

J.E. g IMMEDIATA ESECUTIVITÀ

La presente deliberazione viene affissa il 1 GIU. 2004 all'Albo Pretorio per rimanervi 15 giorni



# PROVINCIA di BENEVENTO

Deliberazione della Giunta Provinciale n. 326 del 31 MAG. 2004

**Oggetto: PROGRAMMA COMUNITARIO PER LA LOTTA CONTRO L'EMARGINAZIONE SOCIALI (Pan/incl). PARTECIPAZIONE.**

L'anno duemilaquattro il giorno TRENTINO del mese di MAGGIO  
presso la Rocca dei Rettori si è riunita la Giunta Provinciale con l'intervento dei Signori:

- |                     |              |                   |                |
|---------------------|--------------|-------------------|----------------|
| 1) On.le Carmine    | NARDONE      | - Presidente      | _____          |
| 2) Rag. Giovanni    | MASTROCINQUE | - Vice Presidente | _____          |
| 3) Rag. Alfonso     | CIERVO       | Assessore         | _____          |
| 4) Ing. Pompilio    | FORGIONE     | Assessore         | _____          |
| 5) Dott. Pasquale   | GRIMALDI     | Assessore         | _____          |
| 6) Dott. Giorgio C. | NISTA        | - Assessore       | _____          |
| 7) Dott. Carlo      | PETRIELLA    | Assessore         | _____          |
| 8) Dott. Rosario    | SPATAFORA    | - Assessore       | <b>ASSENTE</b> |
| 9) Geom. Carlo      | VALENTINO    | Assessore         | _____          |

Con la partecipazione del Segretario Generale Dott. Gianclaudio IANNELLA \_\_\_\_\_  
L'ASSESSORE PROPONENTE \_\_\_\_\_

**LA GIUNTA**

Preso visione della proposta del Settore Servizi al Cittadino istruita dalla responsabile dr.ssa Bartolomei Luigina qui di seguito trascritta:

## PREMESSO

**CHE** sulla GUCE/GUUE c 88/34 dell'8 aprile u.s. è stato pubblicato, nell'ambito del Programma Comunitario per la lotta contro l'emarginazione sociale, il Bando per il sostegno di azioni nazionali di sensibilizzazione in materia di esclusione sociale;

**CONSIDERATO** che questo Ente, nel novero dei soggetti normativamente legittimati a promuovere tali azioni, ritiene utile partecipare al bando con il progetto denominato " Io posso....se voi volete ! "i cui destinatari sono soggetti diversamente abili in età lavorativa e disoccupati di lunga durata;

che gli obiettivi generali del progetto suddetto sono il recupero del gap informativo alla normativa italiana ed europea sull'inserimento lavorativo delle persone diversamente abili e la promozione di una strategia territoriale di consenso diretta ai soggetti datoriali al fine di essere parte attiva nella lotta all'inclusione sociale;

che la realizzazione del progetto avverrà attraverso una rete di associazioni, gruppi di volontariato, cooperative sociali in un lavoro sinergico ed incisivo;

**VALUTATO** che il progetto di cui trattasi ha il costo complessivo di € 80.000,00 e che l'Ente intende compartecipare con un impegno finanziario di € 16.000,00 pari al 20% del budget totale ad avvenuta approvazione dello stesso;

Esprime parere favorevole circa la regolarità tecnica della proposta.

Li \_\_\_\_\_

Il Dirigente del Settore  
SERVIZI AL CITTADINO  
(Dr.ssa Patrizia TARANTO)

Esprime parere favorevole circa la regolarità contabile della proposta.

Li \_\_\_\_\_

Il Dirigente del Settore  
FINANZE E CONTROLLO ECONOMICO  
(Dr. Sergio MUOLLO)

## LA GIUNTA

Su relazione del ~~Presidente~~ ASSESSORE NISTA

A voti unanimi

## DELIBERA

- La premessa forma parte integrante e sostanziale del presente dispositivo.
- **PRENDERE ATTO** della pubblicazione sulla GUCE/GUUE c 88/34 dell'8 aprile 2004 del bando per il sostegno di azioni nazionali di sensibilizzazione in materia di esclusione sociale.
- **APPROVARE** l'allegato progetto predisposto dall'Ente denominato "Io posso...se voi volete!" destinato a soggetti diversamente abili in età lavorativa disoccupati di lunga durata
- **AUTORIZZARE** il Presidente alla sottoscrizione della domanda di finanziamento, in nome e per conto dell'Ente.
- **PROVVEDERE** ,ad avvenuta approvazione del progetto da parte della Commissione preposta, ad impegnare sul bilancio dell'Ente la spesa di € 16.000,00 pari al 20% dell'intero importo.
- **TRASMETTERE** il presente provvedimento alla Commissione Europea- Direzione Generale Occupazione e Affari Sociali di Bruxelles.
- **TRASMETTERE** il presente atto al Dirigente del Settore per i successivi e consequenziali adempimenti.

Verbale letto, confermato e sottoscritto  
IL SEGRETARIO GENERALE  
(Dr. Gianclaudio IANNELLA)

IL PRESIDENTE  
(On.le Carmine NARDONE)

N. 357 Registro Pubblicazione

Si certifica che la presente deliberazione è stata affissa all'Albo in data odierna, per rimanervi per 15 giorni consecutivi a norma dell'art. 124 del T.U. - D. Lgs.vo 18.8.2000, n. 267.

BENEVENTO  
1 GIU. 2004

IL MESSO

IL SEGRETARIO GENERALE  
IL SEGRETARIO GENERALE  
(Dott. Gianclaudio IANNELLA)

La sujestesa deliberazione è stata affissa all'Albo Pretorio in data 1 GIU. 2004 e contestualmente comunicata ai Capigruppo ai sensi dell'art. 125 del T.U. - D. Lgs. vo 18.8.2000, n. 267.

SI ATTESTA, che la presente deliberazione è divenuta esecutiva a norma dell'art. 124 del T.U. - D. Lgs.vo 18.8.2000, n. 267 e avverso la stessa non sono stati sollevati rilievi nei termini di legge.

li 17 GIU. 2004

IL RESPONSABILE DELL'UFFICIO

IL SEGRETARIO GENERALE  
IL SEGRETARIO GENERALE  
(F.to Dott. Gianclaudio IANNELLA)

Si certifica che la presente deliberazione è divenuta esecutiva ai sensi del T.U. - D. Lgs.vo 18.8.2000, n. 267 il giorno 17 GIU. 2004

- Dichiarata immediatamente eseguibile (art. 134, comma 4, D. Lgs.vo 18.8.2000, n. 267).
- Decorsi 10 giorni dalla sua pubblicazione (art. 134, comma 3, D. Lgs.vo 18.8.2000, n. 267).
- E' stata revocata con atto n. \_\_\_\_\_ del \_\_\_\_\_

Benevento li, 17 GIU. 2004

IL SEGRETARIO GENERALE  
IL SEGRETARIO GENERALE  
(Dott. Gianclaudio IANNELLA)

Copia per 2 copie

SETTORE Servizi ai Cittadini (altro) prot. n. Es. 4102  
22.6.04

SETTORE Finanza e C.c. prot. n. \_\_\_\_\_

SETTORE \_\_\_\_\_ prot. n. \_\_\_\_\_

\* Revisori dei Conti prot. n. 3720  
7.6.04

\* Nucleo di Valutazione prot. n. \_\_\_\_\_

Conferenza Capigruppo



## National awareness raising actions on social inclusion

APPLICATION FORM 2004 - VP/2004/05

## PART I. DETAILS OF THE APPLICANT ORGANISATION

BUDGET LINE 4040202

VP/2004/05

## General information

## \* Applicant organisation

1- Name of Organisation	Provincia di Benevento	
2- Abbreviation		
3- Legal status	Public Body	
4- Type of organisation	Local Authority	
5- Address	Piazza IV Novembre 1	
6- Postcode / City	82100	Benevento
7- Country	IT - Italia	
8- Telephone Applicant organisation	0824/774001	TEL +39 0824 774001
9- Fax Applicant organisation	0284/774640	FAX +39 0824 774640
10- E-Mail	roccadel@provinciabenevento.it	
11- Registration number		
12- VAT number	92002770623	
13- Web site	www.provinciabenevento.it	

## \* Legal representative

14- Title, Surname, Forename	Dr.	Nardone	Carmine
15- Sex / Language	Male	Language	IT - Italiano
16- Function	President		
17- Function (If different from above)			
18- Telephone (Legal representative)	0824/774001	TEL +39 0824 774001	
19- Fax (Legal representative)	0284/774640	FAX +39 0824 774640	
20- E-Mail (Legal representative)	roccadel@provinciabenevento.it		
21- Name of Organisation	Provincia di Benevento		
22- Address	Piazza IV Novembre 1		
23- Town/City	Benevento		
24- Postcode	82100		
25- Country	IT - Italia		
26- Telephone	0824/774001	TEL +39 0824 774001	
27- Fax	0284/774640	FAX +39 0824 774640	
28- VAT number	92002770623		

\* **Person responsible for project**

29- Title, Surname, Forename	Dr.	La Motta	Giovanni
30- Sex / Language	Male	Language	
31- Function	Coordinator		
32- Function (If different from above)	Sociologist		
33- Telephone (Person responsible for project)	0824/774666	Ex. +39 02 23 88 086	
34- Fax (Person responsible for project)	0824/774640	Ex. +39 02 23 88 086	
35- E-Mail (Person responsible for project)	info@osservatorioprovinciabenevento.org		
36- Name of Organisation	Provincia di Benevento		
37- Address	Piazza IV Novembre 1		
38- Town/City	Benevento		
39- Postcode	82100		
40- Country	IT - Italia		
41- Telephone	0824/774001	Ex. +39 02 23 88 080	
42- Fax	0284/774640	Ex. +39 02 23 88 086	
43- VAT number	92002770623		

44- Subcontracting plans

45- If yes: expected value of the subcontracted services:  €

46- *Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)*

Yes

46a Directorate general responsible for the budget line	Contract N°	Year	Title	Amount (€)
Provincia di Benevento		2003	Provincia di Benevento - Programma Operativo Regionale	
Provincia di Benevento		2003	Provincia di Benevento - Programma Operativo Regionale	

46b *Has your organisation presented or does it intend to submit an application for support in 2004 to any other Commission services? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and n° of contract/agreement, and the state of play of your application) Please use space provided and use an additional sheet if necessary.*

Yes

46c Directorate general responsible for the budget line	Name of the programme or the initiative concerned, title of the action and n° of contract/agreement	Obtained?
Province of Benevento	EQUAL, Agenzia di Reciprocità	Pending

47- Bank details

The financial identification form (bank details) is provided at the end of this part I of the application form. It must be completed, printed and signed by the legal representative of the co-ordinating organisation and signed and stamped by the bank.

