

Annex 15 – Project Brief Template

Ref No & Title of Project:	Beneficiary:
Project Leader:	Total Project Value:
Email:	Total Eligible Project Value:
RA Desk Officer:	Tel. No:

Summary of the Project (as per brief project description in the Grant Agreement):

Insert Project Summary

Project Expenditure (as per detailed budget breakdown in the Grant Agreement):

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Staff Costs						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Service Costs						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Travel and Subsistence Costs						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Equipment						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Real Estate						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Consumables, Supplies and General Services						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Subcontracting						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Costs deriving directly from requirements linked to the EU co-financing						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Expert Fees						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Specific Expenses in relation to Target Group						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Expenditure	Description & Quantity	Reference & Type	Status	Total exc. VAT (€)	Eligible/Ineligible VAT (€)	Grand Total (€)
Indirect Costs						
Grant Agreement Amount (€ 0.00)						
Disbursed Eligible Amount (€ 0.00)						
Eligible Amount Paid By Treasury (€ 0.00)						
Eligible Amount Pending at Treasury (€ 0.00)						

Total Duration of Project & Implementation schedule

	Total Months	Start Date	End Date
Grant Agreement		XX/XX/201X	XX/XX/201X

Disbursement Schedule

	Eligible costs disbursed in:		
	2016	2017	2018
Grant Agreement (Planned)	€ 0.00	€ 0.00	€ 0.00
Expenditure paid to date from Treasury (Actual)	€ 0.00	€ 0.00	€ 0.00

Indicators

Result Indicator	Actual Achievement

Section A: Actions to be taken by Beneficiary

- *Insert comments*

Section B: Comments by Beneficiary

- *Insert comments*

Section C: Update of Responsibility Authority

- *Insert comments*