



**Interreg**  
Polska-Słowacja



## **Interreg PL-SK 2021-2027 Small Project Fund**

A concept of [drafting small project budgets](#)

# General principles

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- each small project consist of tasks (one or more)
- for each task a lump sum is defined based on the draft budget (case by case)
- performance is measured by output indicators (per task)
- lump sum is paid out after verification of quantity and quality of the outputs based on a set of documents defined in the co-financing agreement
- yes/no approach: only if all conditions set for the task are met is the lump sum paid out

# PL-SK SPF: small projects – task budgeting concept

**Draft budget (proposed by the applicant)**

**Flat rates (%)**

Staff – 20% of  
direct costs

Office – 15% of  
staff costs

Travels – 2% of  
staff costs

**Direct costs calculated in  
line with the agreed  
methodology**

External  
expertise

Equipment

Infrastructure  
and works

**Lump sum (approved by SPF beneficiary)**

# Small project budget - example

One task, total budget of 802,10 euro

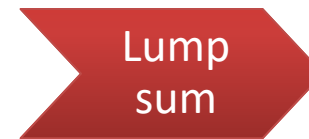
## Task 1 – modernisation of a cbc bicycle path

### Direct costs

- **Infrastructure and works** 500 euro
- **External expertise** 150 euro

### Flat rates

- **Staff** – 130 euro (20% of direct costs)
- **Office** – 19,50 euro (15% of staff costs)
- **Travels** - 2,60 euro (2% of staff costs)



**Task 1 – 802,10 euro**

**Output indicator** – 2 km of the renovated path

## Drafting process – main principles

- expenditures proposed in the application must be necessary to meet the project's goals
- as a rule, to estimate the costs the applicants should use the list of typical expenditures
- expenditures that are not included on the list and the expenditure of value exceeding the list price need to be assessed individually (based on e.g. market research or the results of a public procurement)

## Price list of typical expenditure – preparation methodology

Source database – 159 items from microprojects 2014-2020



Median values corrected using HICP 2021 r. – 4,38% (average for PL and SK)



List of typical expenditures to be used during drafting budgets.

## List of typical expenditure and cost estimation

Examples Type of expenditure	Examples Value
Translation (in writing)	14 euro / standard page
Translation/interpretation (oral)	209 euro / 8 hours
Simultaneous translation, incl. equipment	42 euro / hour
Catering	16 euro / person
Conference room renting fee	242 euro / day
External expert-trainer	42 euro / hour
Promotional brochures	3,8 euro / copy
.....	
Laptop with software	904 euro / item
.....	

\*The table will be revised periodically.

## Lump sum payment – rules and conditions

- delivery of all products and indicators in line with the co-financing agreement
- yes/no principle (all requirements/conditions must be met)
- verification based on the documents listed in the co-financing agreement (list of obligatory and optional documents to be used by all PL-SK SPF projects is under preparation)



# Documents necessary for lump sum payments - **examples**

Activity	Compulsory documents	Optional documents (decision of SPF beneficiary)
<b>Investments - examples</b>		
Modernisation of tourist infrastructure related to culture heritage	<ul style="list-style-type: none"> <li>- official/legally binding document/ acceptance report confirming paramount features (e.g. number of kilometers, surface, volume)</li> <li>- photos/films confirming appropriate branding</li> <li>- usage permit</li> </ul>	<ul style="list-style-type: none"> <li>- building permit or statement that it is not required</li> <li>- contract with the provider</li> <li>- estimation of tourist traffic volume</li> <li>..</li> </ul>
<b>Support for development of crossborder services - examples</b>		
Networking meetings, workshops, cooperation platforms	<ul style="list-style-type: none"> <li>- agenda</li> <li>- list of participants with signatures (physical meetings)</li> <li>- list of participants (online meetings)</li> <li>- photographs, printscreens</li> <li>- minutes/summaries</li> </ul>	<ul style="list-style-type: none"> <li>- press releases, copies of social media notes</li> <li>- cooperation agreements (if applicable)</li> <li>- working document (if applicable)</li> </ul>

**Thank you for your attention.**