0.00	0.00	HUF	0.00				
4.3.6.3								0.00	0.00	HUF	0.00				
4.3.7	Others (Transport staff, security, etc)	4.3.7.1						0.00	0.00	HUF	0.00	0.00	EUR		
4.3.7.2								0.00	0.00	HUF	0.00				
4.3.7.3								0.00	0.00	HUF	0.00				
TOTAL DIRECT COSTS									50,399,118.00	HUF	168,300.00	EUR			
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)								3,527,938.00	HUF	11,781.00	EUR			
	Phonetic and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/fax/internet connections, postage and mailing, photocopies, equipment depreciation, ...)								0.00	3,527,938.00	HUF	11,781.00	EUR		
TOTAL COSTS									53,927,056.00	HUF	180,081.00	EUR			
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY											0.00	EUR			

Date: 12.08.2014
Name of the legal representative (project leader):
Signature (and stamp):



Dr. Andreas Hedwig

A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 3:	Budapest City Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants')

1 EURO = 262.450000 HUF
Please insert the exchange rate

Insert rate Insert currency Check the rate following this link: http://ec.europa.eu/economy_finance
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

1		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting	
							amount	currency	Total amount	Yes or No	Yes or No	
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES						5 989 203.00	HUF	20 503.00	EUR		
1.1	Coproduction costs, copyright or royalties and artist re-sale rights						2 884 000.00	HUF	10 000.00	EUR		
1.1.1	License to set up a Topographie in HU	18 Topographie	Partner n°3	5	4 years	596 800.00	HUF	2 064 000.00	HUF	10 000.00	No	No
1.1.2							0.00	HUF	0.00			
1.1.3							0.00	HUF	0.00			
1.2	Premises hire						0.00	HUF	0.00	EUR		
1.2.1							0.00	HUF	0.00			
1.2.2							0.00	HUF	0.00			
1.2.3							0.00	HUF	0.00			
1.3	Equipment hire						0.00	HUF	0.00	EUR		
1.3.1							0.00	HUF	0.00			
1.3.2							0.00	HUF	0.00			
1.3.3							0.00	HUF	0.00			
1.4	Purchase of materials						0.00	HUF	0.00	EUR		
1.4.1							0.00	HUF	0.00			
1.4.2							0.00	HUF	0.00			
1.4.3							0.00	HUF	0.00			
1.5	Purchase of equipment (depreciation only)						0.00	HUF	0.00	EUR		
1.5.1							0.00	HUF	0.00			
1.5.2							0.00	HUF	0.00			
1.5.3							0.00	HUF	0.00			
1.6	Transport of equipment						0.00	HUF	0.00	EUR		
1.6.1							0.00	HUF	0.00			
1.6.2							0.00	HUF	0.00			
1.6.3							0.00	HUF	0.00			
1.7	Insurance						0.00	HUF	0.00	EUR		
1.7.1							0.00	HUF	0.00			
1.7.2							0.00	HUF	0.00			
1.7.3							0.00	HUF	0.00			
1.8	Rent of translation booths						0.00	HUF	0.00	EUR		
1.8.1							0.00	HUF	0.00			
1.8.2							0.00	HUF	0.00			
1.8.3							0.00	HUF	0.00			
1.9	Catering						1 497 300.00	HUF	5 000.00	EUR		
1.9.1	Catering for the International Workshop + project meeting in Budapest together with partner no.2	8 International Workshop	Joint activities	1	1.5 days	1 497 300.00	HUF	1 497 300.00	HUF	5 000.00	No	Yes
1.9.2							0.00	HUF	0.00			
1.9.3							0.00	HUF	0.00			
1.10	Other (specify)						1 497 300.00	HUF	5 000.00	EUR		
1.10.1	Costs for 5 "living your history" days + depending on the location: costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival	18 Topographie	Partner n°3	5	1 day each	299 480.00	HUF	1 497 300.00	HUF	5 000.00	No	No
1.10.2							0.00	HUF	0.00			
1.10.3							0.00	HUF	0.00			

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Name of the partner 3:		Budapest City Archives
Title of the cooperation project:		Community as Opportunity - Creative archives' and users' network

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

		Reference number of the activity in the action work programme	Costs related to the project leader, line partner or joint activities?	Objectives	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR	Third country cost	Sub-contractor					
							amount	currency	Total amount	Yes or No	Yes or No					
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS						2 399 680.00	HUF	8 058.00	EUR						
2.1	Production costs (printing costs)						299 400.00	HUF	1 000.00	EUR						
2.1.1	Print of information and advertising material for the International Workshop						299 400.00	HUF	1 000.00	No	Yes					
2.1.2							0.00	HUF	0.00							
2.1.3							0.00	HUF	0.00							
2.2	Advertising costs						1 497 300.00	HUF	5 000.00	EUR						
2.2.1	Advertising space (billboard TV, radio, press conferences, social networks, etc.)						0.00	HUF	0.00							
2.2.1.1							0.00	HUF	0.00							
2.2.1.2							0.00	HUF	0.00							
2.2.1.3							0.00	HUF	0.00							
2.2.2	Purchase of materials (T-shirt, flyers, banners, posters, etc.)						0.00	HUF	0.00							
2.2.2.1							0.00	HUF	0.00							
2.2.2.2							0.00	HUF	0.00							
2.2.2.3							0.00	HUF	0.00							
2.2.3	Other (specify)						1 497 300.00	HUF	5 000.00	EUR						
2.2.3.1	Costs for the production of short films/videos comes from the input of the "Bring your history days for the Festival"						1 497 300.00	HUF	5 000.00	No	Yes					
2.2.3.2							0.00	HUF	0.00							
2.2.3.3							0.00	HUF	0.00							
2.3	Web costs						0.00	HUF	0.00	EUR						
2.3.1	Costs for the up-date or creation of the web site (attention to staff cost)						0.00	HUF	0.00	EUR						
2.3.1.1							0.00	HUF	0.00							
2.3.1.2							0.00	HUF	0.00							
2.3.1.3							0.00	HUF	0.00							
2.3.2	Other (specify)						0.00	HUF	0.00	EUR						
2.3.2.1							0.00	HUF	0.00							
2.3.2.2							0.00	HUF	0.00							
2.3.2.3							0.00	HUF	0.00							
2.4	Documentation costs (professional magazines, newspaper, books etc.)						588 820.00	HUF	2 000.00	EUR						
2.4.1	Production and print of didactic and scientific publications						588 820.00	HUF	2 000.00	No	Yes					
2.4.2							0.00	HUF	0.00							
2.4.3							0.00	HUF	0.00							
2.5	Distribution costs (mail, postage, packaging, etc.)						0.00	HUF	0.00	EUR						
2.5.1.1							0.00	HUF	0.00							
2.5.1.2							0.00	HUF								

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 3:	Budapest City Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants)

1 EURO = 200 HUF
Please insert the exchange rate

Insert currency: HUF
Check the rate following this link: <http://eur-lex.europa.eu/JURLEX.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the 4 form work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURD (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					52 147 514,43	HUF	174 140,00		
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					1 838 084,40	HUF	6 140,00		
	Please detail for each person, which must be identified by name (where applicable)									
4.1.1	Project manager/leader					1 838 084,40	HUF	6 140,00		
4.1.1.1	Kovács Tamas - project manager - part time	38 Project Management	Partner n°3	1	4 years	1 838 084,40	HUF	6 140,00	No	No
4.1.1.2						0,00	HUF	0,00		
4.1.2	Assistant					0,00	HUF	0,00		
4.1.2.1						0,00	HUF	0,00		
4.1.2.2						0,00	HUF	0,00		
4.1.2.3						0,00	HUF	0,00		
4.1.2.4						0,00	HUF	0,00		
4.1.2.5						0,00	HUF	0,00		
4.1.3	Secretary					0,00	HUF	0,00		
4.1.3.1						0,00	HUF	0,00		
4.1.3.2						0,00	HUF	0,00		
4.1.3.3						0,00	HUF	0,00		
4.1.3.4						0,00	HUF	0,00		
4.1.3.5						0,00	HUF	0,00		
4.1.4	Other (specify)					0,00	HUF	0,00		
4.1.4.1						0,00	HUF	0,00		
4.1.4.2						0,00	HUF	0,00		
4.1.4.3						0,00	HUF	0,00		
4.2	External professional services					0,00	HUF	0,00		
4.2.1	Lawyers					0,00	HUF	0,00		
4.2.2	Accountant					0,00	HUF	0,00		
4.2.3	Auditor (linked to the final report)					0,00	HUF	0,00		
4.2.4	IT maintenance/updates					0,00	HUF	0,00		
4.2.5	Interpreters and translators					0,00	HUF	0,00		
4.2.6	External speakers					0,00	HUF	0,00		
4.2.7	Other (specify)					0,00	HUF	0,00		
4.2.7.1						0,00	HUF	0,00		
4.2.7.2						0,00	HUF	0,00		
4.2.7.3						0,00	HUF	0,00		
4.3	Fees, remuneration of artists, scientific personnel and technicians					50 303 290,00	HUF	168 000,00		
4.3.1	Artists director					0,00	HUF	0,00		
4.3.1.1						0,00	HUF	0,00		
4.3.1.2						0,00	HUF	0,00		
4.3.1.3						0,00	HUF	0,00		
4.3.2	Artists fees					0,00	HUF	0,00		
4.3.2.1						0,00	HUF	0,00		
4.3.2.2						0,00	HUF	0,00		
4.3.2.3						0,00	HUF	0,00		
4.3.2.4						0,00	HUF	0,00		
4.3.2.5						0,00	HUF	0,00		
4.3.3	Scientific personnel					20 363 290,00	HUF	68 000,00		
4.3.3.1	Coordination and scientific support of the Topotheque - 1 person	18 Topotheque	Joint activities	1	4 years	20 363 290,00	HUF	68 000,00	No	No
4.3.3.2	Research and scientific evaluation of content, compilation of educational material - 1 person	37 Research	Partner n°3	1	4 years	20 363 290,00	HUF	68 000,00	No	No
4.3.3.3						0,00	HUF	0,00		
4.3.3.4						0,00	HUF	0,00		
4.3.3.5						0,00	HUF	0,00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 3:	Budapest City Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT! please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants')

Insert rate: 226.460000 HUF
Check the rate following this link: <http://eur-lex.europa.eu/CELEX.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians					0.00	HUF	0.00	EUR	
4.3.4.1						0.00	HUF	0.00		
4.3.4.2						0.00	HUF	0.00		
4.3.4.3						0.00	HUF	0.00		
4.3.4.4						0.00	HUF	0.00		
4.3.4.5						0.00	HUF	0.00		
4.3.5	Web master					0.00	HUF	0.00	EUR	
4.3.5.1						0.00	HUF	0.00		
4.3.5.2						0.00	HUF	0.00		
4.3.5.3						0.00	HUF	0.00		
4.3.6	Production (Design & Layout)					0.00	HUF	0.00	EUR	
4.3.6.1						0.00	HUF	0.00		
4.3.6.2						0.00	HUF	0.00		
4.3.6.3						0.00	HUF	0.00		
4.3.7	Office (Reception staff, security, etc.)					0.00	HUF	0.00	EUR	
4.3.7.1						0.00	HUF	0.00		
4.3.7.2						0.00	HUF	0.00		
4.3.7.3						0.00	HUF	0.00		
TOTAL DIRECT COSTS						66.240.552,00	HUF	221.200,00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)					2.824.727,64	HUF	10.124,00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/fax/internet connection, postage and mailing, photocopies, equipment depreciation, ...)				0.05	3.034.727,64	HUF	10.124,00	EUR	
TOTAL COSTS						69.275.279,64	HUF	231.324,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0,00	EUR	

Date: 12.09.2014

Name of the legal representative (project leader):

Dr. Andreas Hedwig

Signature (and stamp):



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET DETAILED BUDGET - expenditure

Name of the partner 4: National Archives of the Czech Republic
Title of the cooperation project: Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formula) and inserting the copied row between two existing ones (see 'guide for applicants')

1 EURO = 37.250000 CZK
Please insert the exchange rate

Check the rate following this link:
http://ec.europa.eu/economy_finance/

Use the official EUR exchange rate published in the Official Journal of the EU on the day of the publication of the call for proposals

1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES	Reference number of the activity in the MFF work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (maximum conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
1.1	Coproduction costs, copyright or royalties and artist re-sale rights						1 449 310.00 CZK		13 600.00 EUR		
1.1.1	License to set up a Topotheque in CZ	10 Topotheque	Partner n°4	5	4 years	54 700.00	273 500.00 CZK		10 000.00 EUR	No	No
1.1.2							273 500.00 CZK		10 000.00 EUR		
1.1.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.2	Premises hire										
1.2.1							0.00 CZK		0.00 EUR		
1.2.2							0.00 CZK		0.00 EUR		
1.2.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.3	Equipment hire										
1.3.1							0.00 CZK		0.00 EUR		
1.3.2							0.00 CZK		0.00 EUR		
1.3.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.4	Purchase of materials										
1.4.1							0.00 CZK		0.00 EUR		
1.4.2							0.00 CZK		0.00 EUR		
1.4.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.5	Purchase of equipment (depreciation only)										
1.5.1							0.00 CZK		0.00 EUR		
1.5.2							0.00 CZK		0.00 EUR		
1.5.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.6	Transport of equipment										
1.6.1							0.00 CZK		0.00 EUR		
1.6.2							0.00 CZK		0.00 EUR		
1.6.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.7	Insurance										
1.7.1							0.00 CZK		0.00 EUR		
1.7.2							0.00 CZK		0.00 EUR		
1.7.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.8	Rent of translation booths										
1.8.1							0.00 CZK		0.00 EUR		
1.8.2							0.00 CZK		0.00 EUR		
1.8.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.9	Catering										
1.9.1	Catering for the International Workshop + project meeting in Prague	2 International Workshop	Partner n°4	1	1.5 days	136 750.00	136 750.00 CZK		5 000.00 EUR	No	Yes
1.9.2											
1.9.3							0.00 CZK		0.00 EUR		
							0.00 CZK		0.00 EUR		
1.10	Other (specify)										
1.10.1	Costs for 5 "Bring your history days" - depending on the location costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival	10 Topotheque	Partner n°4	5	1 day each	27 350.00	136 750.00 CZK		5 000.00 EUR	No	Yes
1.10.2	External personnel for digitisation of archival content	26 Content Preparation	Partner n°4	1	several months	902 560.00	902 560.00 CZK		22 000.00 EUR	No	Yes
1.10.3							0.00 CZK		0.00 EUR		

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 4:	National Archives of the Czech Republic
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EUR = 27,559600 CZK
Please insert the exchange rate

	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					27 200,00 CZK		1 000,00 EUR		
2.1	Production costs (printing costs)					27 200,00 CZK		1 000,00 EUR		
2.1.1	Print of information and advertising material for the International Workshop	3 International Workshop	Partner n°4	1	1.5 days	27 200,00	CZK	1 000,00	No	Yes
2.1.2						0,00	CZK	0,00		
2.1.3						0,00	CZK	0,00		
2.2	Advertising costs					0,00 CZK		0,00 EUR		
2.2.1	Advertising costs (publishing, TV, radio, press, social networks, etc.)					0,00	CZK	0,00		
2.2.1.1						0,00	CZK	0,00		
2.2.1.2						0,00	CZK	0,00		
2.2.1.3						0,00	CZK	0,00		
2.2.2	Purchase of materials (T-shirt, flyers, posters, etc.)					0,00	CZK	0,00		
2.2.2.1						0,00	CZK	0,00		
2.2.2.2						0,00	CZK	0,00		
2.2.2.3						0,00	CZK	0,00		
2.2.3	Other (specify)					0,00	CZK	0,00		
2.2.3.1						0,00	CZK	0,00		
2.2.3.2						0,00	CZK	0,00		
2.2.3.3						0,00	CZK	0,00		
2.3	Web costs					0,00 CZK		0,00 EUR		
2.3.1	Costs for the creation of the web site (excluding the staff cost)					0,00	CZK	0,00		
2.3.1.1						0,00	CZK	0,00		
2.3.1.2						0,00	CZK	0,00		
2.3.1.3						0,00	CZK	0,00		
2.3.2	Other (specify)					0,00	CZK	0,00		
2.3.2.1						0,00	CZK	0,00		
2.3.2.2						0,00	CZK	0,00		
2.3.2.3						0,00	CZK	0,00		
2.4	Documentation costs (professional magazines, newspaper, books, etc.)					0,00 CZK		0,00 EUR		
2.4.1						0,00	CZK	0,00		
2.4.2						0,00	CZK	0,00		
2.4.3						0,00	CZK	0,00		
2.5	Distribution costs (mail, postage, packaging, etc.)					0,00 CZK		0,00 EUR		
2.5.1						0,00	CZK	0,00		
2.5.1.1						0,00	CZK	0,00		
2.5.1.2						0,00	CZK	0,00		
2.5.1.3						0,00	CZK	0,00		
3	TRAVEL & SUBSISTENCE COSTS					521 201,00 CZK		18 900,00 EUR		
3.1	Transport (excluding local transport)					503 848,50	CZK	18 280,70		
3.1.1	Travel to and from the kick-off meeting and the other 8 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	20-40 Project Meetings	Partner n°4	14	1.5 days each (1 overnight stay)	21 880,00	CZK	798,00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°4	2	1 day	21 880,00	CZK	798,00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°4	2	1 day	21 880,00	CZK	798,00	No	No
3.2	Accommodation costs					63 996,50	CZK	2 322,74		
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	20-40 Project Meetings	Partner n°4	14	1 overnight stay	3 555,80	CZK	127,26	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°4	2	1 overnight stay	3 555,90	CZK	127,26	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°4	2	1 overnight stay	3 555,90	CZK	127,26	No	No
3.3	Subsistence costs					63 806,00	CZK	2 311,74		
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	20-40 Project Meetings	Partner n°4	14	1.5 days each	3 820,00	CZK	138,60	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°4	2	1 day	2 481,50	CZK	89,80	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°4	2	1 day	2 481,50	CZK	89,80	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 4:	National Archives of the Czech Republic
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EURO = 27,50000 CZK
Please insert the exchange rate

	Reference number of the activity in the work programme	Costs related to the project leader, one person or joint activities	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (summed, converted)	Third country cost	Sub-allocating
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					2,862,828.00	CZK	105,143.00	EUR	
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					187,228.00	CZK	6,843.00	EUR	
Please insert for each person, which must be identified by name (where applicable)										
4.1.1	Project Management Officer					187,228.00	CZK	6,843.00	EUR	
4.1.1.1	Jitka Křiváková - project management - part time	38 Project Management	Partner n/a	1	4 years	187,228.00	CZK	6,843.00	No	No
4.1.1.2						0.00	CZK	0.00		
4.1.2	Assistant					0.00	CZK	0.00		
4.1.2.1						0.00	CZK	0.00		
4.1.2.2						0.00	CZK	0.00		
4.1.2.3						0.00	CZK	0.00		
4.1.2.4						0.00	CZK	0.00		
4.1.2.5						0.00	CZK	0.00		
4.1.3	Secretary					0.00	CZK	0.00		
4.1.3.1						0.00	CZK	0.00		
4.1.3.2						0.00	CZK	0.00		
4.1.3.3						0.00	CZK	0.00		
4.1.3.4						0.00	CZK	0.00		
4.1.3.5						0.00	CZK	0.00		
4.1.4	Other (specify)					0.00	CZK	0.00		
4.1.4.1						0.00	CZK	0.00		
4.1.4.2						0.00	CZK	0.00		
4.1.4.3						0.00	CZK	0.00		
4.2	External professional services					0.00	CZK	0.00	EUR	
4.2.1	Lawyers					0.00	CZK	0.00		
4.2.2	Accountants					0.00	CZK	0.00		
4.2.3	Author (linked to the final report)					0.00	CZK	0.00		
4.2.4	IT maintenance/helpdesk					0.00	CZK	0.00		
4.2.5	Interpreters and translators					0.00	CZK	0.00		
4.2.6	External speakers					0.00	CZK	0.00		
4.2.7	Other (specify)					0.00	CZK	0.00		
4.2.7.1						0.00	CZK	0.00		
4.2.7.2						0.00	CZK	0.00		
4.2.7.3						0.00	CZK	0.00		
4.3	Fees, remuneration of artists, scientific personnel and technicians					2,735,600.00	CZK	100,000.00	EUR	
4.3.1	Artist Director					0.00	CZK	0.00		
4.3.1.1						0.00	CZK	0.00		
4.3.1.2						0.00	CZK	0.00		
4.3.1.3						0.00	CZK	0.00		
4.3.2	Artist Team					0.00	CZK	0.00		
4.3.2.1						0.00	CZK	0.00		
4.3.2.2						0.00	CZK	0.00		
4.3.2.3						0.00	CZK	0.00		
4.3.2.4						0.00	CZK	0.00		
4.3.2.5						0.00	CZK	0.00		
4.3.3	Scientific personnel					2,735,600.00	CZK	100,000.00	EUR	
4.3.3.1	Artistic personnel handling the content preparation, organisation, scientific research, etc. of project relevant material for online presentation and usage - 1 person	38 Content Preparation	Partner n/a	1	4 years	2,735,600.00	CZK	100,000.00	No	No
4.3.3.2						0.00	CZK	0.00		
4.3.3.3						0.00	CZK	0.00		
4.3.3.4						0.00	CZK	0.00		
4.3.3.5						0.00	CZK	0.00		

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 4:	National Archives of the Czech Republic
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EUR = 20.3606 CZK
Please insert the exchange rate

		Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians						0.00	CZK	0.00	EUR	
4.3.4.1							0.00	CZK	0.00		
4.3.4.2							0.00	CZK	0.00		
4.3.4.3							0.00	CZK	0.00		
4.3.4.4							0.00	CZK	0.00		
4.3.4.5							0.00	CZK	0.00		
4.3.5	Web master						0.00	CZK	0.00	EUR	
4.3.5.1							0.00	CZK	0.00		
4.3.5.2							0.00	CZK	0.00		
4.3.5.3							0.00	CZK	0.00		
4.3.6	Production (Design & Layout)						0.00	CZK	0.00	EUR	
4.3.6.1							0.00	CZK	0.00		
4.3.6.2							0.00	CZK	0.00		
4.3.6.3							0.00	CZK	0.00		
4.3.7	Others (Photocopy cost, security, etc.)						0.00	CZK	0.00	EUR	
4.3.7.1							0.00	CZK	0.00		
4.3.7.2							0.00	CZK	0.00		
4.3.7.3							0.00	CZK	0.00		
TOTAL DIRECT COSTS							4,901,120.00	CZK	179,200.00	EUR	
5 INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)							343,078.40	CZK	12,544.00	EUR	
	Permitted and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...)						0.00	CZK	0.00	EUR	
	and office expenses and consumables (e.g. telephone, fax, internet, connections, postage and mailing, photocopies, equipment depreciation, ...)						343,078.40	CZK	12,544.00	EUR	
TOTAL COSTS							5,244,198.40	CZK	191,744.00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY									0.00	EUR	

Date: 12.09.2014

Name of the local representative (project leader):

Dr. Andreas Hachwig

Signature (and stamp):



A. Hachwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 5:	Croatian State Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to reflect in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EURO = 7.627900 HRK
Please insert the exchange rate