48- Language for correspondence

EN - English

**Structure, activities and resources of the organisation**

49- *What is the structure of the organization (local, regional, national authorities, independent associations, etc) and how many organisations are members of your structure, which and what kind of organisations may join as members; please join an organization chart where applicable:*

Our organization is a local Authority, the organization's members involved in the project are: Service Department for the citizens; Municipal Departments Forum; Observatory on quality and social policies.  
 The staff is formed of 280 people: 23 employees forming the detached personnel, including a general secretary; 7 managers hired on temporary terms; 3 managers employed permanently.

550 char

50- *Permanent staff employed by the organisation (number):*

303

3 char

51- *Short summary of the organisation's or body's objectives and usual activities :*

Analysis and research of social needs through the supply of yearly sets of questionnaires about each specific social field. Giving the Administrative Authorities regular and detailed information about the characteristics of the area, the composition of its population (as to its demographic, social-economic, residential, family components) and its service network. Giving the Administrative Authority first-class technical advice to carry out the tasks on social services the Authority is given by L.328/00.

543 char

**52. Organisation's usual sources of finance :**

70 char

Financed by the Province's own funds, POR measures and regional funds.

**58. Other useful information:**

454 char

The Observatory (one of our organization's structure) activity on quality and social policies, co-ordinated by the central staff of the Forum, is carried out by people who have been chosen in place and who have improved, attending specializing formative courses, their already adequate professional skills. The local staff works side by side with the Administrative Authority, namely with the Councillor and the Director Departments for social services.



59- *Partner organisations and other actors involved in this proposal if any*

	Name of organisation	Person responsible	Place (Country)
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			
n)			
o)			
p)			
q)			
r)			
s)			
t)			

60. **TITLE OF PROJECT:**

61. **Year**  **Type of activities**

DD/MM/YYYY

DD/MM/YYYY

62. **Duration of activities** from  to

63. **Short description of the information and awareness raising strategy of your proposal, including target groups and region/country chosen (max 10 lines)**

870 char

The Province chosen is that of Benevento (Region Campania). The target group is formed of firms and other institutional bodies (employment centre), social bodies (social co-operative societies, voluntary service associations) engaged in the task to introduce disabled people into the working world. These are, in fact, the addressees of this project. Our aims are: filling up the information gap as to the Italian law (L. 68/99) and the European charters about the introduction of differently able people into the working environment; promoting a territorial strategy to win consent against the social exclusion of the above mentioned people. The strategy used will be focused on the creation of an operative and informative network, involving actors already committed to the same activity, having them take active parts in seminars and meetings organized by the Province.

64. **Estimated budget (EURO)**

Total cost of the project	<input type="text"/>	€		
Financial assistance requested	Own contribution	External resources	Revenue generated by the project	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Statement of the applicant organisation**

65. **(Failure to signing this declaration by the lead applicant will entail the Commission to automatically reject the application)**

Hereby, the legal representative, declare on his honour:

- that all above mentioned information is correct and in accordance with the truth,
- to commit his/her organisation to respect the proposal as described in the present application, including all elements of the working programme drawn up by his/her organisation in co-operation with the other actors/organisations and all co-funding commitments included in the budget proposal,
- that he agrees to co-operate without restriction with the other organisations participating in the project and with the European Commission,
- that the organisation he is legally representing is not in one of the situations listed in Article 93(1) and Article 94 of the Financial Regulation applicable to the general budget of the European Communities (Council regulation (EC, Euratom) n° 1605/2002 of 25 June 2002).

Name

Function

Date and place

Signature (on paper copy)

**Financial identification**

<b>Account Holder</b>			
Name of Organisation	Provincia di Benevento		
Address	Piazza Castello		
Town/City	Benevento		
Postcode	82100		
Country	IT - Italia		
Contact Person (Title, Surname, Firstname)	Dr.	Mollo	Sergio
Sex	Male	Language	IT - Italiano
Telephone	0824/774201		Ext. +39 0824 33 5673
Fax	0824/774207		Ext. +39 0824 33 5673
Email	provinced@tim.it		
VAT number	92002770623		

<b>Bank</b>	
Name	Banca Popolare di Novara Filiale di Benevento
Address	Corso Garibaldi
Town/City	Benevento
Postcode	82100
Country	IT - Italia

Country specific details for the bank identification

Please choose your country, and then complete the requested details. X indicates the number and format of the characters to insert. You can access the form to PRINT and SIGN by clicking on the link zone to the left.

<input type="checkbox"/>	AT - Österreich	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	BE - Belgique/Belgie/Belgien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CZ - Česká republika	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CY - Κυπρος (Kypros)/Κίπρος	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	DE - Deutschland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	DK - Danmark	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	ES - España	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	EE - Eesti	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	EL - Ελλάδα (Elláda)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	FR - France	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	FI - Suomi/Finland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	HU - Magyarország	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	IT - Italia	Codice ABI	05608	CAB	15000
<input type="checkbox"/>	IE - Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	LU - Luxembourg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	LT - Lietuva	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	LV - Latvija	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	MT - Malta	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	NL - Nederland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PT - Portugal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PL - Polska	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SE - Sverige	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SI - Slovenija	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SK - Slovensko	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	UK - United Kingdom	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

IBAN (mandatory if code exists)  
IT - Italia

12 (xxxxxxxxxxxx)

Bank account no.

Currency

Remarks

28 char

Tesoreria Ente Provinciale
----------------------------

Date

Signature of beneficiary (on paper copy)

Obliga  
toire

commentaires

DATA

	Obliga toire	commentaires	DATA
ORGANISME DEMANDEUR	Oui	Name of Organisation	Provincia di Benevento
	Non	Abbreviation	
	Non	Type of organisation	Local Authority
	Non	Legal status	Public Body
	Non	VAT number	92002770623
	Non	Registration number	
	Oui	Address1	Piazza IV Novembre 1
	Non	Address2	
	Oui	City	Benevento
	Non	Postcode	82100
	Oui	Country	IT - Italia
	Non	Telephone Applicant organisation	0824/774001
	Non	Fax Applicant organisation	0284/774640
	Non	Web site	www.provinciabenevento.it
Non	E-Mail	roccadel@provinciabenevento.it	
DEMANDEUR (REPRESENTANT LEGAL ET ADRESSE)	Oui	Title (Mr, Mme,...)	Dr.
	Oui	Name Legal representative	Nardone
	Oui	Forename Legal representative	Carmine
	Oui	Sex (M / F)	Male
	Non	Function	President
	Non	Function (If different from above)	
	Oui	Language	IT - Italiano
	Non	Telephone (Legal representative)	0824/774001
	Non	Fax (Legal representative)	0284/774640
	Non	E-Mail (Legal representative)	roccadel@provinciabenevento.it
	Oui	Représentant légal destinataire de la correspondance ?	OUI
	Oui	Name of Organisation	Provincia di Benevento
	Non	VAT number	92002770623
	Oui	Address1	Piazza IV Novembre 1
	Non	Address2	
	Oui	City	Benevento
	Non	Postcode	82100
	Oui	Country	IT - Italia
Non	Telephone	0824/774001	
Non	Fax	0284/774640	
COMPTE BANCAIRE	Oui	Name	Banca Popolare di Novara
	Oui	Address	Corso Garibaldi
	Non	Postcode	82100
	Oui	Town/City	Benevento
	Oui	Country	IT - Italia
	Oui	Bank account no.	0420/80510
	Non	Bank account no. part 1	05608
	Non	Bank account no. part 2	15000
	Non	Bank account no. part 3	
	Non	Bank account no. part 4	
Non	IBAN (mandatory if code exists)		
Oui	Currency		
SE	Non	Name of Organisation	Provincia di Benevento
	Oui	Title (Mr, Mme,...)	Dr.
	Oui	Name	Muollo
	Non	Forename	Sergio

TITULAIRE COMPTE ET ADRESSE	Oui Sex (M / F)	Male
	Oui Language	IT - Italiano
	Non Telephone - Format : (+Code International) Numéro Tél	0824/774201
	Non Fax - Format : (+Code International) Numéro Tél	0824/774207
	Non VAT number	92002770623
Oui Address1	Plazza Castello	
Non Address2		
Non Postcode	82100	
Oui Town/City	Benevento	
Oui Country	IT - Italia	
CHEF DE PROJET ET ADRESSE	Oui Title (Mr, Mme,...)	Dr.
	Oui Name	La Motta
	Non Forename	Giovanni
	Oui Sex (M / F)	Male
	Non Function	Coordinator
	Non Function (If different from above)	Sociologist
	Oui Language	
	Non Telephone - Format : (+Code International) Numéro Tél	0824/774666
	Non Fax - Format : (+Code International) Numéro Tél	0824/774640
	Non Adresse Electronique du Chef de projet (1 seule adresse)	info@osservatorioprovincia
	Oui Chef de projet destinataire de la correspondance ?	NON
	Non Name of Organisation	Provincia di Benevento
	Non VAT number	92002770623
	Oui Address1	Piazza IV Novembre 1
	Non Address2	
Oui Town/City	Benevento	
Non Postcode	82100	
Oui Country	IT - Italia	
PROJET	Oui Type of activities	New Project
	Oui Year	2004
	Oui Country	IT - Italia
	Oui Language	English
	Oui Language for correspondence	EN - English
	Oui TITLE OF PROJECT:	Io posso ... Se voi volete
	Non Appel d'offre	VP/2004/05
	Non Strand	
	Non BUDGET LINE	4040202
	Oui Date de début du projet (DD/MM/YYYY)	#VALORE!
	Oui Durée du projet (mois)	10
	Oui Date de fin du projet (DD/MM/YYYY)	#VALORE!
Non Partner organisations and other actors involved in this proposal if any	IT - Italia, IT - Italia, IT - Italia	
Non Partner organisations and other actors involved in this proposal if any (Nbr)	4	
Oui Short description of the information and awareness raising strategy of your proposal, inc	The Province chosen is t	
BUDGET	Oui Total cost of the project (Euro)	80000
	Oui Financial assistance requested (Euro)	64000
	Non Own contribution (Euro)	16000
	Non External resources (Euro)	0
	Non Revenue generated by the project (Euro)	0

