

RECOMMENDED FINANCIAL CAPS FOR CERTAIN EXPENDITURE

1.1 PAYROLL EXPENSES AND SELECTED SERVICES

Expense	Recommended limit ¹
Project coordinator, financial manager and accountant, publicity manager	30 EUR/h 2000 EUR/month
Professional activities - experts, lawyers, lecturers, consultants, auditors, interpreters - experience in the field of at least 5 years	40 EUR/h 3500 EUR/month
Professional activities - experts, lawyers, lecturers, consultants, auditors, interpreters - experience in the field of at least 5 years	25 EUR/h 3000 EUR/month
Service staff - organizers, cleaning, auxiliary workforce	10 EUR/h 1000 EUR/month
Public procurement - awarding an over-the-threshold contract	3000 EUR/contract
Public procurement - awarding a sub-threshold contract	1500 EUR/contract
Programming of websites, portals and information systems maintenance	50 EUR/h 150 EUR/month
Translator	20 EUR/sp
Interpreter	30 EUR/hour
Proofreaders in the original language	4 EUR/sp
Proofreaders in a foreign language	8 EUR/sp
Construction supervision	Max 2.5% of eligible construction costs

¹For staff expenditure, the limit is given by their gross salary. The eligible expenditure is the total cost of labor.
Limits do not apply to foreign partners!

1.2 FINANCIAL CAPS ON TRAVEL EXPENSES AND COSTS REIMBURSEMENT

Reimbursement of travel expenses	Recommended limit
The flat rate reimbursement covers the costs of accommodation, meals, travel insurance, local transport at the business trip location and the necessary additional expenses	According to Annex no. 2 to the Guideline
Return tickets by destination	Norway, Liechtenstein ² - 340 EUR Iceland - 450 EUR Iceland out of season ³ - 675 EUR Remote regions of Norway ⁴ - 510 EUR Remote regions of Iceland ⁵ - 675 EUR Remote regions of Iceland out of season - 900 EUR
Transport inside the Slovak Republic	According to Annex no. 2 to the Guideline
Transport by bus (outside Slovakia)	The full price of the ticket (including the seat reservation price and the baggage fee)
Train transport (outside Slovakia)	The full price of an economy ticket (including the seat reservation price)
Use of other than a company car for transport (outside Slovakia)	Ineligible

1.3 FINANCIAL CAPS ON COMPUTER EQUIPMENT⁶

Item	Recommended limit
Laptop	600 EUR/piece including accessories
Desktop	700 EUR/piece, of which: Computer - 500 EUR/piece, Monitor - 100 EUR/piece Accessories (mouse, keyboard, speakers, etc.) - 50 EUR, operating system - 100 EUR
Data Storage	300 EUR/piece

²Flights to Switzerland

³Flights to Iceland out of season are considered to be all flights except for flights during the main tourist season (June - August)

⁴All areas of Norway except Trøndelag, Hordaland, Rogaland, Vest-Agder, Akershus, Oslo

⁵All areas of Iceland except the capital region and the southern peninsula

⁶These items are mostly small tangible assets and should not be included in the project budget with the equipment, but with the material and inventory costs. Taking into account commonly used terminology, they are listed in this section.

Beamer	500 EUR/piece
Camera	120 EUR/piece
Video Camera	200 EUR/piece
Multifunction printer	200 EUR/piece
Black and white A4 printer	120 EUR/piece
A4 color printer ⁷	350 EUR/piece
Image scanner	70 EUR/piece
Memory stick	8 EUR/piece
Software for editing and writing text, for working with spreadsheets and for preparing presentations	120 EUR/license
Antivirus software	40 EUR/license

1.4 CAPS ON RENTAL EXPENDITURE

1. Rental of the Project Promoter's or the Partner's premises (including a beamer and other aids)	Recommended limit
Rental of premises for events and trainings	100 EUR/day
2. Rental of external premises (including a beamer and other aids)	Recommended limit
Rental of premises for events and trainings in Slovakia and in countries other than donor states - launching and closing conference	350 EUR/day
Rental of premises for events and trainings in Slovakia and in countries other than donor states - workshops and other events	150 EUR/day
Rental of premises for events and trainings in Norway, Iceland or Liechtenstein	550 EUR/day

⁷It is necessary to provide a justification as to why a color printer is needed

1.5 CAPS ON PUBLICITY SPENDING

Type of promotional / information material / measure	Recommended limit
Creation and printing of promotional documents (including graphic design - brochures, flyers)	up to 10 pages max. 2.00 EUR/1 pc over 10 pages max. 4.00 EUR/1 pc
Creation and printing of posters (including graphic design)	10 EUR/1pc
Rollups	Creation (graphic design) - 120 EUR
	Production - 85 EUR/1pc
Pens (including printed design)	0.9 EUR/1pc
Pencils	0.5 EUR/1pc
Memory sticks (including printed design)	8 EUR/1pc
PE Bags (including printed design)	3 EUR/1pc
Other bags (shopping bags, bags for documents, etc.)	5 EUR/1pc
Umbrellas (including printed design)	7 EUR/1pc
T-shirts, polo shirts, sweatshirts (including printed design)	10 EUR/1pc
Scarves, shawls (including printed design)	5 EUR/1pc
Calendars (including printed design)	3.5 EUR/1pc
Notepads (including printed design)	1.5 EUR/1pc
Document folders (including printed design)	1 EUR/1pc
Diaries (including printed design)	9 EUR/1pc
Cups (including printed design)	3.8 EUR/1pc
Business Cards	0.3 EUR/1pc
Keychains (including printed design)	1 EUR/1pc

Thermoses (including printed design)	20 EUR/1pc
Lanterns, lamps (including printed design)	4 EUR/1pc
Business card cases (including printed design)	3 EUR/1pc
Property labels and stickers	0.4 EUR/1pc
Advertising (including graphic editing)	According to current price lists
Interviews and radio spots	Production - max. 1500 EUR/spot
	According to current price lists
TV spots - regional	Production - max. 2000 EUR/spot
	According to current price lists
TV spots - nationwide	Production - max. 3000 EUR/spot
	According to current price lists
Domain registration	15 EUR / domain / year
Project website - active	Creation (architecture, design, flash animations, banners, license, content management system, etc.) - 2000 EUR
Project website - passive	Creation (architecture, design, license, content management system, etc.) - 1000 EUR
Web hosting for general publicity purposes (e.g., running a simple website)	10 EUR/month