

The Budget

How to do it

We know budgeting is not easy. That is why we have this guide! It will help you big time. The best part? It can be used for any project type.

Note: this guide is an oversimplification of actual project's expenses. Thus, it should only be used for guidance / whenever unsure.

The cost of our work

Our experience says that **1 day of our work** in Lithuania (for whatever deliverable) is **around €250¹** on average. So, an easy way to count just about anything would be:

1. count the working days that may be required for the deliverable
2. multiply those working days by €250

Days of work required to create a deliverable	Price
1 working day (wd)	€250
2 wd	€500
...	...
10 wd	€2500

Meetings, (multiplier) events

1. Travel costs, subsistence (accommodation, food)

Usually, these costs are counted automatically. If that is not the case, simply use the distance calculator & apply the following norms:

Distance (A to B)	Compensation per participant	Subsistence per participant (food, accommodation)	Visa (if necessary)	Insurance (if non-EU/EEA)
0-10 km	€0	€0	€0	€0
10-99 km	€25	€120 / day		
100-499 km	€180	€120 / day	€80 / pax €35 / pax (for Armenia, Azerbaijan)	€20 / pax
500-1999 km	€300	€120 / day		
2000-2999 km	€400	€120 / day		
3000+ km	See Erasmus+ guide	€120 / day		

Note: we recommend adding CO₂ offsetting to your budget (because this is the right thing to do). In most of the project calls this should go under exceptional costs.

Distance	CO ₂ offset ²
500-1999 km	€4 / roundtrip
2000-3999 km	€8 / roundtrip
4000+ km	€16 / roundtrip

¹ This includes the salaries, as well as other related and administrative costs (e.g., office rent, the utilities, monthly internet fees, needed software subscriptions & so on)

² Using <https://pasodinkmedi.lt> platform



2. Rent of rooms, coffee breaks

In some applications, these costs are calculated automatically too. If that is not the case, read on. The participants need a venue (room) + other stuff for the planned activities. Use the table below to calculate the total cost for that:

Number of participants	Rent of room, equipment (cost per day)	Snacks, beverages – coffee breaks (cost per day)	CO ₂ offset (could be exceptional costs)
1-10	€120	€60	€8 / event
11-20	€250	€120	€15
21-49	€500	€250	€30
50-199	€1200	€500	€120
200+	€2400+	€1000+	€240

Please note that multiplier events need extra budget for organisation, advertising, etc.

Number of participants	Extra for advertising, etc.	Extra for organisation
1-20	€300	5 wd ³ * €88 ⁴ = €440
21-49	€600	10 wd * €88 = €880
50-199	€1200	20 wd * €88 = €1760
200+	€2400+	40+ wd * €88 = €3520+

3. Speaker fees

Speakers & experts might be desired in your events. This is how you calculate their cost:

Type	Fee
Local expert	€250
Foreign expert	€750 + travel costs + CO ₂ offset

Trainings, exchanges, mobilities

Travel, accommodation, organisation

Once again, all these costs might be calculated automatically in certain applications (usually by multiplying the standard daily norms by the number of participants and the duration of the mobility). Yet, if manual input is required, refer to the table below:

Type	Travel	Organisational support (includes subsistence) / per participant
Youth exchange	Based on distance (see above)	€39 ⁵ / day
Mobility of youth workers (training course)	Based on distance (see above)	€65 / day

³ wd = staff working day

⁴ For countries other than Lithuania it might differ. See below

⁵ These norms apply to Lithuania. For other countries please check Erasmus+ programme guide



Staff costs, intellectual outputs / products

1. Daily norms

Certain (intellectual) work (e.g. to create a deliverable, to carry out a research) needs to be calculated manually. For that, it is common to calculate the working days required (of different specialists / staff) and multiply that by the set daily norms. These are suggested below.

Note that some application forms (e.g. Erasmus+ KA2) use slightly different daily norms & calculate them automatically.

