

**SWISS-CZECH COOPERATION PROGRAMME
PARTNERSHIP FUND**

ELIGIBLE COSTS OF SUB-PROJECT

Items	Level of costs in CZK
Expert fees - foreign experts (calculated to number of persons /day)	max 29.900 CZK/person/day
Expert fees - Czech experts hired for a specific task for the duration of sub-project	Only in well justified and in exceptional cases , will be clearly defined in the Grant Application
External services (in range necessary to sub-project realisation)	Always stated in costs for person /day (month)
Purchase of equipment and materials (in range necessary to sub-project realisation)	Up to max. 35 % of total sub-project eligible costs
Construction works - of a small extent necessary for sub-project implementation	up to max. 17,5 % of total sub-project eligible costs - (i.e.. <i>max. 50 % of costs for purchase of equipment and materials</i>)
Costs for organization of seminars (workshops, event) in the CR:	
• rent of room including technical equipment	max 34.500 CZK
• refreshment	max 600 CZK/person/day
• preparatory documents	max 17.200 CZK/seminar
Travel costs – business trip of foreign experts in the CR (<i>accommodation, daily allowances</i>)	max 6.000 CZK/night
Travel costs – business trip of Czech experts abroad (<i>accommodation, daily allowances</i>)	Travel reimbursement to Switzerland subject to the Labour Code 262/2006 Coll., part VII in effect.
	Basic rates for travel reimbursement abroad are laid down by the Regulation of the Ministry of Finance set up for each year
Airplane tickets (per return flight)	Economic class max 25.000 CZK
Transport – in CR or Switzerland	there is necessary to specify in Application
Interpretation	max 9.500 CZK/day
Registration fee – seminars in Switzerland	will be set number of days and estimated amount
Translation of documentation	max 600 CZK/standard page
Administrative Costs	<p>max 3 % of total eligible non-investment costs Overheads (telephone calls, postage, office supplies, etc.) – will be specified in an application; in exceptional and duly justified cases it is possible to include the rental of additional rooms necessary for sub-project implementation (the applicant must prove that the rent of additional rooms is necessary for achievement of sub-project objectives).</p> <p>In well justified cases of NGOs it is possible to include labour costs of employees working on the project (in this case is the limit 10 % of total eligible non-investment costs.).</p>

- Grant recipient will ensure financing of all costs related to the project implementation (*salaries of own staff/experts, administrative costs exceeding the limits indicated above*) from its own resources.
- The VAT is considered as an eligible expense of the project only in case when the applicant cannot ask for the VAT reimbursement in the Czech Republic.

In case of exceeding above given limits there **shall be duly justification in the application.**

The exceeding costs are **acceptable only in exceptional and justified cases** and under a condition that it is **necessary in order to achieve the results of the sub-project.**