Activity	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Duration (day or month of year)	Unit cost or rate	National currency or EURO		EURO (national conversion)	Total amount	Total country total	Sub-contracting
					amount	currency				
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES					218 482.50 HRK			28 778.00 EUR		
1.1 Production costs; copyright or royalties and artists' resale rights					19 276.00 HRK			2 527.00 EUR		
1.1.1 Licenses to set up a Toposhqupe in HRK	18 Toposhqupe	Partner n°5	5	4 years	19 276.00	HRK		2 527.00	No	No
1.1.2					0.00	HRK		0.00		
1.1.3					0.00	HRK		0.00		
1.2 Premises hire					0.00 HRK			0.00 EUR		
1.2.1					0.00	HRK		0.00		
1.2.2					0.00	HRK		0.00		
1.2.3					0.00	HRK		0.00		
1.3 Equipment hire					0.00 HRK			0.00 EUR		
1.3.1					0.00	HRK		0.00		
1.3.2					0.00	HRK		0.00		
1.3.3					0.00	HRK		0.00		
1.4 Purchase of materials					0.00 HRK			0.00 EUR		
1.4.1					0.00	HRK		0.00		
1.4.2					0.00	HRK		0.00		
1.4.3					0.00	HRK		0.00		
1.5 Purchase of equipment (depreciation only)					0.00 HRK			0.00 EUR		
1.5.1					0.00	HRK		0.00		
1.5.2					0.00	HRK		0.00		
1.5.3					0.00	HRK		0.00		
1.6 Transport of equipment					0.00 HRK			0.00 EUR		
1.6.1					0.00	HRK		0.00		
1.6.2					0.00	HRK		0.00		
1.6.3					0.00	HRK		0.00		
1.7 Insurance					0.00 HRK			0.00 EUR		
1.7.1					0.00	HRK		0.00		
1.7.2					0.00	HRK		0.00		
1.7.3					0.00	HRK		0.00		
1.8 Rent of translation booths					0.00 HRK			0.00 EUR		
1.8.1					0.00	HRK		0.00		
1.8.2					0.00	HRK		0.00		
1.8.3					0.00	HRK		0.00		
1.9 Catering					33 992.50 HRK			4 458.00 EUR		
1.9.1 Catering for the Festival in Zagreb	21 Festival	Partner n°5	1	2 days	38 137.50	HRK		5 000.00	No	Yes
1.9.2 Catering for the Round Table in Zagreb	28 Round Table	Partner n°5	1	1 day	15 250.00	HRK		2 000.00	No	Yes
1.9.3					0.00	HRK		0.00		
1.10 Other (specify)					229 625.00 HRK			30 100.00 EUR		
1.10.1 Costs for 5 "Surround your history" days - depending on the location costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival	18 Toposhqupe	Partner n°5	5	1 day each	7 827.50	HRK		1 000.00	No	Yes
1.10.2 Various costs for hosting the Festival: preparation of the event, equipment hire, premises hire, translations	21 Festival	Partner n°5	1	2 days	190 887.50	HRK		25 000.00	No	Yes
1.10.3					0.00	HRK		0.00		

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 5:	Croatian State Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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1 EURO = 7.627500 HRK
Please insert the exchange rate

Insert currency: HRK
Check the rate following this link: <http://eur-lex.europa.eu/lexicon/lexicon.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

		Reference number of the activity in the 6700 work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-control
							amount	currency	Total amount	Yes or No	Yes or No
2 COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS							184.501,25	HRK	25.500,00	EUR	
2.1 Production costs (printing costs)							11.841,35	HRK	1.550,00	EUR	
2.1.1	Production of printed brochures/information leaflets, flyers, posters etc. for the Festival	21 Festival	Partner n°5	1	several days	7.827,50	7.827,50	HRK	1.000,00	No	Yes
2.1.2	Print of information and supporting material for the Round Table	28 Round Table	Partner n°5	1	several days	3.813,75	3.813,75	HRK	500,00	No	Yes
2.1.3							0,00	HRK	0,00		
2.2 Advertising costs							182.595,00	HRK	24.000,00	EUR	
2.2.1 Advertising space (publicity TV, radio, press, electronic, social networks, etc.)							1.827,50	HRK	1.000,00	EUR	
2.2.1.1	Costs for promotion of the Festival	21 Festival	Partner n°5	1	several days	7.827,50	7.827,50	HRK	1.000,00	No	Yes
2.2.1.2							0,00	HRK	0,00		
2.2.1.3							0,00	HRK	0,00		
2.2.2 Purchase of materials (T-shirt, flyers, poster, postcard, etc.)							8,94	HRK	0,00	EUR	
2.2.2.1							0,00	HRK	0,00		
2.2.2.2							0,00	HRK	0,00		
2.2.2.3							0,00	HRK	0,00		
2.2.3 Other (agency)							178.432,54	HRK	23.000,00	EUR	
2.2.3.1	Costs for the production of short films/videos derived from the input of the "Bring your history" days and the "Adventures in Archives" activities for the Festival	21 Festival	Partner n°5	1	several days	178.432,50	178.432,50	HRK	23.000,00	No	Yes
2.2.3.2							0,00	HRK	0,00	No	
2.2.3.3							0,00	HRK	0,00		
2.3 Web costs							0,00	HRK	0,00	EUR	
2.3.1 Costs for the update or creation of the web site (attention no staff cost)							0,00	HRK	0,00	EUR	
2.3.1.1							0,00	HRK	0,00		
2.3.1.2							0,00	HRK	0,00		
2.3.1.3							0,00	HRK	0,00		
2.3.2 Other (agency)							0,00	HRK	0,00	EUR	
2.3.2.1							0,00	HRK	0,00		
2.3.2.2							0,00	HRK	0,00		
2.3.2.3							0,00	HRK	0,00		
2.4 Documentation costs (professional magazines, newspaper, books etc.)							0,00	HRK	0,00	EUR	
2.4.1							0,00	HRK	0,00		
2.4.2							0,00	HRK	0,00		
2.4.3							0,00	HRK	0,00		
2.5 Distribution costs (mail, postage, packaging, etc.)							0,00	HRK	0,00	EUR	
2.5.1.1							0,00	HRK	0,00		
2.5.1.2							0,00	HRK	0,00		
2.5.1.3							0,00	HRK	0,00		
3 TRAVEL & SUBSISTENCE COSTS							148.648,00	HRK	19.500,00	EUR	
3.1 Travel (including local transport)							148.758,00	HRK	19.500,00	EUR	
3.1.1	Travel to and from the kick-off meeting and the other 7 project meetings + international workshops (flights, train, local transport, etc.) - 2 persons	30-40 Project Meetings	Partner n°5	18	1,5 days each (1 overnight stay)	5.336,25	85.428,00	HRK	11.250,00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°5	2	1 day	5.336,25	10.672,50	HRK	1.400,00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°5	2	1 day	5.336,25	10.672,50	HRK	1.400,00	No	No
3.2 Accommodation costs							13.217,50	HRK	1.700,00	EUR	
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	30-40 Project Meetings	Partner n°5	18	1 overnight stay each	901,50	15.066,00	HRK	2.000,00	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°5	2	1 overnight stay	901,50	1.803,00	HRK	200,00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°5	2	1 overnight stay	901,50	1.803,00	HRK	200,00	No	No
3.3 Subsistence costs							13.217,50	HRK	1.700,00	EUR	
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	30-40 Project Meetings	Partner n°5	18	1,5 days each	1.067,85	17.066,00	HRK	2.240,00	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°5	2	1 day	686,48	1.372,95	HRK	180,00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°5	2	1 day	686,48	1.372,95	HRK	180,00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 5:	Croatian State Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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1 EURO = 7.57560 HRK
Please insert the exchange rate

Insert currency: HRK
Check the rate following this link:
http://eur-lex.europa.eu/lex/lex.do
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country costs	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					101 882.00	HRK	132 000.00	EUR	
	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					40 710.00	HRK	5 300.00	EUR	
	Please detail for each person, which must be identified by name (where applicable)									
4.1	Project management/leader					16 710.00	HRK	2 200.00	EUR	
4.1.1	Project leader - project manager - part time	36 Project Management	Partner n°1	1	4 years	41 700.00	HRK	5 300.00	EUR	No
4.1.2	Assistant					0.00	HRK	0.00	EUR	
4.1.2.1						0.00	HRK	0.00	EUR	
4.1.2.2						0.00	HRK	0.00	EUR	
4.1.2.3						0.00	HRK	0.00	EUR	
4.1.2.4						0.00	HRK	0.00	EUR	
4.1.2.5						0.00	HRK	0.00	EUR	
4.1.3	Secretary					0.00	HRK	0.00	EUR	
4.1.3.1						0.00	HRK	0.00	EUR	
4.1.3.2						0.00	HRK	0.00	EUR	
4.1.3.3						0.00	HRK	0.00	EUR	
4.1.3.4						0.00	HRK	0.00	EUR	
4.1.3.5						0.00	HRK	0.00	EUR	
4.1.4	Other (specify)					0.00	HRK	0.00	EUR	
4.1.4.1						0.00	HRK	0.00	EUR	
4.1.4.2						0.00	HRK	0.00	EUR	
4.1.4.3						0.00	HRK	0.00	EUR	
4.2	External professional services					0.00	HRK	0.00	EUR	
4.2.1	Lawyers					0.00	HRK	0.00	EUR	
4.2.2	Accountants					0.00	HRK	0.00	EUR	
4.2.3	Auditor (linked to the final report)					0.00	HRK	0.00	EUR	
4.2.4	IT maintenance/helpdesk					0.00	HRK	0.00	EUR	
4.2.5	Interpreters and translators					0.00	HRK	0.00	EUR	
4.2.6	External speakers					0.00	HRK	0.00	EUR	
4.2.7	Other (specify)					0.00	HRK	0.00	EUR	
4.2.7.1						0.00	HRK	0.00	EUR	
4.2.7.2						0.00	HRK	0.00	EUR	
4.2.7.3						0.00	HRK	0.00	EUR	
4.3	Fees, remuneration of artists, scientific personnel and technicians					611 500.00	HRK	79 000.00	EUR	
4.3.1	Artistic director					0.00	HRK	0.00	EUR	
4.3.1.1						0.00	HRK	0.00	EUR	
4.3.1.2						0.00	HRK	0.00	EUR	
4.3.1.3						0.00	HRK	0.00	EUR	
4.3.2	Artists fees					0.00	HRK	0.00	EUR	
4.3.2.1						0.00	HRK	0.00	EUR	
4.3.2.2						0.00	HRK	0.00	EUR	
4.3.2.3						0.00	HRK	0.00	EUR	
4.3.2.4						0.00	HRK	0.00	EUR	
4.3.2.5						0.00	HRK	0.00	EUR	
4.3.3	Scientific personnel					0.00	HRK	0.00	EUR	
4.3.3.1	Archival personnel handling the content preparation, digitisation, scheduled research, etc. or project relevant material for online presentation and usage - 2 persons	36 Content Preparation	Partner n°1	2	4 years	457 850.00	HRK	59 000.00	EUR	
4.3.3.2						0.00	HRK	0.00	EUR	
4.3.3.3						0.00	HRK	0.00	EUR	
4.3.3.4						0.00	HRK	0.00	EUR	
4.3.3.5						0.00	HRK	0.00	EUR	

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 5:	Croatian State Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants)

1 EURO = 7.927500 HRK
Please insert the exchange rate

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians					0.00	HRK	0.00		
4.3.4.1						0.00	HRK	0.00		
4.3.4.2						0.00	HRK	0.00		
4.3.4.3						0.00	HRK	0.00		
4.3.4.4						0.00	HRK	0.00		
4.3.4.5						0.00	HRK	0.00		
4.3.5	Web master					0.00	HRK	0.00		
4.3.5.1						0.00	HRK	0.00		
4.3.5.2						0.00	HRK	0.00		
4.3.5.3						0.00	HRK	0.00		
4.3.6	Production (Design & Layout)					0.00	HRK	0.00		
4.3.6.1						0.00	HRK	0.00		
4.3.6.2						0.00	HRK	0.00		
4.3.6.3						0.00	HRK	0.00		
4.3.7	Other (Personnel staff, assembly, etc)					0.00	HRK	0.00		
4.3.7.1						0.00	HRK	0.00		
4.3.7.2						0.00	HRK	0.00		
4.3.7.3						0.00	HRK	0.00		
TOTAL DIRECT COSTS						1,880,506.78	HRK	217,700.00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)					118,225.67	HRK	15,238.83	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...)					0.00	HRK	0.00		
	and office expenses and consumables (e.g. telecommunications, internet connections, postage and mailing, photocopies, equipment depreciation, ...)					118,225.67	HRK	15,238.83	EUR	
TOTAL COSTS						1,778,742.22	HRK	232,939.00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0.00	EUR	

Date: 12.09.2014

Name of the legal representative (project leader): Dr. Andreas Hedwig

Signature (and date):



Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 6:	Swedish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants).

1 EURO = 8.00 SEK
Please insert the exchange rate

		Reference number of the activity in the work programme	Costs related to the project budget, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (exchange converted)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES							178 952.00 SEK		29 627.00 EUR		
1.1	Coproduction costs, copyright or royalties and artist resale rights						60 201.00 SEK		16 800.00 EUR		
1.1.1	License to set up a Topothèque in SE	10 Topothèques	Partner n°3	5	4 year	12 040.20	24 080.40 SEK		10 000.00	No	No
1.1.2							0.00 SEK		0.00		
1.1.3							0.00 SEK		0.00		
1.2	Premises hire						0.00 SEK		0.00 EUR		
1.2.1							0.00 SEK		0.00		
1.2.2							0.00 SEK		0.00		
1.2.3							0.00 SEK		0.00		
1.3	Equipment hire						0.00 SEK		0.00 EUR		
1.3.1							0.00 SEK		0.00		
1.3.2							0.00 SEK		0.00		
1.3.3							0.00 SEK		0.00		
1.4	Purchase of materials						0.00 SEK		0.00 EUR		
1.4.1							0.00 SEK		0.00		
1.4.2							0.00 SEK		0.00		
1.4.3							0.00 SEK		0.00		
1.5	Purchase of equipment (depreciation only)						0.00 SEK		0.00 EUR		
1.5.1							0.00 SEK		0.00		
1.5.2							0.00 SEK		0.00		
1.5.3							0.00 SEK		0.00		
1.6	Transport of equipment						0.00 SEK		0.00 EUR		
1.6.1							0.00 SEK		0.00		
1.6.2							0.00 SEK		0.00		
1.6.3							0.00 SEK		0.00		
1.7	Insurance						0.00 SEK		0.00 EUR		
1.7.1							0.00 SEK		0.00		
1.7.2							0.00 SEK		0.00		
1.7.3							0.00 SEK		0.00		
1.8	Rent of translation booths						0.00 SEK		0.00 EUR		
1.8.1							0.00 SEK		0.00		
1.8.2							0.00 SEK		0.00		
1.8.3							0.00 SEK		0.00		
1.9	Catering						44 650.10 SEK		6 000.00 EUR		
1.9.1	Catering for the project meeting + international workshop in Stockholm	5 International Workshop	Partner n°3	1	1.5 days	26 720.40	26 720.40 SEK		4 000.00	No	Yes
1.9.2	Catering for the Round Table in Stockholm	20 Round Table	Partner n°3	1	1 day	9 929.70	9 929.70 SEK		1 000.00	No	Yes
1.9.3							0.00 SEK		0.00		
1.10	Other (specify)						44 650.10 SEK		6 000.00 EUR		
1.10.1	Covers for 5 dining room tables (days - depending on the location costs for catering, food, utilities, practices, etc., costs for production of short videos to be shown then at the festival)	16 Topothèques	Partner n°3	5	1 day each	9 929.70	44 650.10 SEK		6 000.00	No	Yes
1.9.2							0.00 SEK		0.00		
1.9.3							0.00 SEK		0.00		

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 6:	Swedish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT please detail the categories of costs that you wish to select in the table below.

Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'Guide for applicants').

1 EURO = 8.000100 SEK
Please insert the exchange rate

Check the rate following the link:
http://ec.europa.eu/economy_finance/eur_sek/index_en.htm
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the action work programme	Costs related to the project leader, site partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency = EURO		EURO (amount conversion)		Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No		
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					8 000,10 SEK		1 000,00 EUR			
2.1	Production costs (printing costs)					8 000,10 SEK		1 000,00 EUR			
2.1.1	Print of information and advertising material for the International Workshop	International Workshop	Partner n°8	1	several days	7 144,08	SEK	893,00	No	No	
2.1.2	Print of information and supporting material for the Round Table	20 Round Table	Partner n°8	1	1 day	1 780,02	SEK	222,50			
2.1.3						0,00	SEK	0,00			
2.2	Advertising costs					0,00 SEK		0,00 EUR			
2.2.1	Advertising space (radio, TV, press, conferences, social networks, etc.)					0,00	SEK	0,00			
2.2.1.1						0,00	SEK	0,00			
2.2.1.2						0,00	SEK	0,00			
2.2.1.3						0,00	SEK	0,00			
2.2.2	Purchase of materials (tablet, flyers, papers, posters, etc.)					0,00	SEK	0,00			
2.2.2.1						0,00	SEK	0,00			
2.2.2.2						0,00	SEK	0,00			
2.2.2.3						0,00	SEK	0,00			
2.2.3	Other (specify)					0,00	SEK	0,00			
2.2.3.1						0,00	SEK	0,00			
2.2.3.2						0,00	SEK	0,00			
2.2.3.3						0,00	SEK	0,00			
2.3	Web costs					0,00 SEK		0,00 EUR			
2.3.1	Costs for the update or creation of the web site (salaries no staff cost)					0,00	SEK	0,00			
2.3.1.1						0,00	SEK	0,00			
2.3.1.2						0,00	SEK	0,00			
2.3.1.3						0,00	SEK	0,00			
2.3.2	Other (specify)					0,00	SEK	0,00			
2.3.2.1						0,00	SEK	0,00			
2.3.2.2						0,00	SEK	0,00			
2.3.2.3						0,00	SEK	0,00			
2.4	Documentation costs (professional magazines, newspaper, books etc.)					0,00 SEK		0,00 EUR			
2.4.1						0,00	SEK	0,00			
2.4.2						0,00	SEK	0,00			
2.4.3						0,00	SEK	0,00			
2.5	Distribution costs (mail, postage, packaging, etc.)					0,00 SEK		0,00 EUR			
2.5.1						0,00	SEK	0,00			
2.5.1.1						0,00	SEK	0,00			
2.5.1.2						0,00	SEK	0,00			
2.5.1.3						0,00	SEK	0,00			
3	TRAVEL & SUBSISTENCE COSTS					70 799,08 SEK		8 850,00 EUR			
3.1	Transport (including local transport)					99 549,50 SEK		12 443,71 EUR			
3.1.1	Workshop (flight, train, local transport, etc.) - 1 person	30-40 Project Meetings	Partner n°8	7	1.5 days each	6 251,07	SEK	781,38	No	No	
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 1 person	1 Convention	Partner n°8	1	1 day	6 251,07	SEK	781,38	No	No	
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 1 person	2 Convention	Partner n°8	1	1 day	6 251,07	SEK	781,38	No	No	
3.2	Accommodation costs					10 444,32 SEK		1 305,54 EUR			
3.2.1	Accommodation costs during the local and project meetings - 1 person	30-40 Project Meetings	Partner n°8	7	1 overnight stay	1 180,91	SEK	147,61	No	No	
3.2.2	Accommodation costs during the Convention in DE - 1 person	1 Convention	Partner n°8	1	1 overnight stay	1 180,91	SEK	147,61	No	No	
3.2.3	Accommodation costs during the Convention in ES - 1 person	2 Convention	Partner n°8	1	1 overnight stay	1 180,91	SEK	147,61	No	No	
3.3	Subsistence costs					12 945,21 SEK		1 618,21 EUR			
3.3.1	Subsistence costs during the local and project meetings - 1 person	30-40 Project Meetings	Partner n°8	7	1.5 days each	1 250,21	SEK	156,26	No	No	
3.3.2	Subsistence costs during the Convention in DE - 1 person	1 Convention	Partner n°8	1	1 day	600,78	SEK	75,09	No	No	
3.3.3	Subsistence costs during the Convention in ES - 1 person	2 Convention	Partner n°8	1	1 day	600,78	SEK	75,09	No	No	

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 6:	Swedish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

Insert row: Insert currency: Check the rate following this link: <http://eur-lex.europa.eu/JORlex.do>
1 EURO = 8.93570 SEK
Please insert the exchange rate: Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (maximum contribution)	Third country cost	Sub-expenditure
					amount	currency	Total amount	Yes or No	Yes or No
4.0 STAFF COSTS					668.200,00	SEK	66.800,00	EUR	
4.1 Salaries (incl. labour costs and social security charges) of personnel and fees for project management					53.580,00	SEK	5.990,00	EUR	
Please detail for each person, which must be identified by name (where applicable)									
4.1.1 Project management/leader					53.580,00	SEK	5.990,00	EUR	
4.1.1.1 Duration: Headlines - project management - part time	30 Project Management	Partner n°5	1	4 years	53.580,00	SEK	8.000,00	EUR	No
4.1.1.2					0,00	SEK	0,00	EUR	
4.1.2 Assistant					6,99	SEK	0,00	EUR	
4.1.2.1					0,00	SEK	0,00	EUR	
4.1.2.2					0,00	SEK	0,00	EUR	
4.1.2.3					0,00	SEK	0,00	EUR	
4.1.2.4					0,00	SEK	0,00	EUR	
4.1.2.5					0,00	SEK	0,00	EUR	
4.1.3 Secretary					9,99	SEK	0,00	EUR	
4.1.3.1					0,00	SEK	0,00	EUR	
4.1.3.2					0,00	SEK	0,00	EUR	
4.1.3.3					0,00	SEK	0,00	EUR	
4.1.3.4					0,00	SEK	0,00	EUR	
4.1.3.5					0,00	SEK	0,00	EUR	
4.1.4 Other (specify)					8,99	SEK	0,00	EUR	
4.1.4.1					0,00	SEK	0,00	EUR	
4.1.4.2					0,00	SEK	0,00	EUR	
4.1.4.3					0,00	SEK	0,00	EUR	
4.2 External professional services					6,00	SEK	0,00	EUR	
4.2.1 Lawyers					0,00	SEK	0,00	EUR	
4.2.2 Accountants					0,00	SEK	0,00	EUR	
4.2.3 Auditor (linked to the final report)					0,00	SEK	0,00	EUR	
4.2.4 IT maintenance/repairs					0,00	SEK	0,00	EUR	
4.2.5 Interpreters and translators					0,00	SEK	0,00	EUR	
4.2.6 External speakers					0,00	SEK	0,00	EUR	
4.2.7 Other (specify)					6,00	SEK	0,00	EUR	
4.2.7.1					0,00	SEK	0,00	EUR	
4.2.7.2					0,00	SEK	0,00	EUR	
4.2.7.3					0,00	SEK	0,00	EUR	
4.3 Fees, remuneration of artists, scientific personnel and technicians					535.800,00	SEK	60.000,00	EUR	
4.3.1 Artists director					9,99	SEK	0,00	EUR	
4.3.1.1					0,00	SEK	0,00	EUR	
4.3.1.2					0,00	SEK	0,00	EUR	
4.3.1.3					0,00	SEK	0,00	EUR	
4.3.2 Artists fees					6,99	SEK	0,00	EUR	
4.3.2.1					0,00	SEK	0,00	EUR	
4.3.2.2					0,00	SEK	0,00	EUR	
4.3.2.3					0,00	SEK	0,00	EUR	
4.3.2.4					0,00	SEK	0,00	EUR	
4.3.2.5					0,00	SEK	0,00	EUR	
4.3.3 Scientific personnel					535.800,00	SEK	60.000,00	EUR	
4.3.3.1 Scientific personnel handling the content preparation, digitisation, scientific research, etc. of project relevant material for online presentation and usage - 1 person	30 Content Preparation	Partner n°5	1	4 years	535.800,00	SEK	80.000,00	EUR	No
4.3.3.2					0,00	SEK	0,00	EUR	
4.3.3.3					0,00	SEK	0,00	EUR	
4.3.3.4					0,00	SEK	0,00	EUR	
4.3.3.5					0,00	SEK	0,00	EUR	

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 6:	Swedish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants).