DESCRIPTIONS DU PROJET	Oui	- 0 (Structure)	Structure
	Oui	What is the structure of the organization (local, regional, national, authorities independent associations, etc) and how many organisations are members of your structure? which and what kind of organisations may join as members; please join an organization chart where applicable.	Our organization is a local /
	Oui	- 1 (Personnel)	Personnel
	Oui	Permanent staff employed by the organisation (number):	303
	Oui	- 2 (Objectifs)	Objectifs
	Oui	Short summary of the organisation's or body's objectives and usual activities :	Analysis and research of s
	Oui	- 3 (Financement)	Financement
	Oui	Organisation's usual sources of finance.	Financed by the Province's
	Oui	- 4 (Autres/Others)	Autres/Others
	Oui	Other useful information:	The Observatory activity on
		- 5 (Equipment)	Equipment
		5: n/a	
		- 6 (European Dimension)	European Dimension
		6: n/a	
	- 7 (Target)	Target	
	7: n/a		
	- 8 (Subcontracting)	Subcontracting	
	8: n/a		
	- 9 (n/a)	n/a	
	9: n/a		
SUBVENTIONS OBTENUES	Oui	Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)	Yes
	Non	Contract N°	////
	Non	Directorate general responsible for the budget line	Provincia di Benevento and
	Non	Year	2003
	Non	Amount (€)	
	Non	Title	Promotion of ones' produc
	Oui	Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)	Yes
	Non	Contract N°	
	Non	Directorate general responsible for the budget line	Provincia di Benevento an
	Non	Year	2003
	Non	Amount (€)	
	Non	Title	Commercial and internatio
	Oui	Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)	No
	Non	Contract N°	
	Non	Directorate general responsible for the budget line	
	Non	Year	
Non	Amount (€)		
Non	Title		
Oui	Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)	No	
Non	Contract N°		
Non	Directorate general responsible for the budget line		
Non	Year		
Non	Amount (€)		
Non	Title		



SUBVENTIONS EN COURS	Oui	Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)	No
	Non	Contract N°	
	Non	Directorate general responsible for the budget line	
	Non	Year	
	Non	Amount (€)	
	Non	Title	
Oui	Previous subsidies obtained directly or indirectly in the course of the three preceding accounting periods from any European institution or Community body (where applicable)	No	
Non	Contract N°		
Non	Directorate general responsible for the budget line		
Non	Year		
Non	Amount (€)		
Non	Title		
Oui	Has your organisation presented or does it intend to submit an application for support in 2004 to any other Commission services? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and n° of contract/agreement, and the state of play of your application) Please use space provided and use an additional sheet if necessary.	Yes	
Non	Directorate general responsible for the budget line	Province of Benevento	
Non	Name of the programme or the initiative concerned, title of the action and n° of contract/agreement	EQUAL, Agenzia di Recipr	
Oui	Has your organisation presented or does it intend to submit an application for support in 2004 to any other Commission services? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and n° of contract/agreement, and the state of play of your application) Please use space provided and use an additional sheet if necessary.	No	
Non	Directorate general responsible for the budget line		
Non	Name of the programme or the initiative concerned, title of the action and n° of contract/agreement		
Oui	Has your organisation presented or does it intend to submit an application for support in 2004 to any other Commission services? (please specify the Directorate General, the programme or the initiative concerned, the title of the action and n° of contract/agreement, and the state of play of your application) Please use space provided and use an additional sheet if necessary.	No	
Non	Directorate general responsible for the budget line		
Non	Name of the programme or the initiative concerned, title of the action and n° of contract/agreement		

Non	Partner 1 : Name of organisation	Cooperativa Sociale "La S
Non	Person responsible	Roberto Ciarlo
Non	Place (Country)	IT - Italia
Non	Partner 2 : Name of organisation	Gruppi Giovani di Volon
Non	Person responsible	Dott. Angelo Moretti
Non	Place (Country)	IT - Italia
Non	Partner 3 : Name of organisation	Neikos
Non	Person responsible	Verdino Roberto
Non	Place (Country)	IT - Italia
Non	Partner 4 : Name of organisation	A.C.I.
Non	Person responsible	Dott. Moretti Angelo
Non	Place (Country)	IT - Italia
Non	Partner 5 : Name of organisation	
Non	Person responsible	
Non	Place (Country)	
Non	Partner 6 : Name of organisation	

SEGNALETICA FINANZIARIA  
ITALIA

**TITOLARE DEL CONTO BANCARIO**

NOME PROVINCIA DI BENEVENTO  
INDIRIZZO PIAZZA CASTELLO  
LUOGO BENEVENTO  
CODICE POSTALE 82100  
CONTATTO MUOLLO SERGIO  
TELEFONO 0824774201  
TELEFAX 0824774207  
E - MAIL PROVINCED@TIM.IT  
NUMERO IVA 92002770623

**BANCA**

NOME BANCA POPOLARE DI NOVARA  
FILIALE DI BENEVENTO  
INDIRIZZO CORSO GARIBALDI  
LUOGO BENEVENTO  
CODICE POSTALE 82100  
IBAN (Optionnel)  
CODICE ABI 05608 CAB 15000 CONTO 0420/80510  
VALUTA DEL CONTO

SIGILLO DELLA BANCA + FIRMA DEL  
RAPPRESENTANTE DELLA BANCA (Tutti e due obbligatori)

DATA + FIRMA DEL TITOLARE DEL CONTO :  
(Obbligatorie)

OSSERVAZIONI:



Non	Person responsible	
Non	Place (Country)	
Non	<b>Partner 7 : Name of organisation</b>	
Non	Person responsible	
Non	Place (Country)	
Non	<b>Partner 8 : Name of organisation</b>	
Non	Person responsible	
Non	Place (Country)	
Non	<b>Partner 9 : Name of organisation</b>	
Non	Person responsible	
Non	Place (Country)	



NATIONAL AWARENESS RAISING ACTIONS  
ON SOCIAL INCLUSION

APPLICATION FORM 2004

**PART II. PROPOSAL'S DESCRIPTION AND  
JUSTIFICATION**

VP/2004/05

## THE POLICY DIMENSION OF YOUR PROPOSAL

1) In which country or region does your proposal intend to raise awareness regarding the social inclusion process and mobilise actors?

Province of Benevento – Region Campania – Italy

2) What are the current weaknesses and limitations in awareness in relation to the European Union's social inclusion process in the country or region you have chosen?

The last investigation on social exclusion which takes into account the social inclusion of the differently abled people goes back to 2001. From it we get the following numbers:

- In Italy there are 2.686.000 disabled people (5% of the population being 6 or older), most part of which are women.
- 754.000 disabled people live alone;
- 26,7% of the disabled people are less than 65, 20% is between the age of 65 and the age of 74 and no less than 53,3% is 75 or more.

- There are about 30.000 people  
having serious insufficiencies.

In the Region Campania there are 56,3 differently abled people every one thousand inhabitants,

This condition particularly concerns women (6,5% against 3,7% men) and it is getting more and more serious as they get older. 26,7% disabled people are less than 65, 20% is between the age of 65 and the age of 74 and no less than 53,3% is 75 or more. It is a kind of exclusion which involves and often lies heavily on the family unit (in Italy families having at least one disabled person are 11,2%), but a great number of disabled people live alone (754.000).

The full school inclusion process, started some years ago, has been a fundamental choice bound to increase the number of disabled students to be included in every grade of schools: they are now estimated in 117.643 units over a total of 7.589.395 students. This choice is a fundamental strategy for the cultural, human, professional development and to fight against social exclusion.

The working inclusion process is an important tool for the social inclusion of the disabled people; even if the request for formation and work on the part of the disabled people is increasing, the 1998 assessment shows there are 210.000 disabled people who are unemployed

It is clear, then, that the inclusion process of the differently abled people has come to a halt and, at the same time, it has reached a turning point, that is the working inclusions. After having been granted a pension; school inclusion; adequate social and sanitary assistance (thanks to L.328) and after the passing of the reform on the employment territorial services (which provides for a system to help protected and guaranteed working inclusion of the differently abled people in businesses with more than 15 employees), **it takes an awareness-raising territorial action in order to define a territorial strategy of support to promote laws' application, not on welfare terms, but with the intent to build up social cohesion.**

3) How will your information and awareness-raising proposal mobilise support for and participation of the different actors in the implementation of the 2003 NAPs/inclusion or the NAPs/inclusion that will be adopted by the new Member States in 2004 or the development and follow up of the Joint Inclusion Memoranda (JIMs) to be agreed by the Commission and Candidate Countries in 2004?

The association with the ONG Charitiy International Association (AIC – Associazione Internazionale della Carità) aims at having a delegation of 5 members representing the institutional, medical and associative world of Bucarest take part in the awareness-raising action. The idea is to create as sort of economy external to the project. The project will be wholly carried out within the Province of Benevento's area and its target groups will be the ones referred to in point 4. But at the same time the participation in the work-shops on specific subjects, referred to in point 5, will be enlarged to the Rumanian delegation, so as to promote the beginning of a relationship with a new Member State's citizens based on the exchange and sharing on the subject of the disabled people social inclusion process.

4) Who are the target groups of your proposal and why have you selected them?

The target groups are two: the firms and the civil and sanitary institutions put in charge of the introduction of the differently abled people in the working world, on the one hand; and the differently abled citizens within working age, on the other. The former are the direct addresses of the activity aimed at getting them more involved in the process; the latter are the beneficiaries of the whole above mentioned action.

Especially for the first target group the idea is to promote a territorial strategy so that to encourage the firms to stop passively under going the obligation of special shares, and to take active part in the process of social inclusion, possibly out doing the obligations by law; for the institutions in charge of the introduction of differently abled people in the working world (Province, Employment Centre, ASL – Local Sanitary Bodies -, medical commissions for functional diagnoses of the disabled people). The action will be aimed at a *change in constitutional culture* fitting the change in legislation which has taken place by the law 68/99 on the aimed employment of disabled people (substituting the law 482/68 on compulsory employment).

The change in legislation has, in fact, revised the main characters of the working market, having the regional body been replaced by the provincial body as holder of the employment centres.

