

Various costs that the project budget may include are:

Project management

The project may finance project management staff. In such cases, the person or persons in question must primarily work on executing the project activities. The project management costs must be explained in the application and must be reasonable. The Palme Center will want to know how many people are involved, and how many working hours are to be put into the project. Is it a full-time occupation for a part of the year, or perhaps a half-time position for the full year? What is the monthly salary for a full-time employee of the partner organisation, and how much of this is the project to cover?

The partner organisation may be eligible for compensation for roles over and above that of project manager which are important to the project – a financial officer, for example. The size of the project management team is assessed on a case by case basis, and the costs must always be reasonable in relation to the scope of the project and the work input of the project manager or the financial officer.

Project administration

Various peripheral costs inevitably arise in connection with running a project. These may be costs for the use of phones and the internet, postage and packaging, etc. Project administration refers to the administration that you can clearly show is linked to the project. It is important to remember that when budgeting for project administration, you can only include the administration for the operation that is actually financed using funds provided by Sida via the Palme Center. There must be verifications in the bookkeeping that underpin these costs.

Expert participation

For some types of course and knowledge exchange, it may be necessary to commission people with specialist skills. This may, for example, have to do with training circle leaders or running courses in negotiation technique. Local expertise should be used wherever possible.

If you are applying for subsidy for this, you need to state the name of the person in question, what they will be doing, and how much time the expert will be devoting to the project. It is a good idea to describe the expert's skills and previous experience with the topic. The entry for expert assistance must be included in the project budget and it must be explained both in the budget template and in the descriptive section of the application, under the "Budget" header.

Remember that expert fees cannot be paid to members within the partner organisation.

Equipment/Capital goods

In this context, "equipment" (capital goods) is taken to mean "goods for long-term use", i.e. everything other than consumables such as books, notebooks and pens. Equipment can be furniture, computers, printers, cameras or vehicles. It may be permissible to purchase such goods for the project/operation, but such purchases must be approved in advance by the Palme Center. In your application, you must also explain why such

purchases are required to meet the project goals. Is it possible to achieve the goal without purchasing this material?

Equipment with an acquisition value in excess of SEK 10,000 must be depreciated pursuant to the legislation in the country in which the goods are purchased and reported. **Depreciation** means distributing the costs of an asset over the course of its financial lifetime. In cases where capital goods retain some value when the project comes to an end, the goods must either be sold and the revenue repaid to the Palme Center, or the future ownership must be regulated in a new agreement drawn up in consultation with the Center. You must also agree on a plan for how the capital goods are to be used by the project before they are purchased.

Budget follow-up

The project costs must be followed up on a regular basis. It is a good idea to do this monthly or immediately after each activity has taken place.

The Palme Center does not make any requirements to use specific bookkeeping software. It is perfectly acceptable to use Excel spreadsheets or even hard copy format. In contrast, there may be other regulations which require organisations in certain countries to apply double entry bookkeeping, for example.

If you notice that you have budgeted incorrectly, or if something unforeseen occurs that affects the project costs, you can request permission to redistribute your budget.