1 EURO = 6.559610 SEK
Please insert the exchange rate

Insert rate: 6.559610
Insert currency: SEK
Check the rate following the link: <http://eur-lex.europa.eu/juris.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technical						8.94	SEK	8.94	EUR	
4.3.4.1							0.00	SEK	0.00		
4.3.4.2							0.00	SEK	0.00		
4.3.4.3							0.00	SEK	0.00		
4.3.4.4							0.00	SEK	0.00		
4.3.4.5							0.00	SEK	0.00		
4.3.5	Web master						6.94	SEK	6.94	EUR	
4.3.5.1							0.00	SEK	0.00		
4.3.5.2							0.00	SEK	0.00		
4.3.5.3							0.00	SEK	0.00		
4.3.6	Promotion (Design & Layout)						6.94	SEK	6.94	EUR	
4.3.6.1							0.00	SEK	0.00		
4.3.6.2							0.00	SEK	0.00		
4.3.6.3							0.00	SEK	0.00		
4.3.7	Others (Reception staff, security, etc)						6.94	SEK	6.94	EUR	
4.3.7.1							0.00	SEK	0.00		
4.3.7.2							0.00	SEK	0.00		
4.3.7.3							0.00	SEK	0.00		
TOTAL DIRECT COSTS							853.717,56	SEK	95.600,00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)						59.760,23	SEK	6.082,00	EUR	
Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/internet connections, postage and mailing, photocopies, equipment depreciation, ...)							59.760,23	SEK	6.082,00	EUR	
TOTAL COSTS							913.477,79	SEK	102.232,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY									0,00	EUR	

Date: 12.09.2014

Name of the project representative (project leader):

Dr. Andreas Hedwig

Signature (and stamp):



Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 7:	Finnish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

From row: From country: Check the rate following the link: Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.
1 EURO = 1.000000 EUR
Please insert the exchange rate

		Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting	
							amount	currency	Total amount	Yes or No	Yes or No	
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES						25 000,00	EUR	25 000,00	EUR		
1.1	Co-production costs, copyright or royalties and artist re-sale rights						18 000,00	EUR	18 000,00	EUR		
1.1.1	License to set up a Topotheque in FI	18 Topotheque	Partner n°1	6	4 years	2 000,00	10 000,00	EUR	10 000,00	No	No	
1.1.2	Submers Licences for indexing and preparation of data for public use	30 Content Preparation	Partner n°1	1	4 years	5 000,00	5 000,00	EUR	5 000,00	No	No	
1.1.3							0,00	EUR	0,00			
1.2	Premises hire						0,00	EUR	0,00	EUR		
1.2.1							0,00	EUR	0,00			
1.2.2							0,00	EUR	0,00			
1.2.3							0,00	EUR	0,00			
1.3	Equipment hire						0,00	EUR	0,00	EUR		
1.3.1							0,00	EUR	0,00			
1.3.2							0,00	EUR	0,00			
1.3.3							0,00	EUR	0,00			
1.4	Purchase of materials						0,00	EUR	0,00	EUR		
1.4.1							0,00	EUR	0,00			
1.4.2							0,00	EUR	0,00			
1.4.3							0,00	EUR	0,00			
1.5	Purchase of equipment (depreciation only)						0,00	EUR	0,00	EUR		
1.5.1							0,00	EUR	0,00			
1.5.2							0,00	EUR	0,00			
1.5.3							0,00	EUR	0,00			
1.6	Transport of equipment						0,00	EUR	0,00	EUR		
1.6.1							0,00	EUR	0,00			
1.6.2							0,00	EUR	0,00			
1.6.3							0,00	EUR	0,00			
1.7	Insurance						0,00	EUR	0,00	EUR		
1.7.1							0,00	EUR	0,00			
1.7.2							0,00	EUR	0,00			
1.7.3							0,00	EUR	0,00			
1.8	Rent of translation booths						0,00	EUR	0,00	EUR		
1.8.1							0,00	EUR	0,00			
1.8.2							0,00	EUR	0,00			
1.8.3							0,00	EUR	0,00			
1.9	Catering						5 000,00	EUR	5 000,00	EUR		
1.9.1	Catering for the project meeting + international workshop in Helsinki	3 International Workshop	Partner n°1	1	1,5 days	4 000,00	4 000,00	EUR	4 000,00	No	Yes	
1.9.2	Catering for the Round Table in Helsinki	20 Round Table	Partner n°1	1	1 day	1 000,00	1 000,00	EUR	1 000,00	No	Yes	
1.9.3							0,00	EUR	0,00			
1.10	Other (specify)						5 000,00	EUR	5 000,00	EUR		
1.10.1	Costs for 5 living room history days - depending on the location costs for catering, food expenses, premises hire, costs for production of short videos to be shown then at the festival	18 Topotheque	Partner n°1	6	1 day each	1 000,00	5 000,00	EUR	5 000,00	No	Yes	
1.9.2							0,00	EUR	0,00			
1.9.3							0,00	EUR	0,00			

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 7:	Finnish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.

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Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (national currency conversion)	Third country cost	Sub-estimating
							amount	currency	Total amount	Yes or No	Yes or No
2 COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS							2 000.00	EUR	2 000.00	EUR	
2.1 Production costs (printing costs)							1 000.00	EUR	1 000.00	EUR	
2.1.1	Price of information and advertising material for the International Workshop	2 International Workshop	Partner n°7	1	1-3 days	800.00	800.00	EUR	800.00		
2.1.2	Price of information and supporting material for the Round Table	26 Round Table	Partner n°7	1	1 day	200.00	200.00	EUR	200.00		
2.1.3							0.00	EUR	0.00		
2.2 Advertising costs							0.00	EUR	0.00	EUR	
2.2.1 Advertising space (publicity TV, local press, conference, social networks, etc.)							0.00	EUR	0.00	EUR	
2.2.1.1							0.00	EUR	0.00		
2.2.1.2							0.00	EUR	0.00		
2.2.1.3							0.00	EUR	0.00		
2.2.2 Purchase of materials (T-shirt, flyer, paper, pen, etc.)							0.00	EUR	0.00	EUR	
2.2.2.1							0.00	EUR	0.00		
2.2.2.2							0.00	EUR	0.00		
2.2.2.3							0.00	EUR	0.00		
2.2.3 Other (specify)							0.00	EUR	0.00	EUR	
2.2.3.1							0.00	EUR	0.00		
2.2.3.2							0.00	EUR	0.00		
2.2.3.3							0.00	EUR	0.00		
2.3 Web costs							0.00	EUR	0.00	EUR	
2.3.1 Costs for the update or creation of the web site (information on staff, etc.)							0.00	EUR	0.00	EUR	
2.3.1.1							0.00	EUR	0.00		
2.3.1.2							0.00	EUR	0.00		
2.3.1.3							0.00	EUR	0.00		
2.3.2 Other (specify)							0.00	EUR	0.00	EUR	
2.3.2.1							0.00	EUR	0.00		
2.3.2.2							0.00	EUR	0.00		
2.3.2.3							0.00	EUR	0.00		
2.4 Documentation costs (professional magazines, newspaper, books, etc.)							1 000.00	EUR	1 000.00	EUR	
2.4.1	Production and print of didactic and scientific publications	37 Research & Evaluation	Partner n°7	2	months	500.00	1 000.00	EUR	1 000.00	No	No
2.4.2							0.00	EUR	0.00		
2.4.3							0.00	EUR	0.00		
2.5 Distribution costs (mail, postage, packaging, etc.)							0.00	EUR	0.00	EUR	
2.5.1.1							0.00	EUR	0.00		
2.5.1.2							0.00	EUR	0.00		
2.5.1.3							0.00	EUR	0.00		
3 TRAVEL & SUBSISTENCE COSTS							10 000.00	EUR	10 000.00	EUR	
3.1 Transport (including local transport)							14 488.84	EUR	14 488.84	EUR	
3.1.1	Travel to and from the kick-off meeting and the other 9 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	36-45 Project Meetings	Partner n°7	14	1-3 days each (1 overnight stay)	800.00	11 200.00	EUR	11 200.00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°7	2	1 day	800.00	1 600.00	EUR	1 600.00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°7	2	1 day	800.00	1 600.00	EUR	1 600.00	No	No
3.2 Accommodation costs							2 548.84	EUR	2 548.84	EUR	
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	36-45 Project Meetings	Partner n°7	14	1 overnight stay each	130.00	1 820.00	EUR	1 820.00	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°7	2	1 overnight stay	130.00	260.00	EUR	260.00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°7	2	1 overnight stay	130.00	260.00	EUR	260.00	No	No
3.3 Subsistence costs							2 325.88	EUR	2 325.88	EUR	
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	36-45 Project Meetings	Partner n°7	14	1-3 days each	140.00	1 960.00	EUR	1 960.00	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°7	2	1 day	90.00	180.00	EUR	180.00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°7	2	1 day	90.00	180.00	EUR	180.00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 7:	Finnish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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Insert rate: 1.000000
Insert currency: EUR
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	Reference number of the activity in the activity work programme	Costs related to the project leader, see partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency at EUR		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4. STAFF COSTS						181 140.00	EUR	181 140.00		
4.1 Salaries (incl. labour costs and social security charges) of personnel and fees for project management						8 140.00	EUR	8 140.00		
Please detail for each person which must be identified by name (where applicable)										
4.1.1 Project management/leader						8 140.00	EUR	8 140.00		
4.1.1.1 Urban Kacskasani - project management - part time	36 Project Management	Partner n°7	1	4 years	8 140.00	8 140.00	EUR	8 140.00	No	No
4.1.2 Assistant						0.00	EUR	0.00		
4.1.2.1						0.00	EUR	0.00		
4.1.2.2						0.00	EUR	0.00		
4.1.2.3						0.00	EUR	0.00		
4.1.2.4						0.00	EUR	0.00		
4.1.2.5						0.00	EUR	0.00		
4.1.3 Secretary						0.00	EUR	0.00		
4.1.3.1						0.00	EUR	0.00		
4.1.3.2						0.00	EUR	0.00		
4.1.3.3						0.00	EUR	0.00		
4.1.3.4						0.00	EUR	0.00		
4.1.3.5						0.00	EUR	0.00		
4.1.4 Other (specify)						0.00	EUR	0.00		
4.1.4.1						0.00	EUR	0.00		
4.1.4.2						0.00	EUR	0.00		
4.1.4.3						0.00	EUR	0.00		
4.2 External professional services						0.00	EUR	0.00		
4.2.1 Lawyers						0.00	EUR	0.00		
4.2.2 Accountants						0.00	EUR	0.00		
4.2.3 Auditor (linked to the final report)						0.00	EUR	0.00		
4.2.4 IT maintenance/helpdesk						0.00	EUR	0.00		
4.2.5 Interpreters and translators						0.00	EUR	0.00		
4.2.6 External speakers						0.00	EUR	0.00		
4.2.7 Other (specify)						0.00	EUR	0.00		
4.2.7.1						0.00	EUR	0.00		
4.2.7.2						0.00	EUR	0.00		
4.2.7.3						0.00	EUR	0.00		
4.3 Fees, remuneration of artists, scientific personnel and technicians						145 000.00	EUR	145 000.00		
4.3.1 Artists director						0.00	EUR	0.00		
4.3.1.1						0.00	EUR	0.00		
4.3.1.2						0.00	EUR	0.00		
4.3.1.3						0.00	EUR	0.00		
4.3.2 Artists team						0.00	EUR	0.00		
4.3.2.1						0.00	EUR	0.00		
4.3.2.2						0.00	EUR	0.00		
4.3.2.3						0.00	EUR	0.00		
4.3.2.4						0.00	EUR	0.00		
4.3.2.5						0.00	EUR	0.00		
4.3.3 Scientific personnel						120 000.00	EUR	120 000.00		
4.3.3.1 Archivist personnel handling the content preparation, digitisation, scientific research, etc of project relevant material for online dissemination and archive - 2 persons	36 Content Preparation	Partner n°7	2	4 years	60 000.00	120 000.00	EUR	120 000.00	No	No
4.3.3.2 Manage the didactic support, organisation and implementation of courses and seminars - 1 person	15 Seminars & Courses	Partner n°7	1	4 years	10 000.00	10 000.00	EUR	10 000.00	No	No
4.3.3.3						0.00	EUR	0.00		
4.3.3.4						0.00	EUR	0.00		
4.3.3.5						0.00	EUR	0.00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 7:	Finnish National Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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1 EURO = 1000000
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http://ec.europa.eu/economy_finance/eur_exchange_en.htm
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technical staff					15.000,00	EUR	15.000,00		
4.3.4.1	Technical staff for improvement of digitisation processes and online presentation- 1 person	15 Technical Development Partner n°7	1	4 years	15 000,00	15 000,00	EUR	15 000,00	No	No
4.3.4.2						0,00	EUR	0,00		
4.3.4.3						0,00	EUR	0,00		
4.3.4.4						0,00	EUR	0,00		
4.3.4.5						0,00	EUR	0,00		
4.3.5	Web master					6,00	EUR	6,00		
4.3.5.1						0,00	EUR	0,00		
4.3.5.2						0,00	EUR	0,00		
4.3.5.3						0,00	EUR	0,00		
4.3.6	Production (Design & Layout)					6,00	EUR	6,00		
4.3.6.1						0,00	EUR	0,00		
4.3.6.2						0,00	EUR	0,00		
4.3.6.3						0,00	EUR	0,00		
4.3.7	Others (Publication cost, security, etc)					6,00	EUR	6,00		
4.3.7.1						0,00	EUR	0,00		
4.3.7.2						0,00	EUR	0,00		
4.3.7.3						0,00	EUR	0,00		
TOTAL DIRECT COSTS						197.200,00	EUR	197.200,00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)					13.804,00	EUR	13.804,00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...)				0,07	13 804,00	EUR	13 804,00	EUR	
	and office expenses and consumables (e.g. telephone/fax/internet connections, postage and mailing, photocopies, equipment depreciation, ...)									
TOTAL COSTS						211.004,00	EUR	211.004,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0,00	EUR	

Date: 12.09.2014

Name of the legal person (partner):

Signature (and stamp):



Dr. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

Dr. ANDREAS HEDWIG

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 8:	National Archives of Estonia
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below
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	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (calculated commission)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES					24 000.00	EUR	24 000.00		
1.1	Co-production costs; copyright or royalties and artist re-sale rights					10 000.00	EUR	10 000.00		
1.1.1	License to set up a Topographie in EE	10 Topographie	Partner n°8	5	4 years	2 000.00	EUR	10 000.00	No	No
1.1.2						0.00	EUR	0.00		
1.1.3						0.00	EUR	0.00		
1.2	Premises hire					2 000.00	EUR	2 000.00		
1.2.1	Premises hire for hosting the International Workshop + project meeting	12 International Workshop	Partner n°8	1	1.5 days	2 000.00	EUR	2 000.00	No	No
1.2.2						0.00	EUR	0.00		
1.2.3						0.00	EUR	0.00		
1.3	Equipment hire					0.00	EUR	0.00		
1.3.1						0.00	EUR	0.00		
1.3.2						0.00	EUR	0.00		
1.3.3						0.00	EUR	0.00		
1.4	Purchase of materials					0.00	EUR	0.00		
1.4.1						0.00	EUR	0.00		
1.4.2						0.00	EUR	0.00		
1.4.3						0.00	EUR	0.00		
1.5	Purchase of equipment (depreciation only)					0.00	EUR	0.00		
1.5.1						0.00	EUR	0.00		
1.5.2						0.00	EUR	0.00		
1.5.3						0.00	EUR	0.00		
1.6	Transport of equipment					0.00	EUR	0.00		
1.6.1						0.00	EUR	0.00		
1.6.2						0.00	EUR	0.00		
1.6.3						0.00	EUR	0.00		
1.7	Insurance					0.00	EUR	0.00		
1.7.1						0.00	EUR	0.00		
1.7.2						0.00	EUR	0.00		
1.7.3						0.00	EUR	0.00		
1.8	Rent of translation booths					0.00	EUR	0.00		
1.8.1						0.00	EUR	0.00		
1.8.2						0.00	EUR	0.00		
1.8.3						0.00	EUR	0.00		
1.9	Catering					7 000.00	EUR	7 000.00		
1.9.1	Catering for the project meeting + international workshop in Tartu	12 International Workshop	Partner n°8	1	1.5 days	5 000.00	EUR	5 000.00	No	Yes
1.9.2	Catering for the Round Table in Tartu	24 Round Table	Partner n°8	1	1 day	2 000.00	EUR	2 000.00	No	Yes
1.9.3						0.00	EUR	0.00		
1.10	Other (specify)					5 000.00	EUR	5 000.00		
1.10.1	Costs for 5 "living history" days - depending on the location, costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival	10 Topographie	Partner n°8	5	1 day each	1 000.00	EUR	5 000.00	No	Yes
1.10.2						0.00	EUR	0.00		
1.10.3						0.00	EUR	0.00		

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 8:	National Archives of Estonia
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

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Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

		Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contractor	
							amount	currency	Total amount	Yes or No	Yes or No	
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS						2 503,00	EUR	2 503,00	EUR		
2.1	Production costs (printing costs)						2 503,00	EUR	2 503,00	EUR		
2.1.1	Production of printed didactic and information material	34 Dissemination	Partner n°3	1	several days	2 000,00	2 000,00	EUR	2 000,00	No	Yes	
2.1.2	Print of information and supporting material for the Round Table	24 Round Table	Partner n°3	1	1 day	500,00	500,00	EUR	500,00	No	Yes	
2.1.3							0,00	EUR	0,00			
2.2	Advertising costs						0,00	EUR	0,00	EUR		
2.2.1	Advertising space (publicity TV, radio, press conferences, social networks, etc.)						0,00	EUR	0,00	EUR		
2.2.1.1							0,00	EUR	0,00			
2.2.1.2							0,00	EUR	0,00			
2.2.1.3							0,00	EUR	0,00			
2.2.2	Purchase of materials (T-shirts, flyers, papers, posters, etc.)						0,00	EUR	0,00	EUR		
2.2.2.1							0,00	EUR	0,00			
2.2.2.2							0,00	EUR	0,00			
2.2.2.3							0,00	EUR	0,00			
2.2.3	Other (specify)						0,00	EUR	0,00	EUR		
2.2.3.1							0,00	EUR	0,00			
2.2.3.2							0,00	EUR	0,00			
2.2.3.3							0,00	EUR	0,00			
2.3	Web costs						0,00	EUR	0,00	EUR		
2.3.1	Costs for the up-date or creation of the web site (attention: no staff cost)						0,00	EUR	0,00	EUR		
2.3.1.1							0,00	EUR	0,00			
2.3.1.2							0,00	EUR	0,00			
2.3.1.3							0,00	EUR	0,00			
2.3.2	Other (specify)						0,00	EUR	0,00	EUR		
2.3.2.1							0,00	EUR	0,00			
2.3.2.2							0,00	EUR	0,00			
2.3.2.3							0,00	EUR	0,00			
2.4	Documentation costs (professional magazines, newspaper, books, etc.)						0,00	EUR	0,00	EUR		
2.4.1							0,00	EUR	0,00			
2.4.2							0,00	EUR	0,00			
2.4.3							0,00	EUR	0,00			
2.5	Distribution costs (mail, postage, packaging, etc.)						0,00	EUR	0,00	EUR		
2.5.1							0,00	EUR	0,00			
2.5.1.2							0,00	EUR	0,00			
2.5.1.3							0,00	EUR	0,00			
3	TRAVEL & SUBSISTENCE COSTS						19 662,00	EUR	19 662,00	EUR		
3.1	Transport (including local transport)						14 666,00	EUR	14 666,00	EUR		
3.1.1	Travel to and from the kick-off meeting and the other 5 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	39-48 Project Meetings	Partner n°3	14	1,5 days each (1 overnight stay)	800,00	11 200,00	EUR	11 200,00	No	No	
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°3	2	1 day	800,00	1 600,00	EUR	1 600,00	No	No	
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°3	2	1 day	800,00	1 600,00	EUR	1 600,00	No	No	
3.2	Accommodation costs						2 346,00	EUR	2 346,00	EUR		
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	39-48 Project Meetings	Partner n°3	14	1 overnight stay each	130,00	1 820,00	EUR	1 820,00	No	No	
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°3	2	1 overnight stay	130,00	260,00	EUR	260,00	No	No	
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°3	2	1 overnight stay	130,00	260,00	EUR	260,00	No	No	
3.3	Subsistence costs						2 720,00	EUR	2 720,00	EUR		
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	39-48 Project Meetings	Partner n°3	14	1,5 days each	140,00	1 960,00	EUR	1 960,00	No	No	
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°3	2	1 day	90,00	180,00	EUR	180,00	No	No	
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°3	2	1 day	90,00	180,00	EUR	180,00	No	No	

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 8:	National Archives of Estonia
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants')

1 EURO = 1.000000 EUR
Please insert the exchange rate

Insert rate: 1.000000 EUR
Check the rate following this link: <http://www.ecb.int/press/pr/euro/exchange.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					140 140.00	EUR	140 140.00	EUR	
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					6 140.00	EUR	6 140.00	EUR	
	Please detail for each person, which must be identified by name (where applicable)									
4.1.1	Project manager/officer					6 140.00	EUR	6 140.00	EUR	
4.1.1.1	Dirig Kiba-project management - part time	30 Project Management	Partner n°8	1	4 years	6 140.00	EUR	6 140.00	No	No
4.1.1.2						0.00	EUR	0.00		
4.1.2	Assistant					0.00	EUR	0.00		
4.1.2.1						0.00	EUR	0.00		
4.1.2.2						0.00	EUR	0.00		
4.1.2.3						0.00	EUR	0.00		
4.1.2.4						0.00	EUR	0.00		
4.1.2.5						0.00	EUR	0.00		
4.1.3	Secretary					0.00	EUR	0.00		
4.1.3.1						0.00	EUR	0.00		
4.1.3.2						0.00	EUR	0.00		
4.1.3.3						0.00	EUR	0.00		
4.1.3.4						0.00	EUR	0.00		
4.1.3.5						0.00	EUR	0.00		
4.1.4	Other (specify)					0.00	EUR	0.00		
4.1.4.1						0.00	EUR	0.00		
4.1.4.2						0.00	EUR	0.00		
4.1.4.3						0.00	EUR	0.00		
4.2	External professional services					0.00	EUR	0.00	EUR	
4.2.1	Lawyers					0.00	EUR	0.00		
4.2.2	Accountant					0.00	EUR	0.00		
4.2.3	Auditor (linked to the final report)					0.00	EUR	0.00		
4.2.4	IT maintenance/repairs					0.00	EUR	0.00		
4.2.5	Interpreters and translators					0.00	EUR	0.00		
4.2.6	External specialist					0.00	EUR	0.00		
4.2.7	Other (specify)					0.00	EUR	0.00		
4.2.7.1						0.00	EUR	0.00		
4.2.7.2						0.00	EUR	0.00		
4.2.7.3						0.00	EUR	0.00		
4.3	Fees, remuneration of artists, scientific personnel and technicians					134 000.00	EUR	134 000.00	EUR	
4.3.1	Artists director					0.00	EUR	0.00		
4.3.1.1						0.00	EUR	0.00		
4.3.1.2						0.00	EUR	0.00		
4.3.1.3						0.00	EUR	0.00		
4.3.2	Artists fees					0.00	EUR	0.00		
4.3.2.1						0.00	EUR	0.00		
4.3.2.2						0.00	EUR	0.00		
4.3.2.3						0.00	EUR	0.00		
4.3.2.4						0.00	EUR	0.00		
4.3.2.5						0.00	EUR	0.00		
4.3.3	Scientific personnel					134 000.00	EUR	134 000.00	EUR	
4.3.3.1	Scientific emission and processing of archival content, preparation of educational/didactic material etc. - 2 persons	37 Research & Evaluation	Partner n°8	2	4 years	67 000.00	EUR	134 000.00	No	No
4.3.3.2						0.00	EUR	0.00		
4.3.3.3						0.00	EUR	0.00		
4.3.3.4						0.00	EUR	0.00		
4.3.3.5						0.00	EUR	0.00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 8:	National Archives of Estonia
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants).