Even if the change in legislation goes back to five years ago the change and the application of the law (L. 68/99) is yet to come, despite the big progress made in the last two years.

As to the ASL, in the action of getting people and firms involved, great importance will be given to the disappearance of the status of *not – employability tout court* of some categories of differently abled people (e.g. paraplegic people or seriously mentally insufficient people) expressed by the ratio and the letter of the legislative text, replaced by the concept of *empirical not – employability*, due to the specific and objective inadequacy of some forms of disabilities with respect to some company – jobs.

## THE STRATEGIC APPROACH

5) What working methods<sup>1</sup> will you use to inform and raise awareness of the target groups you have chosen and how will you ensure that they reach the intended audience?

Three works – shops for five different under – targets will be organized:

- 1- the firms
- 2- the social companies
- 3- the Province
- 4- the ASL
- 5- the associations of the disabled people engaged against the social exclusion of the disabled people.

Each work – shop will be of European and national ranging; it will be founded on the comparison with and reciprocal exchange of good routine procedure. From a mainstreaming which has already been made, we have decided that the actors of such seminars will be respectively:

1. AGFOL – AGENZIA DI FORMAZIONE LAVORO DI VENEZIA – MESTRE, which has brought about a project Horizon in the Veneto region for the introduction of the disabled people in the working world, in co-operation with five European partners. Project SYNJOB;
2. CONSORZIO DI COOPERATIVE SOCIALI ROBERTO TASSANO, of Genoa. Now, the consorzio is employing more than one hundred disabled employees in working activities.

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<sup>1</sup> Working methods = Seminars, Leaflets and pamphlets, Newsletters, Press releases, Web-sites, Media campaigns for example.

3. PROVINCIA DI BRESCIA, which has brought about the project Horizon CLAMOR SYSTEM, in co – operation with three European partners.
4. - 5. COMUNITA' DI CAPODARCO ONLUS, in Italy and abroad, in the form of ONG, having the mission to set the disabled people to work, using, first of all, the social co – operatives.

In addition to these very important moments the action of getting people and firms involved will consist of the printing of **brochures and informative posters addressed to the firms and to the disabled people's families**, giving information about the reality of the working market of the Province of Benevento. Such information is very easy to gather as the firms are obliged by law to send a yearly informant of the disabled people.

Another necessary tool will be the writing of a **publication on the state of the art of carrying out laws on the introduction of the disabled people in the working field.**

We also think of creating an **internet – site** of the Employment Centre specially made for the disabled people within working age, and of creating a **mailing list** for all the disabled people enrolled to the aimed employment to communicate them each territorial news which may be of interest to them.

*The ensure tools* will be of quantitative type:

- 1) How many members of the mentioned under – targets have taken part in the work – shops?
- 2) How many people form the *mailing list*?
- 3) How many monthly visitors has the internet site got?
- 4) How many enrolments have there been to the aimed employment during the action of involvement?
- 5) How many cases of *not – employability tout court* have still been diagnosed by the medical commissions in charge of functional diagnoses?

6) How will the proposed actions create a greater awareness amongst the general public of the social inclusion process and the NAPs/incl.?

The methodology constant which will make us come to a great part of the results will be the diversified attention to the target groups, to their weak and strong points and to the specific contribution to reach the final goal. Moreover, greater awareness by the territorial community will be urged incessantly promoting the already existing good territorial routine procedure or that which will derive from the awareness-raising process, using newsletters and articles on local newspapers telling stories about differently abled people already included in the working world.

7) How does your proposal attract support (including in financial terms) from national authorities responsible for the development and implementation of the NAPs/inclusion or the JIMs?

In addition to the financial engagement on the part of the Province body, it is important to underline the real possibility that a good awareness-raising action and, in some cases, a good formation action, may get at least 3 other public institutions involved in the reaching of the same objects as this project's. Such institutions are: those in the scope of L.328/00 which could reshape their intervention plans for the insufficiencies; the ASL (Local Sanitary Bodies), which could add working inclusion services to their usual services; the Regional Fund for the disabled people working inclusion which could give continuity and coherence to the awareness-raising action.

8) How will those experiencing poverty and social exclusion be involved in the development and implementation of the information and awareness-raising strategy?

The work-shops will be specially orientated to the participation of the social actors involved in the social inclusion process. Within such laboratories, in fact, the social parties already active in the fields of insufficiencies and work starting-up will be invited to expound and to present the citizens with their work. That will also help make the exchange between Benevento's reality and the Rumanian delegation more profitable.

9) How do you propose to evaluate the effectiveness of the strategy and to document key lessons about mobilising all actors?

From the very beginning of the awareness-raising action, indicators for the evaluation of the action as to the different stakeholders (private disabled people, associations, civil and sanitary institutions, the Rumanian delegation, trade-union associations) will be set. Such indicators will have elements fit for registering any change in the decisional processes:

e.g. as to the medical commissions, many identical cases of insufficiency will be compared, and it will be possible to assess which changes have occurred as to the functional diagnoses relating to the NAPs/inclusion aims; as to the businesses, a



pattern registration on the knowledge of the letter will be carried out, with particular reference to the different application tools to meet the share reserved to the disabled people by law and to L.68/99 ratio both at the beginning and at the end of the awareness-raising action; as to the associations it will be possible to start with the checking of how much care they had spent before the starting-up work action and how much has been scheduled for the following year; as to the institutions in charge of the social policies, we will be able to assess how effective the awareness-raising action relating to disabled people starting-up work inclusion in specific activities (following the protected social laboratories formula) has been within the Area Social Plans (Piani Sociali di Zona); as to the Rumanian delegation the effectiveness of the action will be assessed according to the interviews released both at the beginning and at the end of the project on the subjects about the social inclusion of the disabled people; as to the trade-union associations, they will be asked about their future engagement on the observance of L.68/99.

## ABOUT YOUR ORGANISATION

10) Who will be involved in your work programme? (As well as your own organisation, please also indicate all the partner organisations and other actors, if any, involved in this proposal and their track record in promoting the development of NAPs/incl or JIMs)

The Province of Benevento;

The Social Co-operative "La Solidarietà", spokesman of a net formed of 6 disabled people associations;

Charity International Association – ONG (Associazione Internazionale della Carità);

Young Groups belonging to St. Vincent's voluntary unpaid service (Gruppi Giovanili di Volontariato Vincenziano);

Neikos – information technology services.



ANNEX II TO THE EC GRANT AGREEMENT  
SUMMARY PAGE OF THE PROVISIONAL BUDGET IN EURO - VP/2004/05

This form MUST NOT to be filled in, Excel will automatically insert in it all the total amounts of the sheet "Detailed budget"

INCOME		EXPENSES			
Beneficiary's contribution in kind (K)	<b>Not allowed</b>	CONTRIBUTION IN KIND (K)			
		Table 1 Contribution in kind = <b>Not allowed</b>			0,00
Beneficiary's CONTRIBUTION IN CASH = (C)	0,00	ELIGIBLE COSTS (D+I)		subtotals	grand totals
		ELIGIBLE DIRECT COSTS (D)			
OTHER SOURCES (C)	0,00	Heading 1 Staff = 26.753,80			
		Item 01 all staff costs			
				5830,40	
				10198,40	
				3405,00	
				1500,00	
				5820,00	
		Heading 2 Travel and subsistence allowances = 13.423,80			
		Item 02 travel, accommodation and subsistence			
				7293,80	
				6130,00	
GENERATED BY THE ACTION (R) =	0,00	Heading 3 Services = 29.145,42			
		Item 03 information, publication and dissemination costs 7383,07			
		Item 04 reports and translations costs 4112,00			
		Item 05 Sub-contracting 0,00			
		Item 06 Audits and evaluation costs 0,00			
		Item 07 Costs of services relating to the above eligible direct costs (other services, interpretation, catering) 17650,35			
		Heading 4 Administration = 5.443,33			
Item 08 equipment 1693,33					
Item 09 immovable property 3750,00					
Item 10 charges for financial services 0,00					
Item 11 certificates, deposits, guarantees costs 0,00					
		TOTAL ELIGIBLE DIRECT COSTS (D)		74.766,35	
		ELIGIBLE INDIRECT COSTS (I)			5.233,64
COMMISSION GRANT (S) =	80.000,00	Heading 5 Overheads (flat rate participation to the beneficiary organisation's overheads costs)			
		Item 12: max 7% of above direct cost D and only if the beneficiary is not receiving running cost grants from the Commission 5233,64			
TOTAL INCOME (Tinc=C+S+R)	80.000,00	TOTAL ELIGIBLE COSTS ACCEPTED BY THE COMMISSION (T exp = D + I)			
					80.000,00

Name of organisation:

Name of legal representative:

Place and date:

Signature:

**ELIGIBLE DIRECT COSTS (D)**

**Heading 1: Item 01 - Staff**

Please provide full details on calculation of staff costs and functions performed on a separate sheet  
(See item 2.2.1.1. of the Applicant's guide.)

