**Collaborative Project Workshop: Budget guidelines**

In your application, you should budget the cost of your workshop carefully, even though it will be impossible to determine exactly what everything will cost in advance. The two workshop coordinators are responsible for agreeing the budget and collecting all receipts from participants to submit to ESSE after the event.

Your budget should include the following items:

* Travel costs. Include all travel costs for all participants to the place of your workshop, including travel within the country of origin to get to the airport and travel within the destination country to the place of stay but NOT minor daily local travel during the workshop, e.g. local buses from accommodation to the workshop location. Bear in mind that plane costs vary quite dramatically according to when flights are booked and which days participants will travel. You should not budget any plane journeys on the basis of a special offer available for only a few days at the time you make your application, but you should research the normal cheapest way of travelling to the workshop destination, noting perhaps that travel is regularly cheaper on certain days of the week, or that a budget airline may be much cheaper than a more regular airline. In your budget, note down the airline and route you expect each participant to take, and make a reasonable estimate on the basis of your Internet research of what the tickets are likely to cost at the time of booking.
* Accommodation expenses. ESSE will pay costs towards two nights’ accommodation for participants. If possible, find the actual cost of a suitable place for participants to stay. If you cannot discover a place at the time of your application or want to allow participants to arrange their own accommodation, then budget €80 per night for bed and breakfast. Participants may choose to stay somewhere that costs more than that, or to stay for longer than two nights, but ESSE will only pay for two nights and will only pay more than €80 per night under exceptional circumstances and if you can provide very clear and convincing reasons as to why this is necessary.
* Subsistence. ESSE will pay €50 for each participant as an allowance of towards meals and sundry expenses. You will not be asked to produce receipts for these expenses.
* Miscellaneous costs. Cost of visas, travel insurance, postage (including registered post of receipts to the ESSE Treasurer after the trip) and any other substantial costs that you envisage you or your workshop participants will incur.
* Bank transfer fees, currency exchange fees. Your local bank may deduct a charge for receiving money in euro from ESSE. You may also have to pay charges for currency exchange. Check with your bank. If you are told that your bank will make a substantial charge for receiving a transfer, then ESSE will pay this charge over and above the amount of your grant.

Please, note that this grant may be a *contribution* towards the cost of the workshop, though it is perfectly acceptable to ESSE that you combine this grant with money from other sources, if you have other sources of funding available to you. Also note that room-booking costs should be covered by the host institution or otherwise funded.

After the workshop, you will be asked to submit receipts to prove that money has been spent on budgeted items (except for the €50 subsistence allowance, which is payable automatically without receipts, unless you received funding to cover such expenses from another source). It is not expected that the amounts spent will match the budget exactly, and provided that money awarded for the grant has been spent on reasonable items connected with your trip for which ESSE would normally be willing to pay, then slight mismatches between budget and actual spending will be accepted. Thus, for example, it might be that you were able to obtain a cheaper flight than originally expected, but that the cost of accommodation was a little higher than budgeted. If, however, your total spending was €50 or more below the amount of your award, you will be asked to repay the balance. On the other hand, if you find that you unavoidably spent more than originally budgeted and the amount you were awarded, ESSE will not make up the deficit.