Insert rate: 1 EURO = 1.000000 EUR
Please insert the exchange rate.
Check the rate following this link: <http://eur-lex.europa.eu/juris/index.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EURO (automatic conversion)	Third country cost	Sub-contractors
							amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians						0.00	EUR	0.00		
4.3.4.1							0.00	EUR	0.00		
4.3.4.2							0.00	EUR	0.00		
4.3.4.3							0.00	EUR	0.00		
4.3.4.4							0.00	EUR	0.00		
4.3.4.5							0.00	EUR	0.00		
4.3.5	Web master						0.00	EUR	0.00		
4.3.5.1							0.00	EUR	0.00		
4.3.5.2							0.00	EUR	0.00		
4.3.5.3							0.00	EUR	0.00		
4.3.6	Production (Design & Layout)						0.00	EUR	0.00		
4.3.6.1							0.00	EUR	0.00		
4.3.6.2							0.00	EUR	0.00		
4.3.6.3							0.00	EUR	0.00		
4.3.7	Others (Reception staff, security, etc)						0.00	EUR	0.00		
4.3.7.1							0.00	EUR	0.00		
4.3.7.2							0.00	EUR	0.00		
4.3.7.3							0.00	EUR	0.00		
TOTAL DIRECT COSTS							185.700,00	EUR	185.700,00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)						12.599,00	EUR	12.599,00	EUR	
	Primes and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephones/internet connections, postage and mailing, photocopies, equipment depreciation, ...)					0.07	12.599,00	EUR	12.599,00	EUR	
TOTAL COSTS							198.299,00	EUR	198.299,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY									0,00	EUR	

Date: 12.09.2014

Name of the legal representative (Project leader):

Dr. Andreas Hedwig

Signature (and stamp):



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 9:	General Directorate of the Bavarian State Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below

Please break down all the costs. Some cells are protected because they contain formulas.

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Activity	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (national conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES						47 000.00	EUR	47 000.00		
1.1 Coproduction costs, copyright or royalties and artist re-sale rights						0.00	EUR	0.00		
1.1.1						0.00	EUR	0.00		
1.1.2						0.00	EUR	0.00		
1.1.3						0.00	EUR	0.00		
1.2 Premises hire						0.00	EUR	0.00		
1.2.1						0.00	EUR	0.00		
1.2.2						0.00	EUR	0.00		
1.2.3						0.00	EUR	0.00		
1.3 Equipment hire						0.00	EUR	0.00		
1.3.1						0.00	EUR	0.00		
1.3.2						0.00	EUR	0.00		
1.3.3						0.00	EUR	0.00		
1.4 Purchase of materials						0.00	EUR	0.00		
1.4.1						0.00	EUR	0.00		
1.4.2						0.00	EUR	0.00		
1.4.3						0.00	EUR	0.00		
1.5 Purchase of equipment (depreciation only)						0.00	EUR	0.00		
1.5.1						0.00	EUR	0.00		
1.5.2						0.00	EUR	0.00		
1.5.3						0.00	EUR	0.00		
1.6 Transport of equipment						0.00	EUR	0.00		
1.6.1						0.00	EUR	0.00		
1.6.2						0.00	EUR	0.00		
1.6.3						0.00	EUR	0.00		
1.7 Insurance						0.00	EUR	0.00		
1.7.1						0.00	EUR	0.00		
1.7.2						0.00	EUR	0.00		
1.7.3						0.00	EUR	0.00		
1.8 Rent of translation booths						0.00	EUR	0.00		
1.8.1						0.00	EUR	0.00		
1.8.2						0.00	EUR	0.00		
1.8.3						0.00	EUR	0.00		
1.9 Catering						2 000.00	EUR	2 000.00		
1.9.1 Catering for the Round Table in Munich	36 Round Table	Partner n°9	1	1 day	2 000.00	2 000.00	EUR	2 000.00	No	Yes
1.9.2						0.00	EUR	0.00		
1.9.3						0.00	EUR	0.00		
1.10 Other (specify)						45 000.00	EUR	45 000.00		
1.10.1 External services for digitisation and preparation of archival content	36 Content Preparation	Partner n°9	1	several months	45 000.00	45 000.00	EUR	45 000.00	No	Yes
1.10.2						0.00	EUR	0.00		
1.10.3						0.00	EUR	0.00		

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ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 9:	General Directorate of the Bavarian State Archives
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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1 EURO = 1,000000 EUR
Please insert the exchange rate

		Reference number of the activity in the SF-AMP work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-activities	
							amount	currency	Total amount	Yes or No	Yes or No	
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS						600.00	EUR		600.00	EUR	
2.1	Production costs (printing costs)						600.00	EUR		600.00	EUR	
2.1.1	Print of information and supporting material for the Round Table	30 Round Table	Partner n°9	1	1 day	600.00	600.00	EUR	600.00	No	Yes	
2.1.2							0.00	EUR	0.00			
2.1.3							0.00	EUR	0.00			
2.2	Advertising costs						0.00	EUR		0.00	EUR	
2.2.1	Advertising space (publicity TV, radio, press conferences, social networks, etc.)						0.00	EUR		0.00	EUR	
2.2.1.1							0.00	EUR	0.00			
2.2.1.2							0.00	EUR	0.00			
2.2.1.3							0.00	EUR	0.00			
2.2.2	Purchase of materials (T-shirts, flyers, posters, banners, etc.)						0.00	EUR		0.00	EUR	
2.2.2.1							0.00	EUR	0.00			
2.2.2.2							0.00	EUR	0.00			
2.2.2.3							0.00	EUR	0.00			
2.2.3	Other (specify)						0.00	EUR		0.00	EUR	
2.2.3.1							0.00	EUR	0.00			
2.2.3.2							0.00	EUR	0.00			
2.2.3.3							0.00	EUR	0.00			
2.3	Web costs						0.00	EUR		0.00	EUR	
2.3.1	Costs for the update or creation of the web site (attention to staff costs)						0.00	EUR		0.00	EUR	
2.3.1.1							0.00	EUR	0.00			
2.3.1.2							0.00	EUR	0.00			
2.3.1.3							0.00	EUR	0.00			
2.3.2	Other (specify)						0.00	EUR		0.00	EUR	
2.3.2.1							0.00	EUR	0.00			
2.3.2.2							0.00	EUR	0.00			
2.3.2.3							0.00	EUR	0.00			
2.4	Documentation costs (professional magazines, newspaper, books etc.)						0.00	EUR		0.00	EUR	
2.4.1							0.00	EUR	0.00			
2.4.2							0.00	EUR	0.00			
2.4.3							0.00	EUR	0.00			
2.5	Distribution costs (mail, postage, packaging, etc.)						0.00	EUR		0.00	EUR	
2.5.1.1							0.00	EUR	0.00			
2.5.1.2							0.00	EUR	0.00			
2.5.1.3							0.00	EUR	0.00			
3	TRAVEL & SUBSISTENCE COSTS						8,620.00	EUR		8,620.00	EUR	
3.1	Transport (including local transport)						4,960.00	EUR		4,960.00	EUR	
3.1.1	workshops (flight, train, local transport, etc.) - 1 person	30-40 Project Meetings	Partner n°9	7	1.5 days each (1 overnight stay)	700.00	4,900.00	EUR	4,900.00	No	No	
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 1 person	1 Convention	Partner n°9	1	1 day	700.00	700.00	EUR	700.00	No	No	
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 1 person	2 Convention	Partner n°9	1	1 day	700.00	700.00	EUR	700.00	No	No	
3.2	Accommodation costs						1,170.00	EUR		1,170.00	EUR	
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°9	7	1 overnight stay each	130.00	910.00	EUR	910.00	No	No	
3.2.2	Accommodation costs during the Convention in DE - 1 person	1 Convention	Partner n°9	1	1 overnight stay	130.00	130.00	EUR	130.00	No	No	
3.2.3	Accommodation costs during the Convention in ES - 1 person	2 Convention	Partner n°9	1	1 overnight stay	130.00	130.00	EUR	130.00	No	No	
3.3	Subsistence costs						1,130.00	EUR		1,130.00	EUR	
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°9	7	1.5 days each	140.00	980.00	EUR	980.00	No	No	
3.3.2	Subsistence costs during the Convention in DE - 1 person	1 Convention	Partner n°9	1	1 day	75.00	75.00	EUR	75.00	No	No	
3.3.3	Subsistence costs during the Convention in ES - 1 person	2 Convention	Partner n°9	1	1 day	75.00	75.00	EUR	75.00	No	No	

ESTIMATED BUDGET DETAILED BUDGET - expenditure

Name of the partner 9: General Directorate of the Bavarian State Archives
Title of the cooperation project: Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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Please insert the exchange rate													
Info: max-fee amount: 100,000,000 EUR Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals													
	Reference number of the activity in the of the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (national currency) Total amount	Third country cost	Yes or No	Sub-control	Yes or No	
						amount	currency						
						125 000,00 EUR		125 000,00 EUR					
4 STAFF COSTS						125 000,00 EUR		125 000,00 EUR					
4.1 Salaries (incl. labour costs and social security charges) of personnel and fees for project management						6 000,00 EUR		6 000,00 EUR					
Please detail for each person, which must be identified by name (where applicable)													
4.1.1	Project management/office					6 000,00	EUR	6 000,00	EUR	No	No		
4.1.1.1	Julian Hötzel - project manager - part time	38 Project Management	Partner n°9	1	4 years	6 000,00		6 000,00	EUR				
4.1.1.2						0,00	EUR	0,00	EUR				
4.1.2	Assistant					0,00	EUR	0,00	EUR				
4.1.2.1						0,00	EUR	0,00	EUR				
4.1.2.2						0,00	EUR	0,00	EUR				
4.1.2.3						0,00	EUR	0,00	EUR				
4.1.2.4						0,00	EUR	0,00	EUR				
4.1.2.5						0,00	EUR	0,00	EUR				
4.1.3	Secretary					0,00	EUR	0,00	EUR				
4.1.3.1						0,00	EUR	0,00	EUR				
4.1.3.2						0,00	EUR	0,00	EUR				
4.1.3.3						0,00	EUR	0,00	EUR				
4.1.3.4						0,00	EUR	0,00	EUR				
4.1.3.5						0,00	EUR	0,00	EUR				
4.1.4	Other (specify)					0,00	EUR	0,00	EUR				
4.1.4.1						0,00	EUR	0,00	EUR				
4.1.4.2						0,00	EUR	0,00	EUR				
4.1.4.3						0,00	EUR	0,00	EUR				
						0,00 EUR		0,00 EUR					
4.2 External professional services						0,00 EUR		0,00 EUR					
4.2.1	Lawyers					0,00	EUR	0,00	EUR				
4.2.2	Accountant					0,00	EUR	0,00	EUR				
4.2.3	Auditor (linked to the final report)					0,00	EUR	0,00	EUR				
4.2.4	IT maintenance/teleshop					0,00	EUR	0,00	EUR				
4.2.5	Interpreters and translators					0,00	EUR	0,00	EUR				
4.2.6	External speakers					0,00	EUR	0,00	EUR				
4.2.7	Other (specify)					0,00	EUR	0,00	EUR				
4.2.7.1						0,00	EUR	0,00	EUR				
4.2.7.2						0,00	EUR	0,00	EUR				
4.2.7.3						0,00	EUR	0,00	EUR				
						0,00 EUR		0,00 EUR					
4.3 Fees, remuneration of artists, scientific personnel and technicians						125 000,00 EUR		125 000,00 EUR					
4.3.1	Artists' salaries					0,00	EUR	0,00	EUR				
4.3.1.1						0,00	EUR	0,00	EUR				
4.3.1.2						0,00	EUR	0,00	EUR				
4.3.1.3						0,00	EUR	0,00	EUR				
4.3.2	Artists' fees					0,00	EUR	0,00	EUR				
4.3.2.1						0,00	EUR	0,00	EUR				
4.3.2.2						0,00	EUR	0,00	EUR				
4.3.2.3						0,00	EUR	0,00	EUR				
4.3.2.4						0,00	EUR	0,00	EUR				
4.3.2.5						0,00	EUR	0,00	EUR				
						0,00 EUR		0,00 EUR					
4.4 Scientific personnel						125 000,00 EUR		125 000,00 EUR					
4.4.1	Archivist personnel handling the content preparation, digitisation, scientific research, etc. of project relevant material for online presentation and usage - 2 persons	38 Content Preparation	Partner n°9	2	4 years	60 000,00		60 000,00	EUR	No	No		
						0,00	EUR	0,00	EUR				
						0,00	EUR	0,00	EUR				
						0,00	EUR	0,00	EUR				
						0,00	EUR	0,00	EUR				

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Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

Date: 12.09.2014

Name of the Member representative (project leader):

Signature (and stamp):

Dr. Andreas Hechwin



**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 10:	Archive of the Diocese of St. Pölten
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

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Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

		Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities ?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES										
1.1	Coproduction costs, copyright or royalties and artist resale rights						2 000.00	EUR	2 000.00		
1.1.1							0.00	EUR	0.00		
1.1.2							0.00	EUR	0.00		
1.1.3							0.00	EUR	0.00		
1.2	Premises hire						0.00	EUR	0.00		
1.2.1							0.00	EUR	0.00		
1.2.2							0.00	EUR	0.00		
1.2.3							0.00	EUR	0.00		
1.3	Equipment hire						0.00	EUR	0.00		
1.3.1							0.00	EUR	0.00		
1.3.2							0.00	EUR	0.00		
1.3.3							0.00	EUR	0.00		
1.4	Purchase of materials						0.00	EUR	0.00		
1.4.1							0.00	EUR	0.00		
1.4.2							0.00	EUR	0.00		
1.4.3							0.00	EUR	0.00		
1.5	Purchase of equipment (depreciation only)						0.00	EUR	0.00		
1.5.1							0.00	EUR	0.00		
1.5.2							0.00	EUR	0.00		
1.5.3							0.00	EUR	0.00		
1.6	Transport of equipment						0.00	EUR	0.00		
1.6.1							0.00	EUR	0.00		
1.6.2							0.00	EUR	0.00		
1.6.3							0.00	EUR	0.00		
1.7	Insurance						0.00	EUR	0.00		
1.7.1							0.00	EUR	0.00		
1.7.2							0.00	EUR	0.00		
1.7.3							0.00	EUR	0.00		
1.8	Rent of translation booths						0.00	EUR	0.00		
1.8.1							0.00	EUR	0.00		
1.8.2							0.00	EUR	0.00		
1.8.3							0.00	EUR	0.00		
1.9	Catering						2 000.00	EUR	2 000.00		
1.9.1	Catering for the Round Table in St. Pölten	26 Round Table	Partner n°10	1	1 day	2 000.00	2 000.00	EUR	2 000.00	No	Yes
1.9.2							0.00	EUR	0.00		
1.9.3							0.00	EUR	0.00		
1.10	Other (specify)						0.00	EUR	0.00		
1.9.1							0.00	EUR	0.00		
1.9.2							0.00	EUR	0.00		
1.9.3							0.00	EUR	0.00		

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 10:	Archive of the Diocese of St. Pölten
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some calls are protected because they contain formulas.

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Insert currency: Check the rate following this link:
<http://europa.eu.int/finance/economy/euro/euro.htm>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contract
							amount	currency	Total amount	Yes or No	Yes or No
2 COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS							500.00 EUR		500.00 EUR		
2.1 Production costs (printing costs)							500.00 EUR		500.00 EUR		
2.1.1	Print of information and supporting material for the Round Table in St. Pölten	25 Round Table	Partner n°10	1	1 day	500.00	500.00	EUR	500.00	No	Yes
2.1.2							0.00	EUR	0.00		
2.1.3							0.00	EUR	0.00		
2.2 Advertising costs							0.00 EUR		0.00 EUR		
2.2.1	Advertising space (publicity TV, radio, press conference, social networks, etc.)						0.00	EUR	0.00		
2.2.1.1							0.00	EUR	0.00		
2.2.1.2							0.00	EUR	0.00		
2.2.1.3							0.00	EUR	0.00		
2.2.2	Purchase of materials (T-shirt, flyers, papers, posters, etc.)						0.00	EUR	0.00		
2.2.2.1							0.00	EUR	0.00		
2.2.2.2							0.00	EUR	0.00		
2.2.2.3							0.00	EUR	0.00		
2.2.3	Other (specify)						0.00	EUR	0.00		
2.2.3.1							0.00	EUR	0.00		
2.2.3.2							0.00	EUR	0.00		
2.2.3.3							0.00	EUR	0.00		
2.3 Web costs							0.00 EUR		0.00 EUR		
2.3.1	Costs for the up-date or creation of the web site (attention no staff cost)						0.00	EUR	0.00		
2.3.1.1							0.00	EUR	0.00		
2.3.1.2							0.00	EUR	0.00		
2.3.1.3							0.00	EUR	0.00		
2.3.2	Other (specify)						0.00	EUR	0.00		
2.3.2.1							0.00	EUR	0.00		
2.3.2.2							0.00	EUR	0.00		
2.3.2.3							0.00	EUR	0.00		
2.4 Documentation costs (professional magazines, newspaper, books etc.)							0.00 EUR		0.00 EUR		
2.4.1							0.00	EUR	0.00		
2.4.2							0.00	EUR	0.00		
2.4.3							0.00	EUR	0.00		
2.5 Distribution costs (mail, postage, packaging, etc.)							0.00 EUR		0.00 EUR		
2.5.1.1							0.00	EUR	0.00		
2.5.1.2							0.00	EUR	0.00		
2.5.1.3							0.00	EUR	0.00		
3 TRAVEL & SUBSISTENCE COSTS							6 600.00 EUR		6 600.00 EUR		
3.1	Transport (excluding local transport)						6 399.39	EUR	6 399.39		
3.1.1	workshops (flight, train, local transport, etc.) - 1 person	30-40 Project Meetings	Partner n°10	7	1.5 days each (1 overnight stay)	700.00	4 900.00	EUR	4 900.00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 1 person	1 Convention	Partner n°10	1	1 day	700.00	700.00	EUR	700.00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 1 person	2 Convention	Partner n°10	1	1 day	700.00	700.00	EUR	700.00	No	No
3.2	Accommodation costs						1 178.96	EUR	1 178.96		
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°10	7	1 overnight stay each	130.00	910.00	EUR	910.00	No	No
3.2.2	Accommodation costs during the Convention in DE - 1 person	1 Convention	Partner n°10	1	1 overnight stay	130.00	130.00	EUR	130.00	No	No
3.2.3	Accommodation costs during the Convention in ES - 1 person	2 Convention	Partner n°10	1	1 overnight stay	130.00	130.00	EUR	130.00	No	No
3.3	Subsistence costs						1 136.56	EUR	1 136.56		
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°10	7	1.5 days each	140.00	980.00	EUR	980.00	No	No
3.3.2	Subsistence costs during the Convention in DE - 1 person	1 Convention	Partner n°10	1	1 day	75.00	75.00	EUR	75.00	No	No
3.3.3	Subsistence costs during the Convention in ES - 1 person	2 Convention	Partner n°10	1	1 day	75.00	75.00	EUR	75.00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 10:	Archive of the Diocese of St. Pölten
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below
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	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					200 000.00 EUR		200 000.00 EUR		
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					8 000.00 EUR		8 000.00 EUR		
	Please detail for each person, which must be identified by name (where applicable)									
4.1.1	Project management/flow					5 000.00 EUR		5 000.00 EUR		
4.1.1.1	Caroline Mader - project management - part time	36 Project Management	Partner n°10	1	4 years	9 000.00	EUR	8 000.00	No	No
4.1.1.2						0.00	EUR	0.00		
4.1.2	Assistant					0.00 EUR		0.00 EUR		
4.1.2.1						0.00	EUR	0.00		
4.1.2.2						0.00	EUR	0.00		
4.1.2.3						0.00	EUR	0.00		
4.1.2.4						0.00	EUR	0.00		
4.1.2.5						0.00	EUR	0.00		
4.1.3	Secretary					0.00 EUR		0.00 EUR		
4.1.3.1						0.00	EUR	0.00		
4.1.3.2						0.00	EUR	0.00		
4.1.3.3						0.00	EUR	0.00		
4.1.3.4						0.00	EUR	0.00		
4.1.3.5						0.00	EUR	0.00		
4.1.4	Other (specify)					0.00 EUR		0.00 EUR		
4.1.4.1						0.00	EUR	0.00		
4.1.4.2						0.00	EUR	0.00		
4.1.4.3						0.00	EUR	0.00		
4.2	External professional services					0.00 EUR		0.00 EUR		
4.2.1	Lawyers					0.00	EUR	0.00		
4.2.2	Accountant					0.00	EUR	0.00		
4.2.3	Auditor (linked to the final report)					0.00	EUR	0.00		
4.2.4	IT maintenance/repairs					0.00	EUR	0.00		
4.2.5	Interpreters and translators					0.00	EUR	0.00		
4.2.6	External speaker					0.00	EUR	0.00		
4.2.7	Other (specify)					0.00 EUR		0.00 EUR		
4.2.7.1						0.00	EUR	0.00		
4.2.7.2						0.00	EUR	0.00		
4.2.7.3						0.00	EUR	0.00		
4.3	Fees, remuneration of artists, scientific personnel and technicians					104 000.00 EUR		104 000.00 EUR		
4.3.1	Artistic director					0.00 EUR		0.00 EUR		
4.3.1.1						0.00	EUR	0.00		
4.3.1.2						0.00	EUR	0.00		
4.3.1.3						0.00	EUR	0.00		
4.3.2	Artist fees					0.00 EUR		0.00 EUR		
4.3.2.1						0.00	EUR	0.00		
4.3.2.2						0.00	EUR	0.00		
4.3.2.3						0.00	EUR	0.00		
4.3.2.4						0.00	EUR	0.00		
4.3.2.5						0.00	EUR	0.00		
4.3.3	Scientific personnel					104 000.00 EUR		104 000.00 EUR		
4.3.3.1	Archival personnel handling the content preparation, digitisation, scientific research, etc. of project relevant material for online presentation and usage - 2 persons	36 Content Preparation	Partner n°9	2	4 years	97 000.00	EUR	104 000.00	No	No
4.3.3.2						0.00	EUR	0.00		
4.3.3.3						0.00	EUR	0.00		
4.3.3.4						0.00	EUR	0.00		
4.3.3.5						0.00	EUR	0.00		

AP

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 10:	Archive of the Diocese of St. Pöten
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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Please insert the exchange rate