Name	Name of organisation and function within the organisation	Status	Daily salary cost 1)	Number of days 2)	Total in Euro
<b>Item 01.1: Coordination (transnational and national)</b>					
Moretti Angelo	Solidarietà	Coordinator	72,88	20,00	1457,60
La Motta Giovanni	Forum degli	Director	72,88	20,00	1457,60
Cestroni Nicoletta	Solidarietà	Coordinator	72,88	20,00	1457,60
Maio Miriam	Coop.Sooo. La	Coordinator	72,88	20,00	1457,60
					0,00
					0,00
<b>Total cost Coordination</b>					<b>5830,40</b>
<b>Item 01.2: Staff implicated in project implementation</b>					
Maio Miriam	Coop.Sooo. La Solidarietà	General Organizer	63,74	40,00	2549,60
Nicoletta Cestroni	Coop.Sooo. La Solidarietà	General Organizer	63,74	40,00	2549,60
La Motta Giovanni	Forum degli assessorati	General Organizer	63,74	40,00	2549,60
Moritti Angelo	Coop.Sooo. La Solidarietà	General Organizer	63,74	40,00	2549,60
					0,00
					0,00
					0,00
<b>Total cost project staff</b>					<b>10198,40</b>
<b>Item 01.3: Secretarial costs</b>					
	Forum degli Assessorati	Secretary	56,75	60,00	3405,00
					0,00
					0,00
					0,00
<b>Total cost secretarial costs</b>					<b>3405,00</b>
<b>Item 01.4: Accountancy</b>					
Dott.Fevola Raffeale	Accountant's Office Fevola	Accountant	100,00	15,00	1500,00
					0,00
<b>Total cost accountancy</b>					<b>1500,00</b>
<b>Item 01.5: Other staff</b>					
Dott .Ianniello Alfonso Fabrizio	Project manager	Neikos	90,00	15,00	1350,00
Dott Cardone Daniele	Web design	Neikos	90,00	5,00	450,00
Verdino Roberto	HD and SW	Neikos	90,00	10,00	900,00
					0,00
<b>Total amount of extra personnel costs (if any) recruited for the organisation of conferences(s) and or seminar(s) inserted automatically from the overall overview of the conferences ('Global Budget Conferences' sheet)</b>					<b>3120,00</b>
<b>Total other staff</b>					<b>5820,00</b>

TOTAL STAFF COST

26753,80

- 1) Daily rate=monthly gross salary including social security charges divided by 20 working days
- 2) working days exclusively devoted to the preparation and implementation of proposal



### Heading 3 - Cost for services

#### Item 03 - cost for publications, information and dissemination

(ex.: costs for Leaflets and pamphlets, Newsletters, Press releases, Internet subscriptions, cd rom, video, postage, publishing of reports)

Please add specifications and quotes for amount higher than 1500 EURO

Nature of costs	Quantity	Unit cost	Total cost
Postage	300,00	2,00	600,00
Newsletters	300,00	2,00	600,00
internet subscriptions ASP	1,00	458,07	458,07
Publishing of reports	50,00	2,50	125,00
			0,00
			0,00
			0,00
			0,00
			0,00
Total amount of cost for publications, information and dissemination for conference(s) and or seminar(s) is <i>inserted automatically</i> from the global budget for conferences ('Global Budget Conferences' sheet)			5600,00
TOTAL item 03			7383,07

#### Item 04a - cost for writing reports (excluding conference reports)

Description of cost + indication of number of pages	Quantity	Unit cost	Total cost
Informative pamphlets n18	18,00	10,00	180,00
			0,00
			0,00
			0,00
			0,00
			0,00
The total amount of costs for writing of reports relating to the organisation of conference(s) and or seminar(s) is <i>inserted automatically</i> from the global overview of conferences ('Global Budget Conferences' sheet)			1000,00
TOTAL sub-item 04a			1180,00



Item 04b - Cost for translation (excluding conference reports)				
Description of documents to be translated	Language to .... from..	Cost per page (1 page = 1500 characters without blanks)	Number of pages	total cost
Meeting' s reports	Italian English	24	18	432,00
				0,00
				0,00
				0,00
				0,00
The total amount of costs for reports relating to the organisation of conferences) and or seminars) is inserted automatically from the global overview of conferences ('Global Budget Conferences' sheet)				2500,00
<b>TOTAL sub-item 04b</b>				<b>2932,00</b>
<b>Total item 04 (= 4a + 4b)</b>				
total sub-item 04a	Writing of reports		1	1180,00
total sub-item 04b	Translation of reports			2932,00
<b>TOTAL item 04</b>				<b>4112,00</b>

Item 05 - subcontracting and/or transfer of funds	
Add a Din A4 sheet and indicate (enclose quotes !):	
. the precise name and address of all sub-contractors	
. the precise nature of tasks that will be entrusted to that person/organisation	
. the amount and method of calculation (fully detailed estimate)	
	<b>Total cost</b>
Total cost of item 5 in accordance with enclosed specifications:	0,00
Total amount of subcontracting costs relating to the organisation of conferences) and or seminar(s) is inserted automatically from the global overview of cost for conferences ('Global Budget Conferences' sheet)	
0,00	
<b>TOTAL item 05</b>	<b>0,00</b>

Item 06 - costs for external audit and evaluation	
Add a Din A4 sheet and specify (enclose quotes) :	
. costs for audit and evaluation (calculation and nature of tasks	
. person/organism in charge of these tasks, etc)	
	<b>Total cost</b>
Total cost for external financial audit in accordance with enclosed specifications: Mandatory (see item 1.3. of the Applicant's guide)	0,00
Total cost for evaluation in accordance with enclosed specifications:	0,00
<b>Total item 06</b>	<b>0,00</b>

Item 07a - cost for interpretation and catering for conferences/seminars		
Nature of cost		Total cost
Interpretation (total amount of costs of interpretation relating to the organisation of conference(s) or seminar(s) is <i>inserted automatically</i> from the global overview of cost for conferences ('Global Budget Conferences' sheet))		900,00
Catering (total amount of costs of catering relating to the organisation of conference(s) or seminar(s) is <i>inserted automatically</i> from the global overview of cost for conferences ('Global Budget Conferences' sheet))		16750,35
<b>Total sub-item 07a</b>		<b>17650,35</b>

Item 07b - costs for other services relating to the above direct eligible costs (except running costs if overheads included for in indirect costs)	
Please specify the costs for services and add a Din A4 sheet and quotes if necessary	
direct costs not included in above items, for example for experts or consultants, trainers, etc.	
	total cost
	0,00
Total cost for services according to enclosed specifications:	
	0,00
Total amount of costs for services relating to the organisation of conference(s) and or seminar(s) is <i>inserted automatically</i> from the global overview of cost for conferences ('Global Budget Conferences' sheet))	
	0,00
<b>TOTAL sub-item 07b</b>	<b>0,00</b>

Total item 07 (= 7a + 7b)		
total sub-item 07a	Interpretation and Catering	17650,35
total sub-item 07b	Other services	0,00
<b>Total item 07</b>		<b>17650,35</b>

GRAND TOTAL READING 3		
Items		Total cost
Item 03	information, publication, ...	7383,07
Item 04	writing reports, translation	4112,00
Item 05	subcontracting, transfer of funds	0,00
Item 06	external audit, evaluation	0,00
Item 07a	interpretation, catering for conferences	17650,35
Item 07b	Other services	0,00
<b>GRAND TOTAL</b>		<b>29145,42</b>

#### Heading 4 - Administration

##### Item 08 - Technical Equipment

cost for rental or depreciation of technical equipment acquired/used for the project

Is only eligible:

. Rent (leasing) for a determined period

. linear depreciation for new technical equipment 3 years (software: 2 years); for existing equipment depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated

Example for calculation of depreciation: pc acquired in 2000; worth new 999 €; depreciation  $999:3 \text{ years} = 333 \text{ €/year}$ ; use of the equipment for a period of 6 months; eligible depreciation  $333 \times 0.5 = 166,5 \text{ €}$

Type of equipment	Unit cost of new equipment	Quantity	Eligible cost (depreciation cost per item of equipment)	Total cost
Purchase of a pc	1300,00	1,00	433,33	433,33
Puechase of a projector	1020,00	1,00	510,00	510,00
				0,00
				0,00
				0,00
				0,00
				0,00
Total amount of equipment costs relating to the organisation of conference(s) and or seminar(s) is inserted automatically from the global overview of cost for conferences ('Global Budget Conferences' sheet)				750,00
Total item 08				1693,33

##### Item 09 - Immovable property

(cost of rent of offices or meeting rooms for the duration and the surface explicitly dedicated to the project)

Nature of costs (Location and Name of organisation)	Quantity	Cost of rent per month	Number of months	TOTAL
0	0,00	0,00	0,00	0,00
				0,00
				0,00
				0,00
				0,00
				0,00
Total cost of rental of rooms, etc relating to the organisation of conference(s) and or seminar(s) is inserted automatically from the global overview of cost for conferences ('Global Budget Conferences' sheet)				3750,00
TOTAL item 09				3750,00

##### Item 10 - Charges for financial services

(cost for banking transactions, insurance, etc)

Nature of costs	Quantity	Unit cost	TOTAL
0	0,00	0,00	0,00
			0,00
			0,00
			0,00
			0,00

Total cost of charges for financial services relating to the organisation of conference(s) and/or seminar(s) <i>inserted automatically</i> from the global overview of cost for conferences ('Global Budget Conferences' sheet)	0,00
TOTAL item 10	0,00

Item 11 - Costs for certificates, deposits, guarantees			
Nature of costs	Quantity	Unit cost	TOTAL
	0	0,00	0,00
			0,00
			0,00
<b>TOTAL item 11</b>			<b>0,00</b>

GRAND TOTAL HEADING 4			
Item			TOTAL IN €
Item 08	Equipment		1693,33
Item 09	Immovable property		3750,00
Item 10	Financial charges		0,00
Item 11	Certificates, deposits, guarantees		0,00
<b>GRAND TOTAL</b>			<b>5443,33</b>

Total Direct eligible costs		Total Cost in €
Heading 1	Staff	26753,80
Heading 2	Travel	13423,80
Heading 3	Services	29145,42
Heading 4	Administration	5443,33
<b>TOTAL D</b>		<b>74766,35</b>

#### ELIGIBLE INDIRECT COSTS (I)

##### Heading 5 - INDIRECT ELIGIBLE COSTS - OVERHEADS

Item 12 - max 7% of above direct costs D

Flat rate participation to the beneficiary organisation's overheads cost and only if the beneficiary is not receiving running costs grants from the Commission

Overheads 7%	5233,64
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<b>TOTAL ELIGIBLE COST</b>	<b>80000,00</b>
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**INCOME OF THE ACTION**

**Table 1 - Contribution in kind (K)**

NOT ALLOWED	0
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**Table 2 - BENEFICIARY'S CONTRIBUTION IN CASH (C)**

Contributions		Breakdown (name of organisation and amount) compulsory!
contribution in cash of the applicant from its own resources	0,00	
co-financing in cash from other sources	0,00	
<b>Total of beneficiary's contribution in cash (C)</b>	<b>0,00</b>	

**Table 3 - Revenue generated by the operation (R)**

Revenue generated by the operation is regarded in the calculation of the grant as an own contribution of the beneficiary

Description of revenue	Estimated amount	Details on income and calculation
	0,00	
	0,00	
	0,00	
<b>Total of revenue generated by the operation (R)</b>	<b>0,00</b>	

<b>Total eligible cost of the operation =</b>	<b>80000,00</b>
---	-----------------

<b>Contribution requested from the Commission in €:</b>	<b>80000,00</b>
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<b>Percentage of Commission grant in relation to total cost</b>	<b>100,00</b>
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Excel will automatically calculate this percentage !

