**CIVITAS Activity Fund for CIVINET Activities – INSTRUCTIONS**

(on how to complete 2. CIVINET\_ActivityFund\_ApplForm\_2017\_ActivityAndBudget\_Detail)

**SHEET 1 – DESCRIPTION OF ACTIVITIES**

Please complete the table on the sheet “Activity Description” with the relevant details and information for each activity as follows:

* Column A – Activity Number   
  Activities are listed in numerical order. These can either be in the order of the activity date or by activity type.
* Column B – Activity Type  
  Please list the kind of activity, e.g. Capacity building events; Transfer and take-up activity; CIVITAS Dissemination or Other activities.
* Column C – Activity Details  
  Please give a description of the activity and what you propose to do. Please give as much description as possible while remaining concise.
* Column E – Proposed Date  
  Date when the activity will be taking place
* Column F – Expected Number of Attendees  
  The number of people you expect will take part in the activity
* Column G – Audience  
  Please explain who the target group is for this activity, e.g. mobility managers working in cities/regions, local politicians, national transport ministry, etc.
* Column H – Relevance  
  Please explain why this activity is important and why you want to carry it out, e.g. as a recruitment tool, to raise awareness, exchange know-how/experience/best practice, educate, encourage new measures, learn etc.
* Column I – Value  
  Please indicate how the activities will add value to the CIVITAS Initiative’s main assets such as the Forum network and Forum conference, the Thematic Groups, the PAC and CIVITAS communications tools such as the website.
* Column J – Impact  
  Please explain what the impact of this activity will be and what will result from it, e.g. new members will be recruited for the CIVINET or CIVITAS network, new subscribers will sign up to the local or international newsletter mailing list, etc.
* Column K – Priority Level  
  Please categorise your activities as Level 1, 2 or 3 to indicate the priority for allocating funding to the activities if you do receive funds for all activities. The levels are as follows:  
  1 – Most important / must happen  
  2 – Fairly important / should happen but it can wait until a later time  
  3 – Not so important / would be nice to happen but there are other activities that have greater priority

**SHEET 2 – BUDGET & COSTS[[1]](#footnote-1)**

Please enter the relevant costs for each activity into the table on the sheet “Budget & Costs” as follows:

* Column A – Activity Number
* Columns B to D – Staff Costs  
  - Column B – Number of Person Months  
  - Column C – Monthly Rate (Note: If more than one person will work on the activity, you can use an average rate or list each staff person separately with the relevant number of person months and their rate)  
  - Column D – Total Staff Costs (Column B x Column C)
* Columns E to G – Travel Tickets  
  - Column E – Number of People  
  - Column F – Cost per Person (for return travel and all local transport)  
  - Column G – Total Travel Costs (Column E x Column F)
* Columns H to J – Hotel Costs  
  - Column H – Number of People (If more than one night, please insert an extra line to show the number of people and number of nights, with the total person nights below for the calculation)   
  - Column I – Cost per Person (including hotel taxes if usually claimed)   
  - Column J – Total Hotel Costs (Column H x Column I)
* Columns K to M – Subsistence & Catering Costs\*  
  - Column K – Number of People (If more than one day, please insert an extra line to show the number of people and number of days, with the total person days below for the calculation)  
  - Column L – Cost per Person (for all meals per day)  
  - Column M – Total Subsistence & Catering Costs (Column K x Column L)  
  \* Note: Costs here should include any meals for travel to activities that are being claimed, as well as any costs for catering at events
* Columns N to O – Other Costs  
  - Column N – Item (Please state what the item is to which the costs apply, e.g. conference attendance fees, paper, printing, small equipment, venue rental, speaker, translator, facilitator, guide etc.)  
  - Column O – Costs
* Column P – Overall Costs  
  - Columns D + G + J + M + O

1. Applications for amounts ranging between EUR 10-11,000 are recommended per network. Awarded funds will be paid in two instalments against a subcontract the REC will sign with you (please also see over). A pre-payment of 50% following contract signature and the final payment following the approval of an activity report. Note also that according to Article 22.1.2 ‘Right to carry out reviews’ of the CIVITAS SATELLITE Grant Agreement, the Agency (INEA) or the Commission may carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so)… on a third party… up to two years after the payment of the balance. Therefore, please retain all original invoices, tickets, receipts, pay slips, timesheets etc. Please also be ready to present methods of overhead calculation. [↑](#footnote-ref-1)