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Tackling costs					0.00	EUR	0.00		
4.3.4.1						0.00	EUR	0.00		
4.3.4.2						0.00	EUR	0.00		
4.3.4.3						0.00	EUR	0.00		
4.3.4.4						0.00	EUR	0.00		
4.3.4.5						0.00	EUR	0.00		
4.3.5	Web master					0.00	EUR	0.00		
4.3.5.1						0.00	EUR	0.00		
4.3.5.2						0.00	EUR	0.00		
4.3.5.3						0.00	EUR	0.00		
4.3.6	Procedures (Design & Layout)					0.00	EUR	0.00		
4.3.6.1						0.00	EUR	0.00		
4.3.6.2						0.00	EUR	0.00		
4.3.6.3						0.00	EUR	0.00		
4.3.7	Others (Recapitulation staff, security, etc.)					0.00	EUR	0.00		
4.3.7.1						0.00	EUR	0.00		
4.3.7.2						0.00	EUR	0.00		
4.3.7.3						0.00	EUR	0.00		
TOTAL DIRECT COSTS						211,100.00	EUR	211,100.00	EUR	
9	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)					14,777.00	EUR	14,777.00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone, fax, internet connections, postage and mailing, photocopies, equipment depreciation, ...)				0.00	14,777.00	EUR	14,777.00	EUR	
TOTAL COSTS						225,877.00	EUR	225,877.00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0.00	EUR	

Date: 12.09.2014

Name of the legal representative (project leader):

Dr. Andreas Hedwig

Signature (first name):



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 11:	Archive of Ecclesiastical History in Bizkala
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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		Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-construction
							amount	currency	Total amount	Yes or No	Yes or No
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES							15,000.00	EUR	15,000.00	EUR	
1.1	Co-production costs, copyright or royalties and artist resale rights						10,000.00	EUR	10,000.00	EUR	
1.1.1	License to set up a Topographie in ES						10,000.00	EUR	10,000.00	No	No
1.1.2							0.00	EUR	0.00		
1.1.3							0.00	EUR	0.00		
1.2	Premises hire						0.00	EUR	0.00	EUR	
1.2.1							0.00	EUR	0.00		
1.2.2							0.00	EUR	0.00		
1.2.3							0.00	EUR	0.00		
1.3	Equipment hire						0.00	EUR	0.00	EUR	
1.3.1							0.00	EUR	0.00		
1.3.2							0.00	EUR	0.00		
1.3.3							0.00	EUR	0.00		
1.4	Purchase of materials						0.00	EUR	0.00	EUR	
1.4.1							0.00	EUR	0.00		
1.4.2							0.00	EUR	0.00		
1.4.3							0.00	EUR	0.00		
1.5	Purchase of equipment (depreciation only)						0.00	EUR	0.00	EUR	
1.5.1							0.00	EUR	0.00		
1.5.2							0.00	EUR	0.00		
1.5.3							0.00	EUR	0.00		
1.6	Transport of equipment						0.00	EUR	0.00	EUR	
1.6.1							0.00	EUR	0.00		
1.6.2							0.00	EUR	0.00		
1.6.3							0.00	EUR	0.00		
1.7	Insurance						0.00	EUR	0.00	EUR	
1.7.1							0.00	EUR	0.00		
1.7.2							0.00	EUR	0.00		
1.7.3							0.00	EUR	0.00		
1.8	Rent of translation booths						0.00	EUR	0.00	EUR	
1.8.1							0.00	EUR	0.00		
1.8.2							0.00	EUR	0.00		
1.8.3							0.00	EUR	0.00		
1.9	Catering						0.00	EUR	0.00	EUR	
1.9.1							0.00	EUR	0.00		
1.9.2							0.00	EUR	0.00		
1.9.3							0.00	EUR	0.00		
1.10	Other (specify)						5,000.00	EUR	5,000.00	EUR	
1.10.1	Costs for 5 "living your history" days - depending on the location, costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival						5,000.00	EUR	5,000.00	No	Yes
1.9.2							0.00	EUR	0.00		
1.9.3							0.00	EUR	0.00		

PR

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 11:		Archive of Ecclesiastical History in Bizkara									
Title of the cooperation project:		Community as Opportunity - Creative archives' and users' network									

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Subcontracting
					amount	currency			
2 COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					15 000,00 EUR		15 000,00 EUR		
2.1 Production costs (printing costs)					10 000,00 EUR		10 000,00 EUR		
2.1.1 Print costs for project relevant material, educational/academic dissemination material etc.	24 Dissemination	Joint activities	1	several days	10 000,00	EUR	10 000,00		
2.1.2					0,00	EUR	0,00		
2.1.3					0,00	EUR	0,00		
2.2 Advertising costs					5 000,00 EUR		5 000,00 EUR		
2.2.1 Advertising space (radio/TV, radio, press conferences, social networks, etc.)					0,00	EUR	0,00		
2.2.1.1					0,00	EUR	0,00		
2.2.1.2					0,00	EUR	0,00		
2.2.1.3					0,00	EUR	0,00		
2.2.2 Purchase of materials (T-shirts, pens, papers, posters, etc.)					0,00	EUR	0,00		
2.2.2.1					0,00	EUR	0,00		
2.2.2.2					0,00	EUR	0,00		
2.2.2.3					0,00	EUR	0,00		
2.2.3 Other (specify)					5 000,00	EUR	5 000,00		
2.2.3.1 Costs for the production of short film/video clips from the input of the living year history days to the Festival	21 Festival	Partner n°11	5	several days	1 000,00	EUR	5 000,00	No	Yes
2.2.3.2					0,00	EUR	0,00		
2.2.3.3					0,00	EUR	0,00		
2.3 Web costs					0,00 EUR		0,00 EUR		
2.3.1 Costs for the up-date or creation of the web site (attention to start costs)					0,00	EUR	0,00		
2.3.1.1					0,00	EUR	0,00		
2.3.1.2					0,00	EUR	0,00		
2.3.1.3					0,00	EUR	0,00		
2.3.2 Other (specify)					0,00	EUR	0,00		
2.3.2.1					0,00	EUR	0,00		
2.3.2.2					0,00	EUR	0,00		
2.3.2.3					0,00	EUR	0,00		
2.4 Documentation costs (professional magazines, newspaper, books, etc.)					0,00 EUR		0,00 EUR		
2.4.1					0,00	EUR	0,00		
2.4.2					0,00	EUR	0,00		
2.4.3					0,00	EUR	0,00		
2.5 Distribution costs (mail, postage, packaging, etc.)					0,00 EUR		0,00 EUR		
2.5.1					0,00	EUR	0,00		
2.5.1.1					0,00	EUR	0,00		
2.5.1.2					0,00	EUR	0,00		
2.5.1.3					0,00	EUR	0,00		
3 TRAVEL & SUBSISTENCE COSTS					6 000,00 EUR		6 000,00 EUR		
3.1 Transport (including local transport)					4 900,00 EUR		4 900,00 EUR		
3.1.1 Transport costs during the lock-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°11	7	1,5 days each (1 overnight stay)	700,00	EUR	4 900,00	No	No
3.1.2 Travel to the Convention in DE (flight, train, local transport, etc.) - 1 person	1 Convention	Partner n°11	1	1 day	700,00	EUR	700,00	No	No
3.1.3 Travel to the Convention in ES (flight, train, local transport, etc.) - 1 person	2 Convention	Partner n°11	1	1 day	700,00	EUR	700,00	No	No
3.2 Accommodation costs					1 100,00 EUR		1 100,00 EUR		
3.2.1 Accommodation costs during the lock-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°11	7	1 overnight stay each	130,00	EUR	910,00	No	No
3.2.2 Accommodation costs during the Convention in DE - 1 person	1 Convention	Partner n°11	1	1 overnight stay	130,00	EUR	130,00	No	No
3.2.3 Accommodation costs during the Convention in ES - 1 person	2 Convention	Partner n°11	1	1 overnight stay	130,00	EUR	130,00	No	No
3.3 Subsistence costs					1 100,00 EUR		1 100,00 EUR		
3.3.1 Subsistence costs during the lock-off and project meetings + international workshops - 1 person	30-40 Project Meetings	Partner n°11	7	1,5 days each	140,00	EUR	980,00	No	No
3.3.2 Subsistence costs during the Convention in DE - 1 person	1 Convention	Partner n°11	1	1 day	75,00	EUR	75,00	No	No
3.3.3 Subsistence costs during the Convention in ES - 1 person	2 Convention	Partner n°11	1	1 day	75,00	EUR	75,00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 11:	Archive of Ecclesiastical History in Bizkaka
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants')

1 EURO = 1,000000 EUR
Please insert the exchange rate

Check the rate following this link:
<http://eur-lex.europa.eu/2010/index.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS					82 500,00	EUR	82 500,00		
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management					6 000,00	EUR	6 000,00		
Please detail for each person, which must be identified by name (where applicable)										
4.1.1	Project manager/coordinator					6 000,00	EUR	6 000,00		
4.1.1.1	Amelia Barrio - project management - part time	30 Project Management	Partime n°11	1	4 years	6 000,00	EUR	6 000,00	No	No
4.1.1.2						0,00	EUR	0,00		
4.1.2	Assistant					0,00	EUR	0,00		
4.1.2.1						0,00	EUR	0,00		
4.1.2.2						0,00	EUR	0,00		
4.1.2.3						0,00	EUR	0,00		
4.1.2.4						0,00	EUR	0,00		
4.1.2.5						0,00	EUR	0,00		
4.1.3	Secretary					0,00	EUR	0,00		
4.1.3.1						0,00	EUR	0,00		
4.1.3.2						0,00	EUR	0,00		
4.1.3.3						0,00	EUR	0,00		
4.1.3.4						0,00	EUR	0,00		
4.1.3.5						0,00	EUR	0,00		
4.1.4	Other (specify)					0,00	EUR	0,00		
4.1.4.1						0,00	EUR	0,00		
4.1.4.2						0,00	EUR	0,00		
4.1.4.3						0,00	EUR	0,00		
4.2	External professional services					0,00	EUR	0,00		
4.2.1	Lawyers					0,00	EUR	0,00		
4.2.2	Accountant					0,00	EUR	0,00		
4.2.3	Auditor (linked to the final report)					0,00	EUR	0,00		
4.2.4	IT maintenance/helpdesk					0,00	EUR	0,00		
4.2.5	Interpreters and translators					0,00	EUR	0,00		
4.2.6	External speakers					0,00	EUR	0,00		
4.2.7	Other (specify)					0,00	EUR	0,00		
4.2.7.1						0,00	EUR	0,00		
4.2.7.2						0,00	EUR	0,00		
4.2.7.3						0,00	EUR	0,00		
4.3	Fees, remuneration of artists, scientific personnel and technicians					76 500,00	EUR	76 500,00		
4.3.1	Artists director					0,00	EUR	0,00		
4.3.1.1						0,00	EUR	0,00		
4.3.1.2						0,00	EUR	0,00		
4.3.1.3						0,00	EUR	0,00		
4.3.2	Artists fees					0,00	EUR	0,00		
4.3.2.1						0,00	EUR	0,00		
4.3.2.2						0,00	EUR	0,00		
4.3.2.3						0,00	EUR	0,00		
4.3.2.4						0,00	EUR	0,00		
4.3.2.5						0,00	EUR	0,00		
4.3.3	Scientific personnel					76 500,00	EUR	76 500,00		
4.3.3.1	Archival personnel handling the content preparation, digitisation, scientific research, etc. of project relevant material for online presentation and usage - 1 person	30 Content Preparation	Partime n°11	1	4 years	76 500,00	EUR	76 500,00	No	No
4.3.3.2						0,00	EUR	0,00		
4.3.3.3						0,00	EUR	0,00		
4.3.3.4						0,00	EUR	0,00		
4.3.3.5						0,00	EUR	0,00		

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ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 11:	Archive of Ecclesiastical History in Biskala
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants).

Insert rate: 1.000000 EUR
Insert currency: EUR
Check the rate following this link: <http://www.ecb.europa.eu/press/pr/2009/pr090701.htm>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the a-form work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians					8.09	EUR	8.09	EUR	
4.3.4.1						0.00	EUR	0.00		
4.3.4.2						0.00	EUR	0.00		
4.3.4.3						0.00	EUR	0.00		
4.3.4.4						0.00	EUR	0.00		
4.3.4.5						0.00	EUR	0.00		
4.3.5	Web master					8.09	EUR	8.09	EUR	
4.3.5.1						0.00	EUR	0.00		
4.3.5.2						0.00	EUR	0.00		
4.3.5.3						0.00	EUR	0.00		
4.3.6	Production (Design & Layout)					8.09	EUR	8.09	EUR	
4.3.6.1						0.00	EUR	0.00		
4.3.6.2						0.00	EUR	0.00		
4.3.6.3						0.00	EUR	0.00		
4.3.7	Others (Reception staff, security, etc.)					8.09	EUR	8.09	EUR	
4.3.7.1						0.00	EUR	0.00		
4.3.7.2						0.00	EUR	0.00		
4.3.7.3						0.00	EUR	0.00		
TOTAL DIRECT COSTS						121,100.00	EUR	121,100.00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)					8,477.00	EUR	8,477.00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/internet connections, postage and mailing, photocopies, equipment depreciation, ...)				0.07	8,477.00	EUR	8,477.00	EUR	
TOTAL COSTS						129,577.00	EUR	129,577.00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0.00	EUR	

Date:

Name of the legal representative (Project leader):

Dr. Andreas Hedwig

Signature (and stamp):



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 12:	Complutense University Madrid
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT please detail the categories of costs that you wish to select in the table below

Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see guide for applicants)

1 EURO = 1,000000 EUR <http://eur-lex.europa.eu/2022/index.do>
Please insert the exchange rate Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

Activity	Reference number of the activity in the forms with programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES						37 400,00 EUR		37 400,00 EUR		
1.1 Coproduction costs, copyright or royalties and artist re-sale rights						0,00	EUR	0,00		
1.1.1						0,00	EUR	0,00		
1.1.2						0,00	EUR	0,00		
1.1.3						0,00	EUR	0,00		
1.2 Premises hire						0,00	EUR	0,00		
1.2.1						0,00	EUR	0,00		
1.2.2						0,00	EUR	0,00		
1.2.3						0,00	EUR	0,00		
1.3 Equipment hire						0,00	EUR	0,00		
1.3.1						0,00	EUR	0,00		
1.3.2						0,00	EUR	0,00		
1.3.3						0,00	EUR	0,00		
1.4 Purchase of materials						0,00	EUR	0,00		
1.4.1						0,00	EUR	0,00		
1.4.2						0,00	EUR	0,00		
1.4.3						0,00	EUR	0,00		
1.5 Purchase of equipment (depreciation only)						0,00	EUR	0,00		
1.5.1						0,00	EUR	0,00		
1.5.2						0,00	EUR	0,00		
1.5.3						0,00	EUR	0,00		
1.6 Transport of equipment						0,00	EUR	0,00		
1.6.1						0,00	EUR	0,00		
1.6.2						0,00	EUR	0,00		
1.6.3						0,00	EUR	0,00		
1.7 Insurance						0,00	EUR	0,00		
1.7.1						0,00	EUR	0,00		
1.7.2						0,00	EUR	0,00		
1.7.3						0,00	EUR	0,00		
1.8 Rent of translation booths						0,00	EUR	0,00		
1.8.1						0,00	EUR	0,00		
1.8.2						0,00	EUR	0,00		
1.8.3						0,00	EUR	0,00		
1.9 Catering						13 400,00	EUR	13 400,00		
1.9.1 Catering for the Convention in Madrid	2 Convention	Partner n°12	1	3 days	6 000,00	6 000,00	EUR	6 000,00	No	Yes
1.9.2 Catering for the International Workshop + project meeting in Madrid	11 International Workshop	Partner n°12	1	1.5 days	5 000,00	5 000,00	EUR	5 000,00	No	Yes
1.9.3 Catering for 4 Courses/Seminars	15 Courses & Seminars	Partner n°12	4	1 day	915,00	2 460,00	EUR	2 460,00	No	Yes
1.10 Other (specify)						24 000,00	EUR	24 000,00		
1.10.1 External personnel for content preparation/organisation	30 Content Preparation	Partner n°12	1	months	4 000,00	4 000,00	EUR	4 000,00	No	Yes
1.10.2 Speakers' fees for university courses and seminars	15 Courses & Seminars	Partner n°12	10	several days	2 000,00	20 000,00	EUR	20 000,00	No	No
1.9.3						0,00	EUR	0,00		

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ESTIMATED BUDGET DETAILED BUDGET - expenditure

Name of the partner 12:	Complutense University Madrid
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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1 EURO = 1,000000 EUR
Please insert the exchange rate

Check the table following the link:
http://ec.europa.eu/economy_finance/eur_exchange_en.htm
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

		Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (automatic conversion)	Total amount	This country cost	Sub-
							amount	currency			Yes or No	
							22.026,00	EUR		22.026,00	EUR	
							0,00	EUR		0,00	EUR	
2.1	Production costs (printing costs)						0,00	EUR		0,00		
2.1.1							0,00	EUR		0,00		
2.1.2							0,00	EUR		0,00		
2.1.3							0,00	EUR		0,00		
							7.000,00	EUR		7.000,00	EUR	
2.2	Advertising costs						2.000,00	EUR		2.000,00	EUR	
2.2.1	Advertising spaces (newspaper, TV, radio, press, brochures, double brochures, etc.)	2.2.1.1	Printed information material: flyers, posters, programme booklets, project information etc. for the Convention in Madrid	7	Convention	Partner n°12	1	several days	2.000,00	0,00	No	
2.2.1.2							0,00	EUR		0,00		
2.2.1.3							0,00	EUR		0,00		
2.2.2	Purchase of materials (T-shirt, flyers, papers, posters, etc.)	2.2.2.1					0,00	EUR		0,00		
2.2.2.2							0,00	EUR		0,00		
2.2.2.3							0,00	EUR		0,00		
2.2.3	Other (specify)	2.2.3.1	Costs for the production of short film/video done from the input of the "Bring your history" days organised by partner no 11	21	Festival	Joint activities	5	several days	1.000,00	0,00	No	Yes
2.2.3.2							0,00	EUR		0,00		
2.2.3.3							0,00	EUR		0,00		
							8.000,00	EUR		8.000,00	EUR	
2.3	Web costs	2.3.1	Costs for the up-date or creation of the web site (selection of staff cost)				0,00	EUR		0,00		
2.3.1.1							0,00	EUR		0,00		
2.3.1.2							0,00	EUR		0,00		
2.3.1.3							0,00	EUR		0,00		
2.3.2	Other (specify)	2.3.2.1	Design, implementation and management of "Interactive digital repository Science Documentation"	35	Technical Development	Partner n°12	1	1 year	7.000,00	7.000,00	No	No
2.3.2.2			Install a virtual platform for virtual university courses	35	Technical Development	Partner n°12	1	several months	1.000,00	1.000,00	No	No
2.3.2.3							0,00	EUR		0,00		
							23.000,00	EUR		23.000,00	EUR	
2.4	Documentation costs (professional magazines, newspaper, books, etc.)	2.4.1	Scientific and didactic publications	37	Research & Evaluation	Partner n°12	23	months	1.000,00	23.000,00	No	Yes
2.4.2							0,00	EUR		0,00		
2.4.3							0,00	EUR		0,00		
							0,00	EUR		0,00	EUR	
2.5	Distribution costs (mail, postage, packaging, etc.)	2.5.1					0,00	EUR		0,00		
2.5.1.1							0,00	EUR		0,00		
2.5.1.2							0,00	EUR		0,00		
2.5.1.3							0,00	EUR		0,00		
							16.740,00	EUR		16.740,00	EUR	
3	TRAVEL & SUBSISTENCE COSTS	3.1	Transport (excluding local transport)				12.880,00	EUR		12.880,00	EUR	
3.1.1	Travel to and from the kick-off meeting and the other 8 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	3.1.1.1	38-40 Project Meetings	Partner n°12	14	1,5 days each (1 overnight stay)	800,00		11.200,00	11.200,00		
3.1.2	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	3.1.2.1	1	Convention	Partner n°12	2	1 day	800,00	1.600,00	1.600,00		
3.1.2.2							0,00	EUR		0,00		
							2.880,00	EUR		2.880,00	EUR	
3.2	Accommodation costs	3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	38-40	Project Meetings	Partner n°12	14	1 overnight stay	1.820,00	1.820,00		
3.2.2	Accommodation costs during the Convention in DE - 2 persons	3.2.2.1	1	Convention	Partner n°12	2	1 overnight stay	130,00	260,00	260,00		
3.2.2.2							0,00	EUR		0,00		
							1.680,00	EUR		1.680,00	EUR	
3.3	Subsistence costs	3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	38-40	Project Meetings	Partner n°12	14	1,5 days each	120,00	1.680,00		
3.3.2	Subsistence costs during the Convention in DE - 2 persons	3.3.2.1	1	Convention	Partner n°12	2	1 day	90,00	180,00	180,00		
3.3.2.2							0,00	EUR		0,00		

Name of the partner 12: Complutense University Madrid
 Title of the cooperation project: Community as Opportunity - Creative archives' and users' network

ESTIMATED BUDGET
 DETAILED BUDGET - expenditure

1 EURO = 1,000000
 Please insert the exchange rate

Insert currency: EUR
 Check the rate following the link
 100 (national currency) = 100 (national currency)
 Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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4.3.4	Technicians	Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EURO	EURO (automatic conversion)	Third country cost	Sub-scientific
4.3.4.1							amount	currency	Total amount	Yes or No
4.3.4.2							0.00	EUR	0.00	
4.3.4.3							0.00	EUR	0.00	
4.3.4.4							0.00	EUR	0.00	
4.3.4.5							0.00	EUR	0.00	
4.3.5	Web master						0.00	EUR	0.00	
4.3.5.1							0.00	EUR	0.00	
4.3.5.2							0.00	EUR	0.00	
4.3.5.3							0.00	EUR	0.00	
4.3.6	Production (Design & Copying)						0.00	EUR	0.00	
4.3.6.1							0.00	EUR	0.00	
4.3.6.2							0.00	EUR	0.00	
4.3.6.3							0.00	EUR	0.00	
4.3.7	Others (Registration, staff, security, etc)						0.00	EUR	0.00	
4.3.7.1							0.00	EUR	0.00	
4.3.7.2							0.00	EUR	0.00	
4.3.7.3							0.00	EUR	0.00	
TOTAL DIRECT COSTS							212,200.00	EUR	212,200.00	EUR
INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)							14,854.00	EUR	14,854.00	EUR
TOTAL COSTS							227,054.00	EUR	227,054.00	EUR
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY							0.00	EUR	0.00	EUR

Date: 12.06.2017

Name of the project representative (project leader):
 Signature (and stamp)

Dr. Andreas Hedwig



Hess. Staatsarchiv
 Friedrichsplatz 15
 D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 13:	University of Naples Federico II
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants')