Global budget conferences VP/2004/05

IMPORTANT !!!

DO NOT FILL IN THIS SHEET, WILL BE AUTOMATICALLY DONE FOR YOU BY EXCEL ONCE YOU HAVE FILLED IN THE DETAILED CONFERENCE BUDGET SHEETS (BUD CONF 1, BUD CONF 2, ...)

Totals of specific conference budgets : costs of this global budget of the conferences will be automatically inserted in detailed budget of the operation

	1	2	3	4	5	6	7	8	TOTAL
<b>HEADING 1 - STAFF COST</b>	<b>480,00</b>	<b>480,00</b>	<b>960,00</b>	<b>600,00</b>	<b>600,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>3.120,00</b>
Extra staff hired for event	480,00	480,00	960,00	600,00	600,00	0,00	0,00	0,00	
<b>HEADING 2 - TRAVEL/SUBSISTENCE</b>	<b>2.146,00</b>	<b>3.705,00</b>	<b>2.784,00</b>	<b>1.208,00</b>	<b>2.857,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>12.700,00</b>
Travel	946,00	2.205,00	1.704,00	608,00	1.357,00	0,00	0,00	0,00	6.820,00
Subsistence	1.200,00	1.500,00	1.080,00	600,00	1.500,00	0,00	0,00	0,00	5.880,00
<b>HEADING 3 - SERVICES</b>	<b>5.475,07</b>	<b>5.462,57</b>	<b>5.162,57</b>	<b>5.175,07</b>	<b>5.475,07</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>26.750,35</b>
Information, publication	1.125,00	1.112,50	1.112,50	1.125,00	1.125,00	0,00	0,00	0,00	5.600,00
Writing conference reports	200,00	200,00	200,00	200,00	200,00	0,00	0,00	0,00	1.000,00
Translations of conference reports	500,00	500,00	500,00	500,00	500,00	0,00	0,00	0,00	2.500,00
Subcontracting	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Interpreters	300,00	300,00	0,00	0,00	300,00	0,00	0,00	0,00	900,00
Catering	3.350,07	3.350,07	3.350,07	3.350,07	3.350,07	0,00	0,00	0,00	16.750,35
Other services	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
<b>HEADING 4 - ADMINISTRATION</b>	<b>900,00</b>	<b>900,00</b>	<b>900,00</b>	<b>900,00</b>	<b>900,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>4.500,00</b>
Technical equipment	150,00	150,00	150,00	150,00	150,00	0,00	0,00	0,00	750,00
Rental of meeting rooms	750,00	750,00	750,00	750,00	750,00	0,00	0,00	0,00	3.750,00
Financial services	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
<b>TOTAL FOR EVENT (s)</b>	<b>9.001,07</b>	<b>10.547,57</b>	<b>9.806,57</b>	<b>7.883,07</b>	<b>9.832,07</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>47.070,35</b>

BUDGET FOR SEMINAR/CONFERENCE - N°1: .....

*One separate budget for each conference/seminar - Please indicate the Location and Date of the event here above*

**DIRECT ELIGIBLE COSTS (D)**

**HEADING 1 - item 01.5 - EXTRA STAFF HIRED FOR THE EVENT**

Please provide full details on calculation of staff cost and functions performed on a separate sheet

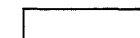
Name	Function 1)	How is this person recruited? 2)	Daily rate (3)	Number of days 4)	TOTAL
Dott.sa Gerelli Claudia	speaker	Expert contract	80,00	3,00	240,00
Dott.sa Lorini Giovanna	speaker	Expert contract	80,00	3,00	240,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
<b>TOTAL</b>					<b>480,00</b>

1) Describe function during event

2) Describe how this person is recruited: expert contract, appointment of employee?

3) Daily rate = monthly gross salary including social security charges divided by 20 working days

4) working days exclusively devoted to the event preparation and implementation





**HEADING 2 - item 02 - TRAVEL AND SUBSISTENCE COST 1)**

Please keep in mind that Subsistence costs are allowed only for people travelling to a meeting place distant of 100Km from their usual place of work.

Travel from ... to...	Means of transport	Travel cost per person	Number of persons	Travel sub-total	subsistence cost per person	Number of persons	Number of days	Subsistence sub total	TOTAL
Bucarest- Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Bucarest- Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Roma - Benevento	train	62,00	1,00	62,00	100,00	1,00	3,00	300,00	362,00
Roma - Benevento	train	62,00	1,00	62,00	100,00	1,00	3,00	300,00	362,00
		0,00	0,00	0,00	0,00	0,00		0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
				946,00				1200,00	2146,00

1) see for maximum amounts the Applicants' guide

**HEADING 3 - COST FOR SERVICES RELATING TO CONFERENCES**

<b>item 03 cost for information, publication and dissemination</b>			
<b>(costs for lay-out, printing, postage of conference publications, programmes, reports, posters, etc.)</b>			
<b>Description of costs</b>	<b>Quantity</b>	<b>Unit cost</b>	<b>Total cost</b>
Invitation cards	200,00	0,25	50,00
Advertisements	50,00	1,50	75,00
brochures	200,00	3,00	600,00
programmes	200,00	2,00	400,00
			0,00
<b>TOTAL item 03</b>			<b>1125,00</b>

<b>item 04a cost for writing reports for conference</b>			
<b>Description of cost+number of pages</b>	<b>Quantity</b>	<b>Unit cost</b>	<b>Total cost</b>
Writing reports n 20	20,00	10,00	200,00
			0,00
			0,00
			0,00
<b>TOTAL sub item 4a</b>			<b>200,00</b>

<b>item 04b Cost for translation of conference reports</b>				
<b>Description of documents to be translated</b>	<b>Language to .... from..</b>	<b>Cost per page (1 page = 1500 characters without blanks)</b>	<b>Number of pages</b>	<b>total cost</b>
Writing reports	Italian English	25,00	20,00	500,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL sub item 4b</b>				<b>500,00</b>
<b>Total 4 (= 4a +4b)</b>				
total sub item 4a	Writing of reports			200,00
total sub item 4b	Translation of conference reports			500,00
<b>TOTAL</b>				<b>700,00</b>

item 5) sub-contracting and/or transfer of funds			
Add a Din A4 sheet and indicate (enclose quotes !):			
. the precise name and address of all sub-contractors			
. the precise nature of tasks that will be entrusted to that person/organisation			
. the amount and method of calculation (fully detailed estimate)			
			Amount
Total cost of subcontracting per enclosed specifications: ... (specify the reference/n° of your enclosure)			0,00
TOTAL item 05			0,00

item 07a 1) fees for interpreters (including their travel and subsistence costs)				
Languages: from ... to.. (one language per line)	Number of interpreters	Number of days	Cost per day	Total cost
Italian English	1	3,00	100,00	300,00
				0,00
				0,00
				0,00
				0,00
Total sub item 7a 1)				300,00

item 7a 2) cost of catering during the conference/seminar			
Type of catering and number of persons	cost per item	number of days	Total cost
Coffe break for 100 persons	291,00	3,00	873,00
Lunch a Buffet for 100 persons	825,69	3,00	2477,07
Total sub item 7a 2)			3350,07
Total of 7a (= 7a 1) and 7a 2)			Total cost
total sub item 7a 1)	interpreters		300,00
total sub item 7a 2)	catering		3350,07
TOTAL			3650,07

item 07b) costs for other services relating to the above direct eligible costs	
(except running costs if overheads included for in indirect costs)	
Please specify the costs for services and add a Din A4 sheet and quotes if necessary	
direct costs not included in items a) b) c) d), for example expert or consultant fees, trainers, etc	
	Amount
Total cost for services as per enclosed specifications: ... (specify the reference/n° of your enclosure)	0,00
TOTAL item 07b	0,00

**HEADING 4 - ADMINISTRATION COSTS**

**Item 08 Technical equipment**

Rent of equipment for the conference (overheads, booths for interpreters, etc.) No purchase allowed !

Type of equipment	Number of days	Quantity	Price of rent of equipment per day	TOTAL
Technical equipment	3,00	1,00	50,00	150,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>150,00</b>

**Item 09 Immovable property**

cost of meeting/conference rooms rented for the event

Nature of cost	Quantity	Cost of rent per day	Number of days	TOTAL
Rent of a lecture room	1,00	250,00	3,00	750,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>750,00</b>

**Item 10 Charges for financial services**

(cost for financial services, insurance, etc)

Nature of cost	Quantity	Unit price	TOTAL
			0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

**TOTAL COST OF SEMINAR/CONFERENCE**

Item	Cost
Heading 1 - Extra staff	480,00
Heading 2 - Travel and subsistence	2146,00
Heading 3 - Services	5475,07
Heading 4 - Administrative costs	900,00
<b>TOTAL COST</b>	<b>9001,07</b>

BUDGET FOR SEMINAR/CONFERENCE - N°2: .....

*One separate budget for each conference/seminar - Please indicate the Location and Date of the event here above*

**DIRECT ELIGIBLE COSTS (D)**

**HEADING 1 - item 01.5 - EXTRA STAFF HIRED FOR THE EVENT**

Please provide full details on calculation of staff cost and functions performed on a separate sheet

Name	Function 1)	How is this person recruited? 2)	Daily rate (3)	Number of days 4)	TOTAL
Dott. Tassano Roberto	speaker	Expert contract	80,00	3,00	240,00
Dott. Pesce Anilcare	speaker	Expert contract	80,00	3,00	240,00
	speaker	Expert contract	80,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
<b>TOTAL</b>					<b>480,00</b>

- 1) Describe function during event
- 2) Describe how this person is recruited: expert contract, appointment of employee?
- 3) Daily rate = monthly gross salary including social security charges divided by 20 working days
- 4) working days exclusively devoted to the event preparation and implementation

**HEADING 2 - item 02 - TRAVEL AND SUBSISTENCE COST 1)**

Please keep in mind that Subsistence costs are allowed only for people travelling to a meeting place distant of 100Km from their usual place of work.