Countries	Administrative / supporting staff	Technical staff (e.g. designers, web-makers)	Researchers, youth workers, trainers, teachers	Lead/project managers
Bulgaria, Estonia, Croatia, Latvia, Lithuania , Hungary, Poland, Romania, Serbia, Slovakia, the Republic of North Macedonia, Turkey, Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	€56 ⁶ / day	€72 / day	€88 / day	€104 / day
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland, Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	€135	€165	€220	€290
Other	See Erasmus+ programme guide			

2. Guide costs

Table below gives guide costs for certain products/deliverables in Lithuania (this data comes solely from our experience):

Deliverable	Guide cost
Anything, really	€250 / day of work
Quality website	€3,500 (= 14 working days)
High-end web platform	€7,900
Quality mobile application	€17,000
Brand/visual identity	€1,500
Quality online course (30 mins. of video)	€6,900
First-page article on top media site	€790

⁶ The daily norms are inclusive of taxes



Budget making: where to start

1. Your activities

Starting a budget might seem a daunting task. We feel you! There are a lot of blank spaces in the beginning. Like looking at an uncharted map.

Gladly, there is a fool-proof way to go about this dirty business. And, its first step is very simple! You should start by writing down all the activities in the project (list them in a column). We need detail here, so if the activity can be broken into smaller parts – do it. Example:

Project activities
Kick-off meeting in Vilnius (1 pax / country) (length – 1 day)
Research in the project countries
Research report
Multiplier event (20 pax in each country) (presenting research + promoting pilot)
Pilot programme events (5 per country) (15 pax each)
Documenting the pilot
Creating methodology (based on the pilot)
Multiplier event (20 pax in each country) (present. methodology)

Congratulations, step 1 is done!

2. Types of costs

Step 2 is just as easy. You need to look at the possible cost types for the project call you are applying to. For example, the call is Erasmus+ KA4 Youth in Quarantine. It has 3 possible expense types: 1) travel & subsistence costs to meetings; 2) participants in multiplier events; and 3) staff working days for intellectual outputs.

Once you have the cost types, list them in a row. Like this:

Cost types:	Travel costs + subsistence	Participants (in multipliers)	Staff working days
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3. Execute!

At this point you already know the activities in the project (step 1) & the types of costs (step 2). What's left is to simply fill the table in (for instance, using the norms given above). In other words, for every activity add the expected cost.



In this example we will assume that: there are 3 organisations in the project (1 from Lithuania, 1 from Estonia & 1 from Latvia); the multiplier events & pilot programme events are for local people (meaning no travel costs).

Project activities	Cost types	Travel costs + subsistence	Participants (in multipliers)	Staff working days
Kick-off meeting in Vilnius (1 pax / country) (length – 1 day)		Local participant = €0 2 foreign participants = $€180 \times 2 + €120 \times 2 =$ €600 in total	X	X
Research in the project countries	X		X	10 researcher wd in each country = $3 \times 10 \times €88 =$ €2,640
Research report	X		X	5 researchers' wd & 5 designer wd = $5 \times €88 + 5 \times €72 =$ €800
Multiplier event (20 pax in each country) (presenting research + promoting pilot)	X		In each country: Rent - €250, snacks - €100, ads - €120, organisation - €440, advertising - €300, CO ₂ offset - €15. Total: $€1,225 \times 3$ countries = €3,675	X
Pilot programme events (5 per country) (15 pax each)	X		Rent - €250, snacks - €120, CO ₂ offset - €15. Total: $€385 \times 5$ events $\times 3$ countries = €5,775	5 youth worker wd per event = $5 \times €88 \times 5 \times 3$ countries = €6,600
Documenting the pilot	X		X	2 technician wd per event = $2 \times 5 \times €72 \times 3$ countries = €2,160
Creating methodology (based on the pilot)	X		X	10 youth worker wd & 5 designer wd = $10 \times €88 + 5 \times €72 =$ €1,240
Multiplier event (20 pax in each country) (present. methodology)	X		In each country: Rent - €250, snacks - €100, ads - €120, organisation - €440, advertising - €300, CO ₂ offset - €15. Total: $€1,225 \times 3$ countries = €3,675	X
Grand Total:		€27,165		

We have got the expected costs (for each activity) by doing only minor calculations (e.g. number of participants * the norm for travel costs). After that we add all the costs together and get the grand total.



Once again, this is a simplified example. But even in more complex budgets the concept remains the same. Using this 3-step technique will bring you on the right path.

Thanks for reading me. Good budgeting!