1 EURO = 1,000000 EUR
Please insert the exchange rate

	Reference number of the activity in the eForm work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (national unit conversion)	Third country cost	Sub-contracting	
						amount	currency	Total amount	Yes or No	Yes or No	
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES						27 600,00	EUR	27 600,00			
1.1	Coproduction costs, copyright or royalties and artist resale rights					16 600,00	EUR	16 600,00			
1.1.1	License to set up a Topotheque in IT	16 Topotheque	Partner n°13	5	4 years	2 000,00	EUR	10 000,00			
1.1.2							0,00	EUR	0,00		
1.1.3							0,00	EUR	0,00		
1.2	Premises hire						0,00	EUR	0,00		
1.2.1							0,00	EUR	0,00		
1.2.2							0,00	EUR	0,00		
1.2.3							0,00	EUR	0,00		
1.3	Equipment hire						0,00	EUR	0,00		
1.3.1							0,00	EUR	0,00		
1.3.2							0,00	EUR	0,00		
1.3.3							0,00	EUR	0,00		
1.4	Purchase of materials						0,00	EUR	0,00		
1.4.1							0,00	EUR	0,00		
1.4.2							0,00	EUR	0,00		
1.4.3							0,00	EUR	0,00		
1.5	Purchase of equipment (depreciation only)						2 000,00	EUR	2 000,00		
1.5.1	Purchase of technical equipment for the Courses/Seminars (beamer)	16 Course & Seminars	Partner n°13	1	4 years	2 000,00	2 000,00	EUR	2 000,00		
1.5.2							0,00	EUR	0,00		
1.5.3							0,00	EUR	0,00		
1.6	Transport of equipment						0,00	EUR	0,00		
1.6.1							0,00	EUR	0,00		
1.6.2							0,00	EUR	0,00		
1.6.3							0,00	EUR	0,00		
1.7	Insurance						0,00	EUR	0,00		
1.7.1							0,00	EUR	0,00		
1.7.2							0,00	EUR	0,00		
1.7.3							0,00	EUR	0,00		
1.8	Rent of translation booths						0,00	EUR	0,00		
1.8.1							0,00	EUR	0,00		
1.8.2							0,00	EUR	0,00		
1.8.3							0,00	EUR	0,00		
1.9	Catering						4 000,00	EUR	4 000,00		
1.9.1	Catering for the International Workshop + project meeting in Naples	14 International Workshop	Partner n°13	1	1.5 days	4 000,00	4 000,00	EUR	4 000,00	No	Yes
1.9.2							0,00	EUR	0,00		
1.9.3							0,00	EUR	0,00		
1.10	Other (specify)						11 000,00	EUR	11 000,00		
1.10.1	Costs for 5 "bring your history" days - depending on the location, costs for catering, food supplies, premises hire, costs for production of short videos to be shown then at the festival	16 Topotheque	Partner n°13	5	1 day each	600,00	3 000,00	EUR	3 000,00	No	Yes
1.10.2	External services for content preparation/digitisation	30 Content Preparation	Partner n°13	1	months	8 000,00	8 000,00	EUR	8 000,00	No	Yes
1.9.3							0,00	EUR	0,00		

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 13:	University of Naples Federico II
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

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<http://eur-lex.europa.eu/Indices.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					17.003,00	EUR	17.003,00		
2.1	Production costs (printing costs)					0,00	EUR	0,00		
2.1.1						0,00	EUR	0,00		
2.1.2						0,00	EUR	0,00		
2.1.3						0,00	EUR	0,00		
2.2	Advertising costs					5.000,00	EUR	5.000,00		
2.2.1	Advertising space (publicity TV/radio, press conferences, social networks, etc.)					0,00	EUR	0,00		
2.2.1.1						0,00	EUR	0,00		
2.2.1.2						0,00	EUR	0,00		
2.2.1.3						0,00	EUR	0,00		
2.2.2	Purchase of materials (T-shirt, flyers, papers, posters, etc.)					0,00	EUR	0,00		
2.2.2.1						0,00	EUR	0,00		
2.2.2.2						0,00	EUR	0,00		
2.2.2.3						0,00	EUR	0,00		
2.2.3	Other (specify)					5.000,00	EUR	5.000,00		
2.2.3.1	Costs for the production of short films, video, banner from the input of the "living your history" days	21 Festival	Partner n°13	5	several days	1.000,00	EUR	1.000,00	No	yes
2.2.3.2						0,00	EUR	0,00		
2.2.3.3						0,00	EUR	0,00		
2.3	Web costs					0,00	EUR	0,00		
2.3.1	Costs for the up-date or creation of the web site (internet no staff cost)					0,00	EUR	0,00		
2.3.1.1						0,00	EUR	0,00		
2.3.1.2						0,00	EUR	0,00		
2.3.1.3						0,00	EUR	0,00		
2.3.2	Other (specify)					0,00	EUR	0,00		
2.3.2.1						0,00	EUR	0,00		
2.3.2.2						0,00	EUR	0,00		
2.3.2.3						0,00	EUR	0,00		
2.4	Documentation costs (professional magazines, newspaper, books, etc.)					12.000,00	EUR	12.000,00		
2.4.1	Scientific and didactic publications	37 Research & Evaluation	Partner n°13	12	several months	1.000,00	EUR	12.000,00		
2.4.2						0,00	EUR	0,00		
2.4.3						0,00	EUR	0,00		
2.5	Distribution costs (mail, postage, packaging, etc.)					0,00	EUR	0,00		
2.5.1						0,00	EUR	0,00		
2.5.1.1						0,00	EUR	0,00		
2.5.1.2						0,00	EUR	0,00		
2.5.1.3						0,00	EUR	0,00		
3	TRAVEL & SUBSISTENCE COSTS					14.100,00	EUR	14.100,00		
3.1	Transport (excluding local transport)					15.840,00	EUR	15.840,00		
3.1.1	Travel to and from the kick-off meeting and the other 8 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	20-48 Project Meetings	Partner n°13	14	1,5 days each (1 overnight stay)	800,00	EUR	8.400,00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°13	2	1 day	800,00	EUR	1.200,00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°13	2	1 day	800,00	EUR	1.200,00	No	No
3.2	Accommodation costs					1.716,00	EUR	1.716,00		
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	20-48 Project Meetings	Partner n°13	14	1 overnight stay each	95,00	EUR	1.330,00	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°13	2	1 overnight stay	95,00	EUR	190,00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°13	2	1 overnight stay	95,00	EUR	190,00	No	No
3.3	Subsistence costs					1.840,00	EUR	1.840,00		
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	20-48 Project Meetings	Partner n°13	14	1,5 days each	95,00	EUR	1.330,00	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°13	2	1 day	95,00	EUR	190,00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°13	2	1 day	95,00	EUR	190,00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 13:	University of Naples Federico II
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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	Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS:					175.502,00	EUR	175.502,00		
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management:					25.000,00	EUR	25.000,00		
	Please detail for each person, which must be identified by name (where applicable)									
4.1.1	Project management:					25.000,00	EUR	25.000,00		
4.1.1.1	Maria Rosaria Falcone - project management - part time	30 Project Management	Partner n°13	1	4 years	25.000,00	EUR	25.000,00	No	No
4.1.1.2						0,00	EUR	0,00		
4.1.2	Assistant:					0,00	EUR	0,00		
4.1.2.1						0,00	EUR	0,00		
4.1.2.2						0,00	EUR	0,00		
4.1.2.3						0,00	EUR	0,00		
4.1.2.4						0,00	EUR	0,00		
4.1.2.5						0,00	EUR	0,00		
4.1.3	Secretary:					0,00	EUR	0,00		
4.1.3.1						0,00	EUR	0,00		
4.1.3.2						0,00	EUR	0,00		
4.1.3.3						0,00	EUR	0,00		
4.1.3.4						0,00	EUR	0,00		
4.1.3.5						0,00	EUR	0,00		
4.1.4	Other (specify):					0,00	EUR	0,00		
4.1.4.1						0,00	EUR	0,00		
4.1.4.2						0,00	EUR	0,00		
4.1.4.3						0,00	EUR	0,00		
4.2	External professional services:					0,00	EUR	0,00		
4.2.1	Lawyers					0,00	EUR	0,00		
4.2.2	Accountant					0,00	EUR	0,00		
4.2.3	Auditor (linked to the final report)					0,00	EUR	0,00		
4.2.4	IT maintenance/helpdesk					0,00	EUR	0,00		
4.2.5	Interpreters and translators					0,00	EUR	0,00		
4.2.6	External speakers					0,00	EUR	0,00		
4.2.7	Other (specify):					0,00	EUR	0,00		
4.2.7.1						0,00	EUR	0,00		
4.2.7.2						0,00	EUR	0,00		
4.2.7.3						0,00	EUR	0,00		
4.3	Fees, remuneration of artists, scientific personnel and technicians:					150.000,00	EUR	150.000,00		
4.3.1	Artistic director:					0,00	EUR	0,00		
4.3.1.1						0,00	EUR	0,00		
4.3.1.2						0,00	EUR	0,00		
4.3.1.3						0,00	EUR	0,00		
4.3.2	Artists fees:					0,00	EUR	0,00		
4.3.2.1						0,00	EUR	0,00		
4.3.2.2						0,00	EUR	0,00		
4.3.2.3						0,00	EUR	0,00		
4.3.2.4						0,00	EUR	0,00		
4.3.2.5						0,00	EUR	0,00		
4.3.3	Scientific personnel:					150.000,00	EUR	150.000,00		
4.3.3.1	University personnel preparing and teaching Courses and Seminars on the project delivered to 2 persons	10 Courses & Seminars	Partner n°13	2	4 years	75.000,00	EUR	75.000,00		
4.3.3.2						0,00	EUR	0,00		
4.3.3.3						0,00	EUR	0,00		
4.3.3.4						0,00	EUR	0,00		
4.3.3.5						0,00	EUR	0,00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 13:	University of Naples Federico II
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

(IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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	Reference number of the activity in the reform work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians					0.00	EUR	0.00	EUR	
4.3.4.1						0.00	EUR	0.00		
4.3.4.2						0.00	EUR	0.00		
4.3.4.3						0.00	EUR	0.00		
4.3.4.4						0.00	EUR	0.00		
4.3.4.5						0.00	EUR	0.00		
4.3.5	Web master					0.00	EUR	0.00	EUR	
4.3.5.1						0.00	EUR	0.00		
4.3.5.2						0.00	EUR	0.00		
4.3.5.3						0.00	EUR	0.00		
4.3.6	Production (Design & Layout)					0.00	EUR	0.00	EUR	
4.3.6.1						0.00	EUR	0.00		
4.3.6.2						0.00	EUR	0.00		
4.3.6.3						0.00	EUR	0.00		
4.3.7	Others (Recapitulation staff, security, etc)					0.00	EUR	0.00	EUR	
4.3.7.1						0.00	EUR	0.00		
4.3.7.2						0.00	EUR	0.00		
4.3.7.3						0.00	EUR	0.00		
TOTAL DIRECT COSTS						234.000,00	EUR	234.000,00	EUR	
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)					16.380,00	EUR	16.380,00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone calls, internet connections, postage and mailing, photocopies, equipment depreciation, ...)				0.07	18.390,00	EUR	18.390,00	EUR	
TOTAL COSTS						250.380,00	EUR	250.380,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0,00	EUR	

Date: 12.09.2014

Name of the representative (project leader):

Dr. Andreas Hedwig

Signature and stamp:



Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 14:	University Graz
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

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	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting	
						amount	currency	Total amount	Yes or No	Yes or No	
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES						3 000,00	EUR		3 000,00	EUR	
1.1	Coproduction costs: copyright or royalties and artist re-sale rights					0,00	EUR		0,00	EUR	
1.1.1						0,00	EUR		0,00		
1.1.2						0,00	EUR		0,00		
1.1.3						0,00	EUR		0,00		
1.2	Premises hire					0,00	EUR		0,00	EUR	
1.2.1						0,00	EUR		0,00		
1.2.2						0,00	EUR		0,00		
1.2.3						0,00	EUR		0,00		
1.3	Equipment hire					0,00	EUR		0,00	EUR	
1.3.1						0,00	EUR		0,00		
1.3.2						0,00	EUR		0,00		
1.3.3						0,00	EUR		0,00		
1.4	Purchase of materials					0,00	EUR		0,00	EUR	
1.4.1						0,00	EUR		0,00		
1.4.2						0,00	EUR		0,00		
1.4.3						0,00	EUR		0,00		
1.5	Purchase of equipment (depreciation only)					0,00	EUR		0,00	EUR	
1.5.1						0,00	EUR		0,00		
1.5.2						0,00	EUR		0,00		
1.5.3						0,00	EUR		0,00		
1.6	Transport of equipment					0,00	EUR		0,00	EUR	
1.6.1						0,00	EUR		0,00		
1.6.2						0,00	EUR		0,00		
1.6.3						0,00	EUR		0,00		
1.7	Insurance					0,00	EUR		0,00	EUR	
1.7.1						0,00	EUR		0,00		
1.7.2						0,00	EUR		0,00		
1.7.3						0,00	EUR		0,00		
1.8	Rent of translation booths					0,00	EUR		0,00	EUR	
1.8.1						0,00	EUR		0,00		
1.8.2						0,00	EUR		0,00		
1.8.3						0,00	EUR		0,00		
1.9	Catering					3 000,00	EUR		3 000,00	EUR	
1.9.1	Catering for the International Workshop 2016	4 International Workshop	Partner n°14	1	1 day	1 000,00	1 000,00	EUR	1 000,00	No	Yes
1.9.2	Catering for the International Workshop 2016	7 International Workshop	Partner n°14	1	1 day	1 000,00	1 000,00	EUR	1 000,00	No	Yes
1.9.3	Catering for the International Workshop 2017	10 International Workshop	Partner n°14	1	1 day	1 000,00	1 000,00	EUR	1 000,00	No	Yes
1.10	Other (specify)					0,00	EUR		0,00	EUR	
1.10.1						0,00	EUR		0,00		
1.10.2						0,00	EUR		0,00		
1.10.3						0,00	EUR		0,00		

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ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 14:	University Graz
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

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Insert row sheet currency Check the rate following this link: <http://eur1.ec.europa.eu/Order.do>
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

		Reference number of the activity in the e-form work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contract
							amount	currency	Total amount	Yes or No	Yes or No
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS										
2.1	Production costs (printing costs)						1 000,00	EUR	1 000,00	EUR	
2.1.1	Printing of didactic material for the courses/seminars	18 Courses & Seminars	Partner n°14	1	several days	1 000,00	1 000,00	EUR	1 000,00	No	Yes
2.1.2							0,00	EUR	0,00		
2.1.3							0,00	EUR	0,00		
2.2	Advertising costs						0,00	EUR	0,00	EUR	
2.2.1	Advertising space (newspaper, TV, radio, press, poster, social networks, etc.)						0,00	EUR	0,00	EUR	
2.2.1.1							0,00	EUR	0,00		
2.2.1.2							0,00	EUR	0,00		
2.2.1.3							0,00	EUR	0,00		
2.2.2	Purchase of materials (T-shirt, flyers, papers, posters, etc.)						0,00	EUR	0,00	EUR	
2.2.2.1							0,00	EUR	0,00		
2.2.2.2							0,00	EUR	0,00		
2.2.2.3							0,00	EUR	0,00		
2.2.3	Other (specify)						0,00	EUR	0,00	EUR	
2.2.3.1							0,00	EUR	0,00		
2.2.3.2							0,00	EUR	0,00		
2.2.3.3							0,00	EUR	0,00		
2.3	Web costs						0,00	EUR	0,00	EUR	
2.3.1	Costs for the up-date or creation of the web site (attention: no start cost)						0,00	EUR	0,00	EUR	
2.3.1.1							0,00	EUR	0,00		
2.3.1.2							0,00	EUR	0,00		
2.3.1.3							0,00	EUR	0,00		
2.3.2	Other (specify)						0,00	EUR	0,00	EUR	
2.3.2.1							0,00	EUR	0,00		
2.3.2.2							0,00	EUR	0,00		
2.3.2.3							0,00	EUR	0,00		
2.4	Documentation costs (professional magazines, newspaper, books, etc.)						0,00	EUR	0,00	EUR	
2.4.1							0,00	EUR	0,00		
2.4.2							0,00	EUR	0,00		
2.4.3							0,00	EUR	0,00		
2.5	Distribution costs (mail, postage, packaging, etc.)						0,00	EUR	0,00	EUR	
2.5.1.1							0,00	EUR	0,00		
2.5.1.2							0,00	EUR	0,00		
2.5.1.3							0,00	EUR	0,00		
3	TRAVEL & SUBSISTENCE COSTS										
3.1	Transport (including local transport)						14 000,00	EUR	14 000,00	EUR	
3.1.1	Travel to and from the kick-off meeting and the other 7 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	18-48 Project Meetings	Partner n°14	18	1,5 days each (1 overnight stay)	700,00	11 200,00	EUR	11 200,00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°14	2	1 day	700,00	1 400,00	EUR	1 400,00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°14	2	1 day	700,00	1 400,00	EUR	1 400,00	No	No
3.2	Accommodation costs						2 000,00	EUR	2 000,00	EUR	
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	18-48 Project Meetings	Partner n°14	18	1 overnight stay each	130,00	2 340,00	EUR	2 340,00	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°14	2	1 overnight stay	130,00	260,00	EUR	260,00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°14	2	1 overnight stay	130,00	260,00	EUR	260,00	No	No
3.3	Subsistence costs						2 000,00	EUR	2 000,00	EUR	
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	18-48 Project Meetings	Partner n°14	18	1,5 days each	140,00	2 520,00	EUR	2 520,00	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°14	2	1 day	90,00	180,00	EUR	180,00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°14	2	1 day	90,00	180,00	EUR	180,00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 14:	University Graz
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below
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		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency as EUR		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS						146 000.00	EUR	146 000.00	EUR	
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management						6 000.00	EUR	6 000.00	EUR	
	Please detail for each person, which must be identified by name (where applicable)										
4.1.1	Project manager/Officer						6 000.00	EUR	6 000.00	EUR	
4.1.1.1	Walter Schreyer - project management - part time	36 Project Management	Partner n°14	1	4 years	6 000.00	6 000.00	EUR	6 000.00	EUR	No
4.1.1.2							0.00	EUR	0.00	EUR	
4.1.2	Assistant						0.00	EUR	0.00	EUR	
4.1.2.1							0.00	EUR	0.00	EUR	
4.1.2.2							0.00	EUR	0.00	EUR	
4.1.2.3							0.00	EUR	0.00	EUR	
4.1.2.4							0.00	EUR	0.00	EUR	
4.1.2.5							0.00	EUR	0.00	EUR	
4.1.3	Secretary						0.00	EUR	0.00	EUR	
4.1.3.1							0.00	EUR	0.00	EUR	
4.1.3.2							0.00	EUR	0.00	EUR	
4.1.3.3							0.00	EUR	0.00	EUR	
4.1.3.4							0.00	EUR	0.00	EUR	
4.1.3.5							0.00	EUR	0.00	EUR	
4.1.4	Other (specify)						0.00	EUR	0.00	EUR	
4.1.4.1							0.00	EUR	0.00	EUR	
4.1.4.2							0.00	EUR	0.00	EUR	
4.1.4.3							0.00	EUR	0.00	EUR	
4.2	External professional services						0.00	EUR	0.00	EUR	
4.2.1	Lawyers						0.00	EUR	0.00	EUR	
4.2.2	Accountant						0.00	EUR	0.00	EUR	
4.2.3	Auditor (linked to the final report)						0.00	EUR	0.00	EUR	
4.2.4	IT maintenance/Helpdesk						0.00	EUR	0.00	EUR	
4.2.5	Interpreters and translators						0.00	EUR	0.00	EUR	
4.2.6	External speakers						0.00	EUR	0.00	EUR	
4.2.7	Other (specify)						0.00	EUR	0.00	EUR	
4.2.7.1							0.00	EUR	0.00	EUR	
4.2.7.2							0.00	EUR	0.00	EUR	
4.2.7.3							0.00	EUR	0.00	EUR	
4.3	Fees, remuneration of artists, scientific personnel and technicians						140 000.00	EUR	140 000.00	EUR	
4.3.1	Artists director						0.00	EUR	0.00	EUR	
4.3.1.1							0.00	EUR	0.00	EUR	
4.3.1.2							0.00	EUR	0.00	EUR	
4.3.1.3							0.00	EUR	0.00	EUR	
4.3.2	Artists fees						0.00	EUR	0.00	EUR	
4.3.2.1							0.00	EUR	0.00	EUR	
4.3.2.2							0.00	EUR	0.00	EUR	
4.3.2.3							0.00	EUR	0.00	EUR	
4.3.2.4							0.00	EUR	0.00	EUR	
4.3.2.5							0.00	EUR	0.00	EUR	
4.3.3	Scientific personnel						26 000.00	EUR	26 000.00	EUR	
4.3.3.1	University personnel preparing and teaching Courses and Seminars on the project delivered within the frame of the funded International Workshops - 1 person	15 Courses & Seminars	Partner n°14	1	4 years	26 000.00	26 000.00	EUR	26 000.00	EUR	No
4.3.3.2	University personnel preparing and researching on archival content - 1 person	17 Research & Evaluation	Partner n°14	1	4 years	26 000.00	26 000.00	EUR	26 000.00	EUR	No
4.3.3.3							0.00	EUR	0.00	EUR	
4.3.3.4							0.00	EUR	0.00	EUR	
4.3.3.5							0.00	EUR	0.00	EUR	

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 14:	University Graz
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

(IMPORTANT) please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

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1 EURO = 1,000000 EUR
Please insert the exchange rate

		Reference number of the activity in the effort work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting	
							amount	currency	Total amount	Yes or No	Yes or No	
4.3.4	Technicians						74.999,99	EUR	74.999,99	EUR		
4.3.4.1	Development and enhancement of online tools for digital cultural heritage - 1 person	35 Technical Development	Partner n°14	1	4 years	75 000,00	75 000,00	EUR	75 000,00	No	No	
4.3.4.2							0,00	EUR	0,00			
4.3.4.3							0,00	EUR	0,00			
4.3.4.4							0,00	EUR	0,00			
4.3.4.5							0,00	EUR	0,00			
4.3.5	Web master						0,00	EUR	0,00			
4.3.5.1							0,00	EUR	0,00			
4.3.5.2							0,00	EUR	0,00			
4.3.5.3							0,00	EUR	0,00			
4.3.6	Production (Design & Layout)						0,00	EUR	0,00			
4.3.6.1							0,00	EUR	0,00			
4.3.6.2							0,00	EUR	0,00			
4.3.6.3							0,00	EUR	0,00			
4.3.7	Others (Reception staff, security, etc)						0,00	EUR	0,00			
4.3.7.1							0,00	EUR	0,00			
4.3.7.2							0,00	EUR	0,00			
4.3.7.3							0,00	EUR	0,00			
TOTAL DIRECT COSTS							169.200,00	EUR	169.200,00	EUR		
5	INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)						11.844,00	EUR	11.844,00	EUR		
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/internet connections, postage and mailing, photocopies, equipment depreciation, ...)					0,07	11.844,00	EUR	11.844,00	EUR		
TOTAL COSTS							181.044,00	EUR	181.044,00	EUR		
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY									0,00	EUR		

Date: 12.09.2007

Name of the legal representative (project leader):

Dr. Andreas Hedwig

Signature and stamp:



Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 15:	University of Cologne
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EURO = 1,000000 EUR
Please insert the exchange rate

Check the rate following this link:
http://ec.europa.eu/economy_finance/eur-forex/index_en.htm
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (automatic conversion)	Third country cost	Sub-contracts					
						amount	currency	Total amount	Yes or No	Yes or No					
COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES															
						0.000,00	EUR		0.000,00	EUR					
1.1	Reproduction costs, copyright or royalties and artists' fees rights										0.00	EUR		0.00	EUR
1.1.1							0.00	EUR		0.00					
1.1.2							0.00	EUR		0.00					
1.1.3							0.00	EUR		0.00					
1.2	Premises hire										0.00	EUR		0.00	EUR
1.2.1							0.00	EUR		0.00					
1.2.2							0.00	EUR		0.00					
1.2.3							0.00	EUR		0.00					
1.3	Equipment hire										0.00	EUR		0.00	EUR
1.3.1							0.00	EUR		0.00					
1.3.2							0.00	EUR		0.00					
1.3.3							0.00	EUR		0.00					
1.4	Purchase of materials										0.00	EUR		0.00	EUR
1.4.1							0.00	EUR		0.00					
1.4.2							0.00	EUR		0.00					
1.4.3							0.00	EUR		0.00					
1.5	Purchase of equipment (depreciation only)										0.00	EUR		0.00	EUR
1.5.1							0.00	EUR		0.00					
1.5.2							0.00	EUR		0.00					
1.5.3							0.00	EUR		0.00					
1.6	Transport of equipment										0.00	EUR		0.00	EUR
1.6.1							0.00	EUR		0.00					
1.6.2							0.00	EUR		0.00					
1.6.3							0.00	EUR		0.00					
1.7	Insurance										0.00	EUR		0.00	EUR
1.7.1							0.00	EUR		0.00					
1.7.2							0.00	EUR		0.00					
1.7.3							0.00	EUR		0.00					
1.8	Rent of translation booths										0.00	EUR		0.00	EUR
1.8.1							0.00	EUR		0.00					
1.8.2							0.00	EUR		0.00					
1.8.3							0.00	EUR		0.00					
1.9	Catering										0.000,00	EUR		0.000,00	EUR
1.9.1	Catering for 4 Courses/Seminars	15 Courses & Seminars	Partner n°15	4	1 day	1.000,00	4.000,00	EUR		4.000,00	No	Yes			
1.9.2	"MCM Test Summer School"	15 Courses & Seminars	Partner n°15	1	1 day	2.000,00	2.000,00	EUR		2.000,00	No	Yes			
1.9.3							0.00	EUR		0.00					
1.10	Other (specify)										0.00	EUR		0.00	EUR
1.10.1							0.00	EUR		0.00					
1.10.2							0.00	EUR		0.00					
1.10.3							0.00	EUR		0.00					