Travel from ... to...	Means of transport	Travel cost per person	Number of persons	Travel sub-total	subsistence cost per person	Number of persons	Number of days	Subsistence sub total	TOTAL
Bruxsell Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Bruxsell Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Bruxsell Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Genova- Napoli	aeroplane	486,00	1,00	486,00	100,00	1,00	3,00	300,00	786,00
Genova- Napoli	aeroplane	486,00	1,00	486,00	100,00	1,00	3,00	300,00	786,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
				2205,00				1500,00	3705,00

1) see for maximum amounts the Applicants' guide

**HEADING 3 - COST FOR SERVICES RELATING TO CONFERENCES**

<b>Item 03: cost for information, publication and dissemination</b> (costs for lay-out, printing, postage of conference publications, programmes, reports, posters, etc.)			
Description of costs	Quantity	Unit cost	Total cost
Invitation cards	200,00	0,25	50,00
Advertisements	50,00	1,25	62,50
brochures	200,00	3,00	600,00
programmes	200,00	2,00	400,00
			0,00
<b>TOTAL item 03</b>			<b>1112,50</b>

<b>Item 04a: cost for writing reports for conference</b>			
Description of cost+number of pages	Quantity	Unit cost	Total cost
Writing reports n 20	20,00	10,00	200,00
			0,00
			0,00
			0,00
<b>TOTAL sub item 4a</b>			<b>200,00</b>

<b>Item 04b: Cost for translation of conference reports</b>				
Description of documents to be translated	Language to .... from..	Cost per page (1 page = 1500 characters without blanks)	Number of pages	total cost
Writing reports	Italian English	25,00	20,00	500,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL sub item 4b</b>				<b>500,00</b>
<b>Total 4 (= 4a +4b)</b>				
total sub item 4a	Writing of reports			200,00
total sub item 4b	Translation of conference reports			500,00
<b>TOTAL</b>				<b>700,00</b>

item 5 sub-contracting and/or transfer of funds	
Add a Din A4 sheet and indicate (enclose quotes !):	
. the precise name and address of all sub-contractors	
. the precise nature of tasks that will be entrusted to that person/organisation	
. the amount and method of calculation (fully detailed estimate)	
	<b>Amount</b>
Total cost of subcontracting per enclosed specifications: ... (specify the reference/n° of your enclosure)	0,00
<b>TOTAL item 05</b>	<b>0,00</b>

item 07a 1) fees for interpreters (including their travel and subsistence costs)				
Languages: from ... to.. (one language per line)	Number of interpreters	Number of days	Cost per day	Total cost
Italian English	1	3,00	100,00	300,00
				0,00
				0,00
				0,00
				0,00
<b>Total sub item 7a 1)</b>				<b>300,00</b>

item 7a 2) cost of catering during the conference/seminar			
Type of catering and number of persons	cost per item	number of days	Total cost
Coffe break for 100 persons	291,00	3,00	873,00
Lunch a Buffet for 100 persons	825,69	3,00	2477,07
<b>Total sub item 7a 2)</b>			<b>3350,07</b>
<b>Total of 7a (= 7a 1) and 7a 2)</b>			<b>Total cost</b>
total sub item 7a 1)	interpreters		300,00
total sub item 7a 2)	catering		3350,07
<b>TOTAL</b>			<b>3650,07</b>

item 07b costs for other services relating to the above direct eligible costs (except running costs if overheads included for indirect costs) Please specify the costs for services and add a Din A4 sheet and quotes if necessary direct costs not included in items a) b) c) d), for example expert or consultant fees, trainers, etc	
	<b>Amount</b>
Total cost for services as per enclosed specifications: ... (specify the reference/n° of your enclosure)	0,00
<b>TOTAL item 07b</b>	<b>0,00</b>



**HEADING 4 - ADMINISTRATION COSTS****item 08 Technical equipment**

Rent of equipment for the conference (overheads, booths for interpreters, etc.)

No purchase allowed !

Type of equipment	Number of days	Quantity	Price of rent of equipment per day	TOTAL
Technical equipment	3,00	1,00	50,00	150,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>150,00</b>

**item 09 Immovable property**

cost of meeting/conference rooms rented for the event

Nature of cost	Quantity	Cost of rent per day	Number of days	TOTAL
Rent of a lecture room	1,00	250,00	3,00	750,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>750,00</b>

**item 10 Charges for financial services**

(cost for financial services, insurance, etc)

Nature of cost	Quantity	Unit price	TOTAL
			0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

**TOTAL COST OF SEMINAR/CONFERENCE**

Item	Cost
Heading 1 - Extra staff	480,00
Heading 2 - Travel and subsistence	3705,00
Heading 3 - Services	5462,57
Heading 4 - Administrative costs	900,00
<b>TOTAL COST</b>	<b>10547,57</b>

BUDGET FOR SEMINAR/CONFERENCE - N°3: .....

*One separate budget for each conference/seminar - Please indicate the Location and Date of the event here above*

**DIRECT ELIGIBLE COSTS (D)**

**HEADING 1 - item 01.5 - EXTRA STAFF HIRED FOR THE EVENT**

Please provide full details on calculation of staff cost and functions performed on a separate sheet

Name	Function 1)	How is this person recruited? 2)	Daily rate (3)	Number of days 4)	TOTAL
Dott Zefiro Giancarlo	speaker	Expert contract	80,00	3,00	240,00
Dott. Ghiotti Cristina	speaker	Expert contract	80,00	3,00	240,00
Dott Castegnaro Alessandro	speaker	Expert contract	80,00	3,00	240,00
Dott Marocchi Gianfranco	speaker	Expert contract	80,00	3,00	240,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
<b>TOTAL</b>					<b>960,00</b>

1) Describe function during event

2) Describe how this person is recruited: expert contract, appointment of employee?

3) Daily rate = monthly gross salary including social security charges divided by 20 working days

4) working days exclusively devoted to the event preparation and implementation



**HEADING 3 - COST FOR SERVICES RELATING TO CONFERENCES**

<b>Item 03 cost for information, publication and dissemination</b>			
<b>(costs for lay-out, printing, postage of conference publications, programmes, reports, posters, etc.)</b>			
<b>Description of costs</b>	<b>Quantity</b>	<b>Unit cost</b>	<b>Total cost</b>
Invitation cards	200,00	0,25	50,00
Advertisements	50,00	1,25	62,50
brochures	200,00	3,00	600,00
programmes	200,00	2,00	400,00
			0,00
<b>TOTAL item 03</b>			<b>1112,50</b>

<b>Item 04a cost for writing reports for conference</b>			
<b>Description of cost+number of pages</b>	<b>Quantity</b>	<b>Unit cost</b>	<b>Total cost</b>
Writing reports n 20	20,00	10,00	200,00
			0,00
			0,00
			0,00
<b>TOTAL sub item 4a</b>			<b>200,00</b>

<b>Item 04b Cost for translation of conference reports</b>				
<b>Description of documents to be translated</b>	<b>Language to .... from..</b>	<b>Cost per page (1 page = 1500 characters without blanks)</b>	<b>Number of pages</b>	<b>total cost</b>
Writing reports	Italian English	25,00	20,00	500,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL sub item 4b</b>				<b>500,00</b>
<b>Total 4 (= 4a +4b)</b>				
total sub item 4a	Writing of reports			200,00
total sub item 4b	Translation of conference reports			500,00
<b>TOTAL</b>				<b>700,00</b>

item 5 sub-contracting and/or transfer of funds			
Add a Din A4 sheet and indicate (enclose quotes !):			
. the precise name and address of all sub-contractors			
. the precise nature of tasks that will be entrusted to that person/organisation			
. the amount and method of calculation (fully detailed estimate)			
			<b>Amount</b>
Total cost of subcontracting per enclosed specifications:			0,00
... (specify the reference/n° of your enclosure)			
TOTAL item 05			0,00

item 07a 1) fees for interpreters (including their travel and subsistence costs)				
Languages: from ... to.. (one language per line)	Number of interpreters	Number of days	Cost per day	Total cost
0	0	0,00	0,00	0,00
				0,00
				0,00
				0,00
				0,00
Total sub item 7a 1)				0,00

item 7a 2) cost of catering during the conference/seminar			
Type of catering and number of persons	cost per item	number of days	Total cost
Coffe break for 100 persons	291,00	3,00	873,00
Lunch a Buffet for 100 persons	825,69	3,00	2477,07
Total sub item 7a 2)			3350,07
Total of 7a (= 7a 1) and 7a 2)			Total cost
total sub item 7a 1)	interpreters		0,00
total sub item 7a 2)	catering		3350,07
TOTAL			3350,07

item 07b costs for other services relating to the above direct eligible costs (except running costs if overheads included for in indirect costs)	
Please specify the costs for services and add a Din A4 sheet and quotes if necessary direct costs not included in items a) b) c) d), for example expert or consultant fees, trainers,etc	
	<b>Amount</b>
Total cost for services as per enclosed specifications:	0,00
... (specify the reference/n° of your enclosure)	
TOTAL item 07b	0,00

**HEADING 4 - ADMINISTRATION COSTS****item 08 Technical equipment**

Rent of equipment for the conference (overheads, booths for interpreters, etc.)

No purchase allowed !

Type of equipment	Number of days	Quantity	Price of rent of equipment per day	TOTAL
Technical equipment	3,00	1,00	50,00	150,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>150,00</b>

**item 09 Immovable property**

cost of meeting/conference rooms rented for the event

Nature of cost	Quantity	Cost of rent per day	Number of days	TOTAL
Rent of a lecture room	1,00	250,00	3,00	750,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>750,00</b>

**item 10 Charges for financial services**

(cost for financial services, insurance, etc)

Nature of cost	Quantity	Unit price	TOTAL
	0	0,00	0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

**TOTAL COST OF SEMINAR/CONFERENCE**

Item	Cost
Heading 1 - Extra staff	960,00
Heading 2 - Travel and subsistence	2784,00
Heading 3 - Services	5162,57
Heading 4 - Administrative costs	900,00
<b>TOTAL COST</b>	<b>9806,57</b>

## BUDGET FOR SEMINAR/CONFERENCE - N°4: .....

*One separate budget for each conference/seminar - Please indicate the Location and Date of the event here above*

**DIRECT ELIGIBLE COSTS (D)****HEADING 1 - item 01.5 - EXTRA STAFF HIRED FOR THE EVENT**

Please provide full details on calculation of staff cost and functions performed on a separate sheet

Name	Function 1)	How is this person recruited? 2)	Daily rate (3)	Number of days 4)	TOTAL
Dott Tassano Roberto	speaker	Expert contract	100,00	3,00	300,00
Dott. Pesce Amilcare	speaker	Expert contract	100,00	3,00	300,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
<b>TOTAL</b>					<b>600,00</b>

1) Describe function during event

2) Describe how this person is recruited: expert contract, appointment of employee?

3) Daily rate = monthly gross salary including social security charges divided by 20 working days

4) working days exclusively devoted to the event preparation and implementation





## HEADING 3 - COST FOR SERVICES RELATING TO CONFERENCES

item 03 cost for information, publication and dissemination (costs for lay-out, printing, postage of conference publications, programmes, reports, posters, etc.)			
Description of costs	Quantity	Unit cost	Total cost
Invitation cards	200,00	0,25	50,00
Advertisements	50,00	1,50	75,00
brochures	200,00	3,00	600,00
programmes	200,00	2,00	400,00
			0,00
<b>TOTAL item 03</b>			<b>1125,00</b>

item 04a cost for writing reports for conference			
Description of cost+number of pages	Quantity	Unit cost	Total cost
Writing reports n 20	20,00	10,00	200,00
			0,00
			0,00
			0,00
<b>TOTAL sub item 4a</b>			<b>200,00</b>

item 04b Cost for translation of conference reports				
Description of documents to be translated	Language to .... from..	Cost per page (1 page = 1500 characters without blanks)	Number of pages	total cost
Writing reports	Italian English	25,00	20,00	500,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL sub item 4b</b>				<b>500,00</b>
Total 4 (= 4a +4b)				
total sub item 4a	Writing of reports			200,00
total sub item 4b	Translation of conference reports			500,00
<b>TOTAL</b>				<b>700,00</b>

item 5 sub-contracting and/or transfer of funds			
Add a Din A4 sheet and indicate (enclose quotes !):			
. the precise name and address of all sub-contractors			
. the precise nature of tasks that will be entrusted to that person/organisation			
. the amount and method of calculation (fully detailed estimate)			
			<b>Amount</b>
Total cost of subcontracting per enclosed specifications: ... (specify the reference/n° of your enclosure)			0,00
<b>TOTAL item 05</b>			<b>0,00</b>

item 07a 1) fees for interpreters (including their travel and subsistence costs)				
Languages: from ... to.. (one language per line)	Number of interpreters	Number of days	Cost per day	Total cost
0	0	0,00	0,00	0,00
				0,00
				0,00
				0,00
				0,00
<b>Total sub item 7a 1)</b>				<b>0,00</b>

item 7a 2) cost of catering during the conference/seminar			
Type of catering and number of persons	cost per item	number of days	Total cost
Coffe break for 100 persons	291,00	3,00	873,00
Lunch a Buffet for 100 persons	825,69	3,00	2477,07
<b>Total sub item 7a 2)</b>			<b>3350,07</b>
<b>Total of 7a (= 7a 1) and 7a 2)</b>			<b>Total cost</b>
total sub item 7a 1)	interpreters		0,00
total sub item 7a 2)	catering		3350,07
<b>TOTAL</b>			<b>3350,07</b>

item 07b costs for other services relating to the above direct eligible costs (except running costs if overheads included for in indirect costs)	
Please specify the costs for services and add a Din A4 sheet and quotes if necessary	
direct costs not included in items a) b) c) d), for example expert or consultant fees, trainers, etc	
	<b>Amount</b>
Total cost for services as per enclosed specifications: ... (specify the reference/n° of your enclosure)	0,00
<b>TOTAL item 07b</b>	<b>0,00</b>

**HEADING 4 - ADMINISTRATION COSTS**

**Item 08 Technical equipment**

Rent of equipment for the conference (overheads, booths for interpreters, etc.) No purchase allowed !

Type of equipment	Number of days	Quantity	Price of rent of equipment per day	TOTAL
Technical equipment	3,00	1,00	50,00	150,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>150,00</b>

**Item 09 Immovable property**

cost of meeting/conference rooms rented for the event

Nature of cost	Quantity	Cost of rent per day	Number of days	TOTAL
Rent of a lecture room	1,00	250,00	3,00	750,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>750,00</b>

**Item 10 Charges for financial services**

(cost for financial services, insurance, etc)

Nature of cost	Quantity	Unit price	TOTAL
	0	0,00	0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

**TOTAL COST OF SEMINAR/CONFERENCE**

Item	Cost
Heading 1 - Extra staff	600,00
Heading 2 - Travel and subsistence	1208,00
Heading 3 - Services	5175,07
Heading 4 - Administrative costs	900,00
<b>TOTAL COST</b>	<b>7883,07</b>

BUDGET FOR SEMINAR/CONFERENCE - N°5: .....

*One separate budget for each conference/seminar - Please indicate the Location and Date of the event here above*

**DIRECT ELIGIBLE COSTS (D)**

**HEADING 1 - item 01.5 - EXTRA STAFF HIRED FOR THE EVENT**

Please provide full details on calculation of staff cost and functions performed on a separate sheet

Name	Function 1)	How is this person recruited? 2)	Daily rate (3)	Number of days 4)	TOTAL
	speaker	Expert contract	100,00	3,00	300,00
	speaker	Expert contract	100,00	3,00	300,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
			0,00	0,00	0,00
<b>TOTAL</b>					<b>600,00</b>

1) Describe function during event

2) Describe how this person is recruited: expert contract, appointment of employee?

3) Daily rate = monthly gross salary including social security charges divided by 20 working days

4) working days exclusively devoted to the event preparation and implementation

**HEADING 2 - item 02 - TRAVEL AND SUBSISTENCE COST 1)**

Please keep in mind that Subsistence costs are allowed only for people travelling to a meeting place distant of 100Km from their usual place of work.

Travel from ... to...	Means of transport	Travel cost per person	Number of persons	Travel sub-total	subsistence cost per person	Number of persons	Number of days	Subsistence sub total	TOTAL
Bucarest- Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Bucarest- Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Bucarest- Roma	aeroplane	411,00	1,00	411,00	100,00	1,00	3,00	300,00	711,00
Roma - Benevento	train	62,00	1,00	62,00	100,00	1,00	3,00	300,00	362,00
Roma - Benevento	train	62,00	1,00	62,00	100,00	1,00	3,00	300,00	362,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
				1357,00				1500,00	2857,00

1) see for maximum amounts the Applicants' guide

## HEADING 3 - COST FOR SERVICES RELATING TO CONFERENCES

Item 03 cost for information, publication and dissemination (costs for lay-out, printing, postage of conference publications, programmes, reports, posters, etc.)			
Description of costs	Quantity	Unit cost	Total cost
Invitation cards	200,00	0,25	50,00
Advertisements	50,00	1,50	75,00
brochures	200,00	3,00	600,00
programmes	200,00	2,00	400,00
			0,00
<b>TOTAL item 03</b>			<b>1125,00</b>

Item 04a cost for writing reports for conference			
Description of cost+number of pages	Quantity	Unit cost	Total cost
Writing reports n 20	20,00	10,00	200,00
			0,00
			0,00
			0,00
<b>TOTAL sub item 4a</b>			<b>200,00</b>

Item 04b Cost for translation of conference reports				
Description of documents to be translated	Language to .... from..	Cost per page (1 page = 1500 characters without blanks)	Number of pages	total cost
Writing reports	Italian English	25,00	20,00	500,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL sub item 4b</b>				<b>500,00</b>
<b>Total 4 (= 4a +4b)</b>				
total sub item 4a	Writing of reports			200,00
total sub item 4b	Translation of conference reports			500,00
<b>TOTAL</b>				<b>700,00</b>

item 5 sub-contracting and/or transfer of funds			
Add a Din A4 sheet and indicate (enclose quotes !):			
. the precise name and address of all sub-contractors			
. the precise nature of tasks that will be entrusted to that person/organisation			
. the amount and method of calculation (fully detailed estimate)			
			<b>Amount</b>
Total cost of subcontracting per enclosed specifications:			0,00
... (specify the reference/n° of your enclosure)			
<b>TOTAL item 05</b>			<b>0,00</b>

item 07a 1) fees for interpreters (including their travel and subsistence costs)				
Languages: from ... to.. (one language per line)	Number of interpreters	Number of days	Cost per day	Total cost
Italian English	1	3,00	100,00	300,00
				0,00
				0,00
				0,00
				0,00
<b>Total sub item 7a 1)</b>				<b>300,00</b>

item 7a 2) cost of catering during the conference/seminar			
Type of catering and number of persons	cost per item	number of days	Total cost
Coffe break for 100 persons	291,00	3,00	873,00
Lunch a Buffet for 100 persons	825,69	3,00	2477,07
<b>Total sub item 7a 2)</b>			<b>3350,07</b>
<b>Total of 7a (= 7a 1) and 7a 2)</b>			<b>Total cost</b>
total sub item 7a 1)	interpreters		300,00
total sub item 7a 2)	catering		3350,07
<b>TOTAL</b>			<b>3650,07</b>

item 07b costs for other services relating to the above direct eligible costs	
(except running costs if overheads included for in indirect costs)	
Please specify the costs for services and add a Din A4 sheet and quotes if necessary	
direct costs not included in items a) b) c) d), for example expert or consultant fees, trainers,etc	
	<b>Amount</b>
Total cost for services as per enclosed specifications:	0,00
... (specify the reference/n° of your enclosure)	
<b>TOTAL item 07b</b>	<b>0,00</b>

**HEADING 4 - ADMINISTRATION COSTS****Item 08 Technical equipment**

Rent of equipment for the conference (overheads, booths for interpreters, etc.)

No purchase allowed !

Type of equipment	Number of days	Quantity	Price of rent of equipment per day	TOTAL
Technical equipment	3,00	1,00	50,00	150,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>150,00</b>

**Item 09 Immovable property**

cost of meeting/conference rooms rented for the event

Nature of cost	Quantity	Cost of rent per day	Number of days	TOTAL
Rent of a lecture room	1,00	250,00	3,00	750,00
				0,00
				0,00
				0,00
				0,00
<b>TOTAL</b>				<b>750,00</b>

**Item 10 Charges for financial services**

(cost for financial services, insurance, etc)

Nature of cost	Quantity	Unit price	TOTAL
	0	0,00	0,00
			0,00
			0,00
			0,00
<b>TOTAL</b>			<b>0,00</b>

**TOTAL COST OF SEMINAR/CONFERENCE**

Item	Cost
Heading 1 - Extra staff	600,00
Heading 2 - Travel and subsistence	2857,00
Heading 3 - Services	5475,07
Heading 4 - Administrative costs	900,00
<b>TOTAL COST</b>	<b>9832,07</b>