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 15:	University of Cologne
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
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Please insert the exchange rate

		Reference number of the activity in the 4 form work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technical						284.000,00	EUR	284.000,00		
4.3.4.1	Development of web 2.0 tools for Monumentum Net/MUM and other project related technical infrastructure, organization of MUM-Meetings - 7 persons	20 Technical Development Partner n°15		7	4 years	142.000,00	284.000,00	EUR	284.000,00	No	No
4.3.4.2							0,00	EUR	0,00		
4.3.4.3							0,00	EUR	0,00		
4.3.4.4							0,00	EUR	0,00		
4.3.4.5							0,00	EUR	0,00		
4.3.5	Prep master						0,00	EUR	0,00		
4.3.5.1							0,00	EUR	0,00		
4.3.5.2							0,00	EUR	0,00		
4.3.5.3							0,00	EUR	0,00		
4.3.6	Production (Design & Layout)						0,00	EUR	0,00		
4.3.6.1							0,00	EUR	0,00		
4.3.6.2							0,00	EUR	0,00		
4.3.6.3							0,00	EUR	0,00		
4.3.7	Others (Reception staff, security, etc)						0,00	EUR	0,00		
4.3.7.1							0,00	EUR	0,00		
4.3.7.2							0,00	EUR	0,00		
4.3.7.3							0,00	EUR	0,00		
TOTAL DIRECT COSTS							339.200,00	EUR	339.200,00	EUR	
5 INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)							23.744,00	EUR	23.744,00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/telexterminal connections, postage and mailing, photocopies, equipment depreciation, ...)					EUR	23.744,00	EUR	23.744,00	EUR	
TOTAL COSTS							362.944,00	EUR	362.944,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY									0,00	EUR	

Date: 12.09.2014

Name of the legal representative (project leader):

Dr. Andreas Hedwig

Signature (not a stamp):



A. Hedwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 15:	University of Cologne
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT! please detail the categories of costs that you wish to select in the table below
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1 EURO = 1,000000 EUR
Please insert the exchange rate

Check the rate following this link:
No fixed fee outside of 30 days to:
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the 4th form (work programme)	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (days or month or year)	Unit cost or rate	National currency or EUR		EUR (subtotals conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4 STAFF COSTS								312,000.00 EUR		
4.1 Salaries (incl. labour costs and social security charges) of personnel and fees for project management								8,000.00 EUR		
Please detail for each person, which must be identified by name (where applicable)										
4.1.1 Project management						2,000.00	EUR	2,000.00		
4.1.1.1 Project management - per one	30 Project Management	Partner n°14	1	4 years	8,000.00	8,000.00	EUR	8,000.00	No	No
4.1.1.2						0.00	EUR	0.00		
4.1.2 Assistant						0.00	EUR	0.00		
4.1.2.1						0.00	EUR	0.00		
4.1.2.2						0.00	EUR	0.00		
4.1.2.3						0.00	EUR	0.00		
4.1.2.4						0.00	EUR	0.00		
4.1.2.5						0.00	EUR	0.00		
4.1.3 Secretary						0.00	EUR	0.00		
4.1.3.1						0.00	EUR	0.00		
4.1.3.2						0.00	EUR	0.00		
4.1.3.3						0.00	EUR	0.00		
4.1.3.4						0.00	EUR	0.00		
4.1.3.5						0.00	EUR	0.00		
4.1.4 Other (specify)						0.00	EUR	0.00		
4.1.4.1						0.00	EUR	0.00		
4.1.4.2						0.00	EUR	0.00		
4.1.4.3						0.00	EUR	0.00		
4.2 External professional services								2,000.00 EUR		
4.2.1 Lawyers						0.00	EUR	0.00		
4.2.2 Accountant						0.00	EUR	0.00		
4.2.3 Auditor (linked to the final report)						0.00	EUR	0.00		
4.2.4 IT maintenance/Helpdesk						0.00	EUR	0.00		
4.2.5 Interpreters and Translators						0.00	EUR	0.00		
4.2.6 External speakers for "MOU-Trial Summer School"	10 Courses & Seminars	Partner n°15	1	1 day	2,000.00	2,000.00	EUR	2,000.00	No	No
4.2.7 Other (specify)						0.00	EUR	0.00		
4.2.7.1						0.00	EUR	0.00		
4.2.7.2						0.00	EUR	0.00		
4.2.7.3						0.00	EUR	0.00		
4.3 Fees, remuneration of artists, scientific personnel and technicians								304,000.00 EUR		
4.3.1 Artists director						0.00	EUR	0.00		
4.3.1.1						0.00	EUR	0.00		
4.3.1.2						0.00	EUR	0.00		
4.3.1.3						0.00	EUR	0.00		
4.3.2 Artists fees						0.00	EUR	0.00		
4.3.2.1						0.00	EUR	0.00		
4.3.2.2						0.00	EUR	0.00		
4.3.2.3						0.00	EUR	0.00		
4.3.2.4						0.00	EUR	0.00		
4.3.2.5						0.00	EUR	0.00		
4.3.3 Scientific personnel						30,000.00	EUR	30,000.00		
4.3.3.1 University personnel preparing and teaching Courses and Seminars on the project elements 1 person	10 Courses & Seminars	Partner n°15	1	4 years	30,000.00	30,000.00	EUR	30,000.00	No	No
4.3.3.2						0.00	EUR	0.00		
4.3.3.3						0.00	EUR	0.00		
4.3.3.4						0.00	EUR	0.00		
4.3.3.5						0.00	EUR	0.00		

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ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 15:	University of Cologne
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT! please detail the categories of costs that you wish to select in the table below.
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Please insert the exchange rate

	Reference number of the activity in the work programme	Costs related to the project leader, vice partner or joint activities?	Quantity	Duration (day or month or year)	Unit cost or rate	National currency or EUR		EUR (automatic conversion)	Third country cost	Sub-contracting	
						amount	currency	Total amount	Yes or No	Yes or No	
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS						2.000,00	EUR	2.000,00		
2.1	Production costs (printing costs)					2.000,00	EUR	2.000,00			
2.1.1	Printing of didactic material for the courses/seminars	15 Courses & Seminars	Partner n°15	1	several days	1.000,00	EUR	1.000,00	No	Yes	
2.1.2	Printing of didactic and supportive material for the "M&M-T&S Summer School"	15 Courses & Seminars	Partner n°15	1	several days	1.000,00	EUR	1.000,00	No	Yes	
2.1.3						0,00	EUR	0,00			
2.2	Advertising costs					0,00	EUR	0,00			
2.2.1	Advertising space (visibility TV, radio, press conferences, social networks, etc.)					0,00	EUR	0,00			
2.2.1.1						0,00	EUR	0,00			
2.2.1.2						0,00	EUR	0,00			
2.2.1.3						0,00	EUR	0,00			
2.2.2	Purchase of materials (T-shirt, flyers, papers, posters, etc.)					0,00	EUR	0,00			
2.2.2.1						0,00	EUR	0,00			
2.2.2.2						0,00	EUR	0,00			
2.2.2.3						0,00	EUR	0,00			
2.2.3	Other (specify)					0,00	EUR	0,00			
2.2.3.1						0,00	EUR	0,00			
2.2.3.2						0,00	EUR	0,00			
2.2.3.3						0,00	EUR	0,00			
2.3	Web costs					0,00	EUR	0,00			
2.3.1	Costs for the updates or creation of the web site (information on staff costs)					0,00	EUR	0,00			
2.3.1.1						0,00	EUR	0,00			
2.3.1.2						0,00	EUR	0,00			
2.3.1.3						0,00	EUR	0,00			
2.3.2	Other (specify)					0,00	EUR	0,00			
2.3.2.1						0,00	EUR	0,00			
2.3.2.2						0,00	EUR	0,00			
2.3.2.3						0,00	EUR	0,00			
2.4	Documentation costs (professional magazines, newspaper, books, etc.)					0,00	EUR	0,00			
2.4.1						0,00	EUR	0,00			
2.4.2						0,00	EUR	0,00			
2.4.3						0,00	EUR	0,00			
2.5	Distribution costs (mail, postage, packaging, etc.)					0,00	EUR	0,00			
2.5.1.1						0,00	EUR	0,00			
2.5.1.2						0,00	EUR	0,00			
2.5.1.3						0,00	EUR	0,00			
3	TRAVEL & SUBSISTENCE COSTS						10.200,00	EUR	10.200,00		
3.1	Travel (including hotel transportation)					14.000,00	EUR	14.000,00			
3.1.1	Travel to and from the kick-off meeting and the other 7 project meetings + international workshops (flight, train, local transport, etc.) > 2 persons	26-45 Project Meetings	Partner n°14	15	1.5 days each	700,00	EUR	11.250,00	No	No	
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) > 2 persons	1 Convention	Partner n°14	2	1 day	700,00	EUR	1.400,00	No	No	
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) > 2 persons	2 Convention	Partner n°14	2	1 day	700,00	EUR	1.400,00	No	No	
3.2	Accommodation costs					2.000,00	EUR	2.000,00			
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops > 2 persons	26-45 Project Meetings	Partner n°14	15	1 overnight stay	130,00	EUR	2.000,00	No	No	
3.2.2	Accommodation costs during the Convention in DE > 2 persons	1 Convention	Partner n°14	2	1 overnight stay	130,00	EUR	260,00	No	No	
3.2.3	Accommodation costs during the Convention in ES > 2 persons	2 Convention	Partner n°14	2	1 overnight stay	130,00	EUR	260,00	No	No	
3.3	Subsistence costs					2.240,00	EUR	2.240,00			
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops > 2 persons	26-45 Project Meetings	Partner n°14	15	1.5 days each	140,00	EUR	2.240,00	No	No	
3.3.2	Subsistence costs during the Convention in DE > 2 persons	1 Convention	Partner n°14	2	1 day	90,00	EUR	180,00	No	No	
3.3.3	Subsistence costs during the Convention in ES > 2 persons	2 Convention	Partner n°14	2	1 day	90,00	EUR	180,00	No	No	

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 16:	Institute for Balkan Studies SANU
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

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1 EURO = 114.041000 RSD
Please insert the exchange rate.
Check the rate following this link: http://ec.europa.eu/economy_finance/db_indicators.do
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the action work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting	
						amount	currency	Total amount	Yes or No	Yes or No	
1	COSTS DIRECTLY LINKED TO THE IMPLEMENTATION OF PROJECT ACTIVITIES					1 945 410.00	RSD		19 679.00	EUR	
1.1	Coproduction costs, copyright or royalties and artist re-sale rights					0.00	RSD		0.00	EUR	
1.1.1						0.00	RSD		0.00	EUR	
1.1.2						0.00	RSD		0.00	EUR	
1.1.3						0.00	RSD		0.00	EUR	
1.2	Premises hire					0.00	RSD		0.00	EUR	
1.2.1						0.00	RSD		0.00	EUR	
1.2.2						0.00	RSD		0.00	EUR	
1.2.3						0.00	RSD		0.00	EUR	
1.3	Equipment hire					0.00	RSD		0.00	EUR	
1.3.1						0.00	RSD		0.00	EUR	
1.3.2						0.00	RSD		0.00	EUR	
1.3.3						0.00	RSD		0.00	EUR	
1.4	Purchase of materials					0.00	RSD		0.00	EUR	
1.4.1						0.00	RSD		0.00	EUR	
1.4.2						0.00	RSD		0.00	EUR	
1.4.3						0.00	RSD		0.00	EUR	
1.5	Purchase of equipment (depreciation only)					0.00	RSD		0.00	EUR	
1.5.1						0.00	RSD		0.00	EUR	
1.5.2						0.00	RSD		0.00	EUR	
1.5.3						0.00	RSD		0.00	EUR	
1.6	Transport of equipment					0.00	RSD		0.00	EUR	
1.6.1						0.00	RSD		0.00	EUR	
1.6.2						0.00	RSD		0.00	EUR	
1.6.3						0.00	RSD		0.00	EUR	
1.7	Insurance					0.00	RSD		0.00	EUR	
1.7.1						0.00	RSD		0.00	EUR	
1.7.2						0.00	RSD		0.00	EUR	
1.7.3						0.00	RSD		0.00	EUR	
1.8	Rent of translation booths					0.00	RSD		0.00	EUR	
1.8.1						0.00	RSD		0.00	EUR	
1.8.2						0.00	RSD		0.00	EUR	
1.8.3						0.00	RSD		0.00	EUR	
1.9	Catering					1 620 305.00	RSD		19 000.00	EUR	
1.9.1	Catering for the International Workshop in Belgrade	13 International Workshop	Partner n°10	1	1 day	570 205.00	RSD		6 000.00	No	Yes
1.9.2	Catering for the Courses/Seminars	15 Courses & Seminars	Partner n°10	2	1 day	114 041.00	RSD		2 000.00	No	Yes
1.9.3	Catering for the Round Table in Belgrade	27 Round Table	Partner n°10	1	1 day	228 082.00	RSD		2 000.00	No	Yes
1.10	Other (specify)										
1.10.1	External services for content preparation/digitisation	36 Content Preparation	Partner n°10	1	several months	114 041.00	RSD		1 000.00	No	Yes
1.9.2						0.00	RSD		0.00		
1.9.3						0.00	RSD		0.00		

APC

ESTIMATED BUDGET
DETAILED BUDGET - expenditure

Name of the partner 16:	Institute for Balkan Studies SANU
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EURO = 111.041000 RSD
Please insert the exchange rate

Insert new insert currency Check the rate following this link
http://eur-lex.europa.eu/JUR/lex/lex.do
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

	Reference number of the activity in the eForm work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (estimated contribution)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
2	COMMUNICATION, PROMOTION AND DISSEMINATION COSTS AND COSTS OF EXPLOITATION OF RESULTS					578 203.00 RSD		5 603.00 EUR		
2.1	Production costs (printing costs)					1128.00 RSD		12.00 EUR		
2.1.1	Print of information material for the International Workshop	13 International Workshop	Partner n°16	1	1 day	57 020.50	57 020.50 RSD	500.00		
2.1.2	Print of didactic material for the Courses/Seminars	15 Courses & Seminars	Partner n°16	1	1 day	114 041.00	114 041.00 RSD	1 000.00		
2.1.3	Print of information and supporting material for the Round Table	27 Round Table	Partner n°16	1	1 day	57 020.50	57 020.50 RSD	500.00		
2.2	Advertising costs					0.00 RSD		0.00 EUR		
2.2.1	Advertising space (publicity TV, radio, press conference, social networks, etc.)					0.00 RSD		0.00 EUR		
2.2.1.1						0.00 RSD		0.00		
2.2.1.2						0.00 RSD		0.00		
2.2.1.3						0.00 RSD		0.00		
2.2.2	Purchase of materials (T-shirts, flyers, papers, posters, etc.)					0.00 RSD		0.00 EUR		
2.2.2.1						0.00 RSD		0.00		
2.2.2.2						0.00 RSD		0.00		
2.2.2.3						0.00 RSD		0.00		
2.2.3	Other (specify)					0.00 RSD		0.00 EUR		
2.2.3.1						0.00 RSD		0.00		
2.2.3.2						0.00 RSD		0.00		
2.2.3.3						0.00 RSD		0.00		
2.3	Web costs					0.00 RSD		0.00 EUR		
2.3.1	Costs for the creation or revision of the web site (attention no staff cost)					0.00 RSD		0.00 EUR		
2.3.1.1						0.00 RSD		0.00		
2.3.1.2						0.00 RSD		0.00		
2.3.1.3						0.00 RSD		0.00		
2.3.2	Other (specify)					0.00 RSD		0.00 EUR		
2.3.2.1						0.00 RSD		0.00		
2.3.2.2						0.00 RSD		0.00		
2.3.2.3						0.00 RSD		0.00		
2.4	Documentation costs (professional magazines, newspaper, books, etc.)					342 123.00 RSD		3 000.00 EUR		
2.4.1	Didactic and scientific publications	27 Research & Evaluation	Partner n°16	1	several months	342 123.00	342 123.00 RSD	3 000.00	No	Yes
2.4.2						0.00 RSD		0.00		
2.4.3						0.00 RSD		0.00		
2.5	Distribution costs (mail, postage, packaging, etc.)					0.00 RSD		0.00 EUR		
2.5.1.1						0.00 RSD		0.00		
2.5.1.2						0.00 RSD		0.00		
2.5.1.3						0.00 RSD		0.00		
3	TRAVEL & SUBSISTENCE COSTS					2 189 567.00 RSD		19 290.00 EUR		
3.1	Transport (excluding local transport)					1 277 236.70 RSD		11 200.00 EUR		
3.1.1	Travel to and from the kick-off meeting and the other 7 project meetings + international workshops (flight, train, local transport, etc.) - 2 persons	30-40 Project Meetings	Partner n°16	18	1.5 days each (1 overnight stay)	79 828.70	79 828.70 RSD	700.00	No	No
3.1.2	Travel to the Convention in DE (flight, train, local transport, etc.) - 2 persons	1 Convention	Partner n°16	2	1 day	79 828.70	159 657.40 RSD	1 400.00	No	No
3.1.3	Travel to the Convention in ES (flight, train, local transport, etc.) - 2 persons	2 Convention	Partner n°16	2	1 day	79 828.70	159 657.40 RSD	1 400.00	No	No
3.2	Accommodation costs					237 295.80 RSD		2 080.00 EUR		
3.2.1	Accommodation costs during the kick-off and project meetings + international workshops - 2 persons	30-40 Project Meetings	Partner n°16	18	1 overnight stay each	14 825.35	266 940.70 RSD	2 300.00	No	No
3.2.2	Accommodation costs during the Convention in DE - 2 persons	1 Convention	Partner n°16	2	1 overnight stay	14 825.35	29 650.70 RSD	250.00	No	No
3.2.3	Accommodation costs during the Convention in ES - 2 persons	2 Convention	Partner n°16	2	1 overnight stay	14 825.35	29 650.70 RSD	250.00	No	No
3.3	Subsistence costs					255 432.00 RSD		2 240.00 EUR		
3.3.1	Subsistence costs during the kick-off and project meetings + international workshops - 2 persons	30-40 Project Meetings	Partner n°16	18	1.5 days each	10 263.50	20 472.50 RSD	180.00	No	No
3.3.2	Subsistence costs during the Convention in DE - 2 persons	1 Convention	Partner n°16	2	1 day	10 263.50	20 527.00 RSD	180.00	No	No
3.3.3	Subsistence costs during the Convention in ES - 2 persons	2 Convention	Partner n°16	2	1 day	10 263.50	20 527.00 RSD	180.00	No	No

**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 16:	Institute for Balkan Studies SANU
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.
Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see 'guide for applicants').

1 EUR = 119.041000 RSD
Please insert the exchange rate

Check the rate following this link
No further action required to
Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals

		Reference number of the activity in the work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
							amount	currency	Total amount	Yes or No	Yes or No
4	STAFF COSTS						10.253.693.00	RSD	85.009.00	EUR	
4.1	Salaries (incl. labour costs and social security charges) of personnel and fees for project management						684.240.00	RSD	5.699.00	EUR	
	Please detail for each person, which must be identified by name (where applicable)										
4.1.1	Project management/leader						884.348.00	RSD	7.426.00	EUR	
4.1.1.1	Zarko Vujakovic - project management - part time	30 Project Management	Partner n°16	1	4 years	685 000.00	684 240.00	RSD	5 699.00	EUR	No
4.1.1.2							0.00	RSD	0.00		
4.1.2	Assistant						0.00	RSD	0.00		
4.1.2.1							0.00	RSD	0.00		
4.1.2.2							0.00	RSD	0.00		
4.1.2.3							0.00	RSD	0.00		
4.1.2.4							0.00	RSD	0.00		
4.1.2.5							0.00	RSD	0.00		
4.1.3	Secretary						0.00	RSD	0.00		
4.1.3.1							0.00	RSD	0.00		
4.1.3.2							0.00	RSD	0.00		
4.1.3.3							0.00	RSD	0.00		
4.1.3.4							0.00	RSD	0.00		
4.1.3.5							0.00	RSD	0.00		
4.1.4	Other (specify)						0.00	RSD	0.00		
4.1.4.1							0.00	RSD	0.00		
4.1.4.2							0.00	RSD	0.00		
4.1.4.3							0.00	RSD	0.00		
4.2	External professional services						0.00	RSD	0.00	EUR	
4.2.1	Lawyers						0.00	RSD	0.00		
4.2.2	Accountant						0.00	RSD	0.00		
4.2.3	Auditor (linked to the final report)						0.00	RSD	0.00		
4.2.4	IT maintenance/updates						0.00	RSD	0.00		
4.2.5	Interpreters and translators						0.00	RSD	0.00		
4.2.6	External speakers						0.00	RSD	0.00		
4.2.7	Other (specify)						0.00	RSD	0.00		
4.2.7.1							0.00	RSD	0.00		
4.2.7.2							0.00	RSD	0.00		
4.2.7.3							0.00	RSD	0.00		
4.3	Fees, remuneration of artists, scientific personnel and technicians						9.579.444.00	RSD	80.000.00	EUR	
4.3.1	Artistic Director						0.00	RSD	0.00		
4.3.1.1							0.00	RSD	0.00		
4.3.1.2							0.00	RSD	0.00		
4.3.1.3							0.00	RSD	0.00		
4.3.2	Artists fees						0.00	RSD	0.00		
4.3.2.1							0.00	RSD	0.00		
4.3.2.2							0.00	RSD	0.00		
4.3.2.3							0.00	RSD	0.00		
4.3.2.4							0.00	RSD	0.00		
4.3.2.5							0.00	RSD	0.00		
4.3.3	Scientific personnel						9.579.444.00	RSD	80.000.00	EUR	
4.3.3.1	Scientific personnel handling the content preparation, digitisation, scientific research, etc of project relevant material for online presentation and usage - 2 persons	30 Content Preparation	Partner n°16	2	4 years	4 789 722.00	9 579 444.00	RSD	80 000.00	EUR	No
4.3.3.2							0.00	RSD	0.00		
4.3.3.3							0.00	RSD	0.00		
4.3.3.4							0.00	RSD	0.00		
4.3.3.5							0.00	RSD	0.00		

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**ESTIMATED BUDGET
DETAILED BUDGET - expenditure**

Name of the partner 16:	Institute for Balkan Studies SANU
Title of the cooperation project:	Community as Opportunity - Creative archives' and users' network

IMPORTANT: please detail the categories of costs that you wish to select in the table below.
Please break down all the costs. Some cells are protected because they contain formulas.

Extra rows can be added by copying an existing row (having the correct formulas) and inserting the copied row between two existing ones (see: guide for applicants)

Insert row: Insert currency: Check the rate following this link: <http://www.ecb.europa.eu/press/pr/2014/04/041000/>
Please insert the exchange rate: Use the official EUR exchange rate published in the Official Journal of the EU on the date of the publication of the call for proposals.

	Reference number of the activity in the reform work programme	Costs related to the project leader, one partner or joint activities?	Quantities	Duration (day or month or year)	Unit cost or rate	National currency or EURO		EURO (automatic conversion)	Third country cost	Sub-contracting
						amount	currency	Total amount	Yes or No	Yes or No
4.3.4	Technicians					8,00	RSD	8,00	EUR	
4.3.4.1						0,00	RSD	0,00		
4.3.4.2						0,00	RSD	0,00		
4.3.4.3						0,00	RSD	0,00		
4.3.4.4						0,00	RSD	0,00		
4.3.4.5						0,00	RSD	0,00		
4.3.5	Web master					2,00	RSD	2,00	EUR	
4.3.5.1						0,00	RSD	0,00		
4.3.5.2						0,00	RSD	0,00		
4.3.5.3						0,00	RSD	0,00		
4.3.6	Production (Design & Layout)					8,00	RSD	8,00	EUR	
4.3.6.1						0,00	RSD	0,00		
4.3.6.2						0,00	RSD	0,00		
4.3.6.3						0,00	RSD	0,00		
4.3.7	Others (Reception staff, security, etc)					2,00	RSD	2,00	EUR	
4.3.7.1						0,00	RSD	0,00		
4.3.7.2						0,00	RSD	0,00		
4.3.7.3						0,00	RSD	0,00		
TOTAL DIRECT COSTS						14.163.892,00	RSD	124.200,00	EUR	
5 INDIRECT COSTS (MAX. 7% OF THE DIRECT COSTS)						921.472,50	RSD	8.024,00	EUR	
	Premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning, ...) and office expenses and consumables (e.g. telephone/internet connections, postage and mailing, photocopies, equipment depreciation, ...)				0,07	991.472,50	RSD	8.024,00	EUR	
TOTAL COSTS						15.155.364,50	RSD	132.894,00	EUR	
TOTAL COSTS INCURRED IN OR IN RELATION TO A THIRD COUNTRY								0,00	EUR	

Date: 12.09.2014

Name of the legal representative (or authorized person):

Dr. Andreas Hadwig

Signature (and stamp):



A. Hadwig
Hess. Staatsarchiv
Friedrichsplatz 15
D- 35037 Marburg/Lahn

ANNEX IV

Mandates provided to the coordinator by the other beneficiaries

MANDATE

International Centre for Archival Research
Erdberger Lände 6/7
A - 1030 Vienna
Official registration No.: ZVR 250156583

("the partner"), represented for the purposes of signature of this mandate by *Dr. Karl HEINZ, General Manager*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled
Community as Opportunity - Creative archives' and users' network ("the action"),
with the Education Audiovisual and Culture Executive Agency
the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency

on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 67.889 € ✓

SIGNATURES

For the lead partner

Dr. Andreas Hedwig,

Head of Department

Done at *Münster*, Date: *28.2.2014*

For the partner

ICARUS
International Centre
for Applied Research

Dr. Karl Heinz,

General Manager

Done at *Münster*, Date: *20.04.2014* ✓

In duplicate in English

MANDATE

Magyar Nemzeti Levéltár
Bécsi kapu tér 2-4
H - 1014 Budapest
Official registration No.: ÁHT id: 038160
VAT. No.: 15309178-2-41

("the partner"), represented for the purposes of signature of this mandate by *Dr. Zsuzsanna MIKÓ, Director General*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

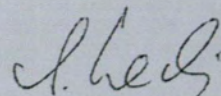
1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.

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2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.
3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **108.049 €**

SIGNATURES

For the lead partner

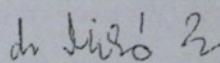


Dr. Andreas Hedwig,

Head of Department

Done at *Mabing*, Date: *20/2/2014*/../....

For the partner



Dr. Zsuzsanna Mikó,

Director General

Done at Budapest, Date: 20 /Februar /2014



In duplicate in English

MANDATE

Budapest Főváros Levéltára

Teve utca 3-5.

H - 1139 Budapest

Official registration No.: 719/1901. sz. KGYR

VAT. No.: HU 15490737

("the partner"), represented for the purposes of signature of this mandate by *Dr. István KENYERES, Director General*

on the one part,

and

Hessisches Staatsarchiv Marburg

Friedrichsplatz 15

D - 35037 Marburg

Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions

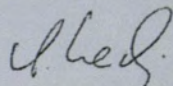
10

affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **138.800 €** ✓

SIGNATURES

For the lead partner

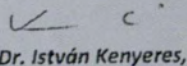


Dr. Andreas Hedwig,

Head of Department

Done at *Mabury*, Date: *28/2/2014* .../.../....

For the partner



Dr. István Kenyeres,

Director General

Done at *Budapest*, Date: *20/02/2014*



In duplicate in English

MANDATE

Národní archiv
Archivní 2257/4
CZ – 14900 Prague 4 - Chodovec
Official registration No.: IČO: 70979821
VAT. No.: -

("the partner"), represented for the purposes of signature of this mandate by *PhDr., CSc Eva DRAŠAROVÁ*,
General Director

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D – 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG*, *Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions

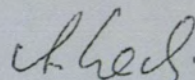
APr.

affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **115.046 €**

SIGNATURES

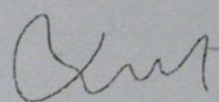
For the lead partner


Dr. Andreas Hedwig,

Head of Department

Done at *Munich*, Date: *23/2/2014* .../.../....

For the partner


PhDr., CSc Eva Drašarová,

General Director

Done at *Prague*, Date: *30/01/2014* ✓

In duplicate in English



MANDATE

Hrvatski Državni Arhiv
Marulićev trg 21
HR – 10000 Zagreb
Official registration No.: OIB: 46144176176
VAT. No.: MBS 080271295

("the partner"), represented for the purposes of signature of this mandate by *Dr. Vlatka LEMIĆ, General Director*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D – 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity – Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
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AP

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4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **139.763 €** ✓

SIGNATURES

For the lead partner

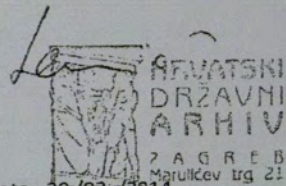
Dr. Andreas Hedwig,
Head of Department

Done at *Munich*, Date: *20/12/2014*

For the partner

Dr. Vlatka Lemić,
General Director

Done at Zagreb, Date: *20/02/2014* ✓



In duplicate in English

MANDATE

Riksarkivet

Fyrverkarbacken 13-17

SE - 10229 Stockholm

Official registration No.: 202100-1074

VAT. No.: SE202100107401

("the partner"), represented for the purposes of signature of this mandate by *Björn JORDELL, National Archivist, Director General*

on the one part,

and

Hessisches Staatsarchiv Marburg

Friedrichsplatz 15

D - 35037 Marburg

Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

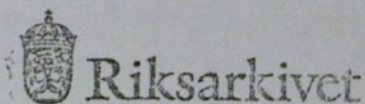
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2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions

APC

affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

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4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 61.375 €

SIGNATURES



For the lead partner

Handwritten signature of Dr. Andreas Hedwig.

Dr. Andreas Hedwig,
Head of Department

Done at *Malmö*, Date: *28/2/2014* .../.../....

For the partner

Handwritten signature of Björn Jordell.
Official stamp of Björn Jordell, Director.

Done at *Stockholm*, Date: *14/02/2014*

In duplicate in English

MANDATE

Arkistolaitos

Rauhankatu 17

FI - 00170 Helsinki

Official registration No.: 0245885-9

VAT. No.: FI 02458859

("the partner"), represented for the purposes of signature of this mandate by *Jaana KILKKI, Head of Department*

on the one part,

and

Hessisches Staatsarchiv Marburg

Friedrichsplatz 15

D - 35037 Marburg

Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
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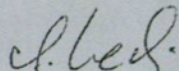
AP

affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

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5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 126.602 €

SIGNATURES

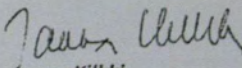
For the lead partner


Dr. Andreas Hedwig,

Head of Department

Done at *Munich*, Date: *20/2/2014* .. / .. / ..

For the partner


Jaana Kilkki,

Director of Collections Management Division

Done at , Date: *25/2/2014*

In duplicate in English

MANDATE

Rahvusarhiiv

Liivi 4

EE- 50409 Tartu

Official registration No.: 70001946

VAT. No.: EE100900644

("the partner"), represented for the purposes of signature of this mandate by *Priit PIRSKO, General Director*

on the one part,

and

Hessisches Staatsarchiv Marburg

Friedrichsplatz 15

D - 35037 Marburg

Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

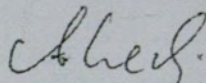
1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this

mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

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5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 99.350 €

SIGNATURES

For the lead partner

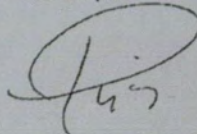


Dr. Andreas Hedwig,

Head of Department

Done at *Moscow*, Date: *20/02/2014* .. / .. / ..

For the partner



Priit Pirska,

General Director

Done at *Tartu*, Date: *20/02/2014*

In duplicate in English

MANDATE

Generaldirektion der Staatlichen Archive Bayerns
Schönfeldstr. 5
D - 80539 München
Official registration No.: -
VAT. No.: DE 811335517

("the partner"), represented for the purposes of signature of this mandate by *Dr. Margit KSOLL-MARCON*,
General Director

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG*, *Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

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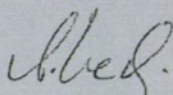
Pr

affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

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5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **116.908 €**

SIGNATURES

For the lead partner

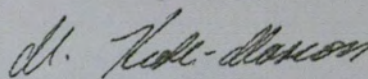


Dr. Andreas Hedwig,

Head of Department

Done at *Munich*, Date: *20.12.14* .../.../....

For the partner



Dr. Margit Ksoll-Marcon,

General Director

Done at *Munich*, Date: *20.12.14*

In duplicate in English

MANDATE

Diözesanarchiv St. Pölten
Klostergasse 10
A - 3100 St. Pölten
Official registration No.: -
VAT. No.: ATU 16293106

("the partner"), represented for the purposes of signature of this mandate by *Dr. Thomas AIGNER, Archives Director*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

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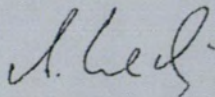
AP

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5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 135.526 €

SIGNATURES

For the lead partner

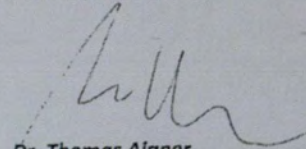


Dr. Andreas Hedwig,

Head of Department

Done at *Munich*, Date: *28/2/2014* .../.../....

For the partner



Dr. Thomas Aigner,

Archives Director

Done at *St. Pölten*, Date: *27.07.2014*



In duplicate in English

MANDATE

Archivo Histórico Eclesiástico de Bizkaia/Bizkaiko Elizaren Histori Artxiboa
C/ Larrauri, 1 A, 51 planta
E - 48160 Derio (Bizkaia)
Official registration No.:
VAT. No.: R4800603E

("the partner"), represented for the purposes of signature of this mandate by *Ms Anabella BARROSO, Director*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

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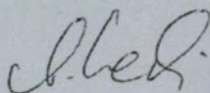
PR

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5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **77.746 €**

SIGNATURES

For the lead partner



Dr. Andreas Hedwig,

Head of Department

Done at *Munich*, Date: *28/2/2014* .. / .. /

For the partner



ANABELLA BARROSO
DIRECTOR-GENERAL
EDUCATION, AUDIOVISUAL
AND CULTURE

Anabella Barroso,

Director

Done at , Date 21 . / .02 / .2014 .

In duplicate in English

MANDATE

Universidad Complutense de Madrid
Avenida Seneca 2, Edificio Seneca
E - 28040 Madrid
Official registration No.: -
VAT. No.: ESQ2818014I

("the partner"), represented for the purposes of signature of this mandate by *Prof. Dr. Andrés Arias Astray, Vice-Chancellor for Institutional Relations and International Relations*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
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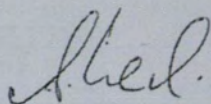
PCV

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5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **136.232 €**

SIGNATURES

For the lead partner



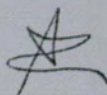
Dr. Andreas Hedwig,

Head of Department

Done at

Madrid, Date: *26/2/2014*/../....

For the partner



Prof. Dr. Andrés Arias Astray

Vice-Chancellor for Institutional Relations and
International Relations

Done at Madrid , Date: 27 / 02 / 2014



In duplicate in English

MANDATE

Università degli studi di Napoli Federico II
Corso Umberto I 40
I - 80138 Napoli
Official registration No.: DR/2012/3561 del 12/11/12
VAT. No.: 00876220633

("the partner"), represented for the purposes of signature of this mandate by *Prof. Arturo DE VIVO, Head of Department of Humanities*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions

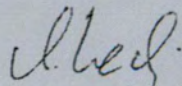
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affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 150.228 €

SIGNATURES

For the lead partner

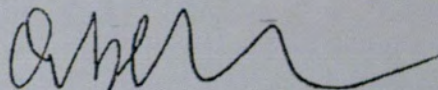


Dr. Andreas Hedwig,

Head of Department

Done at *Milano*, Date: *28/2/2014* .../.../....

For the partner



Prof. Arturo de Vivo

Head of Department of Humanities

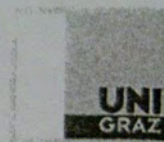
Done at *NAPLES*, Date: *28/02/2014*

In duplicate in English



UNIVERSITY OF GRAZ
VICE RECTOR FOR RESEARCH AND JUNIOR RESEARCHERS' PROMOTION

Univ.-Prof. Dr. Peter Scherrer



MANDATE

Karl Franzens Universität Graz
Universitätsplatz 3
A - 8010 Graz
Official registration No.: -
VAT. No.: ATU57511277

("the partner"), represented for the purposes of signature of this mandate by Prof. Dr. Peter SCHERRER, Vice Rector for Research

on the one part,
and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by Dr. Andreas HEDWIG, Head of Department

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled
Community as Opportunity - Creative archives' and users' network ("the action"),
with the Education Audiovisual and Culture Executive Agency
the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

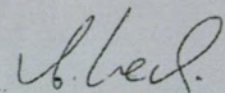
Universitätsplatz 3/1, 8010 Graz, Austria
Tel.: +43 (0) 316 / 380-1750 Cellphone: +43 (0) 664/ 886 884 33
Fax: +43 (0) 316 / 380-9305 | E-Mail: vizerektor.forschung@uni-graz.at

Pr

3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 108.626 €

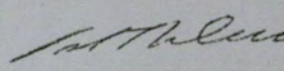
SIGNATURES

For the lead partner


Dr. Andreas Hedwig,
Head of Department

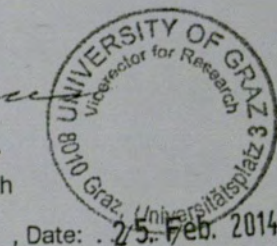
Done at *Münster*
..

For the partner


Prof. Dr. Peter Scherrer
Vice Rector for Research

Done at *GRAZ*
..

2012/2014
Date: .. / .. / ..



Date: *25. Feb. 2014*

In duplicate in English

MANDATE

Universität zu Köln
Albertus Magnus Platz
D - 50923 Köln
Official registration No.: -
VAT. No.: DE 1234 86767

("the partner"), represented for the purposes of signature of this mandate by *Dorothee EDER, EU Project Manager*

on the one part,
and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

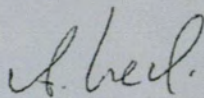
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3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to **108.883 €** ✓

SIGNATURES

For the **lead partner**



Dr. Andreas Hedwig,

Head of Department

Done at *Münster*, Date: *23/2/2014*/..../....

For the **partner**

Universität zu Köln
Der Kanzler -
Dezernat 7
Forschungsmanagement
Im Auftrag ✓

Dorothee Eder,

EU Project Manager

Done at *Köln*, Date: *25/2/2014*/..../....

In duplicate in English

MANDATE

Balkanološki institut SANU
Knez Mihailova 35
RS - 11000 Belgrade
Official registration No.: 07053908
VAT. No.: 101824163

("the partner"), represented for the purposes of signature of this mandate by *PhD. Dušan BATAKOVIĆ, Director*

on the one part,

and

Hessisches Staatsarchiv Marburg
Friedrichsplatz 15
D - 35037 Marburg
Dienststellen-Nr. der hess. Landesverwaltung: 6530

The "coordinator" ("lead partner"), represented for the purposes of signature of this mandate by *Dr. Andreas HEDWIG, Head of Department*

Collectively the 'partners' and the 'coordinator' will be referred as 'beneficiaries'.

on the other part

HAVE AGREED

for the purposes of the implementation of the agreement entitled

Community as Opportunity - Creative archives' and users' network ("the action"),

with the Education Audiovisual and Culture Executive Agency

the following:

1. The partner grants power of attorney to the lead partner, to act in his name and for his account in signing the grant agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the partner hereby mandates the lead partner to take full legal responsibility for the implementation of such an agreement.
2. The partner hereby confirms that he has taken careful note of and accepts all the provisions of the grant agreement with the Education, Audiovisual and Culture Executive Agency, in particular all provisions affecting the partner and the lead partner. In particular, he acknowledges that, by virtue of this

mandate, the lead partner will be the sole recipient of payments (EU funds) from the Executive Agency on behalf of all beneficiaries. The lead partner will ensure that the appropriate payments are made to the other partners.

3. The partner hereby agrees to do everything in his power to help the lead partner fulfil the lead partner's obligations under the grant agreement. In particular, the partner hereby agrees to provide to the lead partner whatever documents or information may be required, as soon as possible after receiving the request from the lead partner.
4. The provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the partner and the lead partner which may have an effect on the implementation of the grant agreement between the lead partner and the Education, Audiovisual and Culture Executive Agency.
5. A copy of this mandate shall be annexed to the grant agreement and shall form an integral part of it.
6. The partner's financial participation to the implementation of the project amounts to 79.736 €

SIGNATURES

For the lead partner

Dr. Andreas Hedwig,

Head of Department

Done at

28/2/2011
Date: .../.../....



PhD. Dušan Bataković,

Director

Done at

[Signature]
Date: .../.../....

In duplicate in English

ANNEX V

Model technical report

The implementation of the action by the coordinator (project leader) and the co-beneficiaries (partners) shall be subject of the interim and final technical reports referred to in Articles I.4 of the agreement.

The document template can be downloaded from the Culture web site (Beneficiaries space): http://eacea.ec.europa.eu/culture/index_en.php

Any other documents or presentation will be rejected.

➤ INTERIM TECHNICAL REPORT

This report shall be submitted by the coordinator (project leader) to the Agency in 1 copy as well as in electronic format, *when the beneficiary had used at least 70 % of the previous pre-financing received specified in Article I.4.1.*

The document must be signed by the legal representatives of the co-beneficiaries (partners) where foreseen.

The interim technical report shall consist of three parts.

❖ PART ONE

The interim technical report to be downloaded at the Executive Agency's web page providing information about the implementation of project activities and an overall evaluation of the results of the project. The link to the document can be found at the Culture unit's web site 'Beneficiaries space'.

❖ PART TWO

Copies of project products (ie. publication, brochure, poster, invitation, DVD, CDrom, T-shirt).

❖ PART THREE

Indication of the website address(es) where evidence of publicity on EU funding can be found.

➤ FINAL TECHNICAL REPORT

This report shall be submitted by the coordinator (project leader) to the Agency in 1 copy within two months following the end of the eligibility period referred to in Article I.2.2. The document must be signed by the legal representatives of the co-beneficiaries (partners) where foreseen.

The final technical report shall consist of four parts:

❖ PART ONE

A public summary in English providing information about the work done and the results of the project.

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❖ PART TWO

The final technical report to be downloaded at the Executive Agency's web page providing information about the implementation of project activities and an overall evaluation of the results of the project and the cooperation among co-beneficiaries. The link to the document can be found at the Culture unit's web site 'Beneficiaries space'.

❖ PART THREE

Copies of project products (ie. publication, brochure, poster, invitation, DVD, CDrom, T-shirt).

❖ PART FOUR

Indication of the website address(es) where evidence of publicity on EU funding can be found.

ANNEX VI

Model financial statement

The implementation and realisation of the action by the coordinator (project leader) and the co-beneficiaries (partners) shall be subject of the interim and final financial statement referred to in Articles I.4 of the agreement.

The document template (Annex VI) can be downloaded from the Culture web site (Beneficiaries space): http://eacea.ec.europa.eu/culture/index_en.php

Any other documents or presentation will be rejected.

➤ INTERIM FINANCIAL STATEMENT

The interim financial statement must be submitted in the same format as Annex VI. Any other documents or presentation will be rejected. The interim financial statement must give details of the eligible costs incurred in carrying out the activities in accordance with the conditions set down in this agreement and its annexes.

This report shall be submitted by the co-ordinator (project leader) to the Agency in 1 copy as well as in electronic format, *when the beneficiary had used at least 70 % of previous pre-financing specified in Article I.4.1.*

- 1) The interim statement must be submitted in Euro.
- 2) The interim financial statement must give details of the costs actually incurred in carrying out the activities in accordance with the conditions set down in this agreement and its annexes.
- 3) It must include:
 - one copy of the "Interim Financial Statement" which must have the same format as Annex VI and must be signed by the legal representative. Any other documents or presentation will be rejected.
 - a full summary statement in accordance with Annex VI of the receipts and expenditure in the co-ordinator's and co-beneficiaries' accounts for the period of eligibility covered by the agreement ("List of invoices and income").
 - the electronic version of Annex VI and the List of invoices and income in excel format.

➤ FINAL FINANCIAL STATEMENT

The final financial statement must be submitted in the same format as Annex VI. Any other documents or presentation will be rejected. The final financial statement must give details of the eligible costs incurred in carrying out the activities in accordance with the conditions set down in this agreement and its annexes. This report shall be submitted by the coordinator (project leader) to the Agency in 1 copy as well as in electronic format, within two months following the end of the eligibility period referred to in Article I.2.2.

- 1) The financial statement must be submitted in Euro.

nr

2) The final financial statement must give details of the costs actually incurred in carrying out the activities in accordance with the conditions set down in this agreement and its annexes.

3) It must include:

- one copy of the "Final Financial Statement" which must have the same format as Annex VI and must be signed by the legal representative. Any other documents or presentation will be rejected.
- a full summary statement in accordance with Annex VI of the receipts and expenditure in the coordinator's and co-beneficiaries' accounts for the period of eligibility covered by the agreement ("List of invoices and income").
- a document called Report of Factual Findings on the Final Financial Report – Type II established by an external independent auditor in accordance with the template that can be downloaded from the Culture web site 'Beneficiaries space'. See Annex VII of the agreement. It shall be attached to the request for final payment made by the beneficiary and shall certify, that the costs declared by the beneficiaries in the financial report on which the request of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the agreement (Annex VI and List of invoices and income).
- the electronic version of Annex VI and the List of invoices and income in excel format.

ANNEX VII

Guidance note

Report of Factual Findings on the Final Financial Report – Type II

The guidance note and template of the Report of Factual Findings on the Final Financial Report – Type II can be downloaded from the following link:

http://eacea.ec.europa.eu/about-eacea/document-register_en#financial

Annex VIII

Model terms of reference for the operational verification report: not applicable

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