



Annex 2.2 to the grant policy framework

Fair Focus on Trade (FFT)

Guide to the Model Budget

This guide explains how to complete the Model Budget for your Fair Focus on Trade application. Use this guide together with Annex 2.1, the mandatory Model Budget template.

Guide to Model Budget for grant policy framework Fair Focus on Trade

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1. Introduction

In the context of the grant policy framework Fair Focus on Trade, you must use the Model Budget described in the following chapters to draw up the programme activity budget. We will not accept other layouts.

There are several advantages to having a standardised budget model (see Annex 2.1 to this guide). Project budgets may lead to discussions, particularly on which types of costs qualify for funding by the Netherlands Enterprise Agency (RVO). In addition, activities carried out by the same organisation cannot easily be compared when different formats and cost definitions are applied. The standard budget model resolves these issues by providing a uniform framework, thereby creating greater clarity for all parties involved.

Complete Annex 2.1 and submit it with your application. In this guide, we explain the cost categories in the Model Budget and how to use them.

2. Model Budget

The Model Budget consists of various cost categories and subcategories presented in Table i. When you prepare the activity budget for the application, you must complete Annex 2.1 to the grant policy framework Fair Focus on Trade associated with this model and submit it along with the application.

Note: The Model Budget is intended for use by the contract party for:

- the annual budgets submitted during the RVO-funded project period; and
- the final report (to be audited) in the context of approved RVO-funding. In this financial report, you must add a narrative explanation for deviations exceeding 10% within each cost category.

Table i – Model Budget with fixed cost categories and subcategories

Row	Identifier	Subject
1	A.	Programme costs of the applicant
2	A.I.	Direct programme costs of the applicant
	A.I.1.	Direct costs of applicant for eligible programme activities
3		A.I.1.A. Applicant's direct costs explicitly related to financial support offered to partners (including overall project management) (maximum 20% of row 14)
		A.I.1.B Service provision by the applicant organisation
		A.I.1.C Dialogue by the applicant organisation
		A.I.1.D Capacity-strengthening in-country partners
4	Sum A.I.1.	Subtotal of direct cost of applicant for eligible programme activities
5	A.I.2.	Other direct programme costs of the applicant
		A.I.2.A. Activity-related travel costs
		A.I.2.B. Project office costs
		A.I.2.C. Activity-related equipment and investment costs
		A.I.2.D. External accountability and audit costs
		A.I.2.E. Monitoring and Evaluation
6	Sum A.I.2.	Subtotal of other direct programme costs of the applicant
7	Sum A.I.	Subtotal direct programme costs – APPLICANT (sum of rows 4 and 6)
	A.II.	Indirect costs of the applicant (based on the applicant's ICR)
8		A.II.1 Fixed indirect cost rate (maximum 15% of row 9)
9	Sum of A.	Subtotal of the applicant's direct and indirect costs (sum of rows 7 and 8)
10	B.	Programme costs of partners
11	B.I	(Estimate) direct programme costs of partners
		B.I.1. Service delivery by partners (minimum 30% of row 12)
		B.I.2. Dialogue by partners
12	Sum B.I.	Subtotal direct costs of partners
13	B.II.	Indirect programme costs of partners (based on partners' ICR)
14	Sum of B.	Subtotal of direct and indirect costs of partners (sum rows 12 and 13)
15	Sum of A+B	Grand total of all (direct and indirect) programme cost (sum row 9 and 14)

3. Explanatory notes on individual cost types

The following section explains the various cost categories and the cost type within each category.

3.1. Direct costs

A.1.1. Direct costs of the applicant for eligible programme costs

This category includes costs incurred by the applicant for the 4 activity types stipulated in paragraph 4.4 of the Grant Policy Framework:

- A.I.1.A Applicant's direct costs explicitly related to financial support offered to partners (including overall project management as stipulated in paragraph 4.4.1 of the Grant Policy Framework)
- A.I.1.B Service provision by the applicant organisation (refer to paragraph 4.4.2 of the Grant Policy Framework)
- A.I.1.C Dialogue by the applicant organisation (refer to paragraph 4.4.3 of the Grant Policy Framework)
- A.I.1.D Capacity-strengthening of in-country partners (refer to paragraph 4.4.4 of the Grant Policy Framework)

A.I.1.A. Applicant's direct costs explicitly related to financial support offered to partners (including overall project management)

Category A.I.1.A covers both costs related to offering financial support to partners and overall project management.

Note: The total costs under A.I.1.A may not exceed 20% of the total costs of partners (row 14 in Table i of this document).

Costs related to project management may include the applicant's staff costs for tasks such as:

- assessing proposals from partners;
- assessing partners' internal control mechanisms and organisational capacity;
- selecting and contracting partners;
- managing financial transactions to partners;
- monitoring and evaluation (M&E); and
- reporting to the Netherlands Enterprise Agency (RVO).

A.1.1.B Service provision by the applicant

This includes costs for activities that are directly aimed at improving the well-being or living conditions of individuals or communities in the target countries, when these conditions are directly related to value chains relevant to the Netherlands. For example, costs for education, training, or information to individuals, communities, or local organisations (other than civil society organisations) in the target countries, such as local suppliers, farming cooperatives, or trade unions.

A.1.1.C Dialogue by the applicant organisation

This category covers costs for activities aiming at initiating policy dialogue in the target countries, international policy dialogue, and dialogue between government, civil society organisations, and the private sector within covenants, platforms, or multi-stakeholder initiatives. This includes, among others, funding a local civil society organisation to participate in a roundtable discussion on bottlenecks and solutions in local markets within the coffee or palm oil supply chain, or conducting research into abuses and best practices in selected commodity chains.

A.1.1.D Capacity-strengthening of in-country partners

Costs under this subheading relate to activities aimed at strengthening the capacity of in-country partners. These may include:

- Training sessions or workshops delivered directly by the applicant;
- Capacity-strengthening provided by third-party service providers contracted by the applicant.

Refer to paragraph 4.4.4 of the Grant Policy Framework.

Staff costs (applicant)

The direct staff costs permitted under this grant policy framework Fair Focus on Trade are set out below.

Direct staff costs are the costs of hours worked that can be clearly attributed, either in full or in part, to MFA-funded activities. Such costs must be directly, clearly, and demonstrably related to MFA-funded activities.

Staff costs for **non-local personnel** including seconded staff

This category includes all costs for the applicant's non-local staff, both head office and expatriate seconded staff, that can be demonstrably attributed, either in full or in part, to a

RVO-funded activity. Staff costs are calculated on the basis of actual costs incurred, using the P x Q formula described below.

Please note: In addition to the mandatory Model Budget in Excel (Annex 2.1 to the grant policy framework Fair Focus on Trade), **applicants must also submit all P x Q calculations.**

The direct staff costs for positions directly attributable to an RVO-funded activity can be calculated in 2 ways:

1. A percentage of the monthly salary.
 - a. Clearly indicate the percentage per position and the monthly salary.
2. Hourly rate multiplied by the number of hours per year (Q).

If you use the hourly rate method, please include the calculation of the hourly rate for each staff member or function category.

Staff costs: P x Q

To calculate the applicant's total direct staff costs included in the activity budget, multiply the number of planned hours (Q) by the respective hourly rates (P) for all applicant staff who are fully or partly involved in the activities.

P-component

The following costs can qualify as direct staff costs:

- Gross salary, including holiday allowance, pension and social insurance contributions, insurance, and employer contributions that can be attributed to the activity.
- Costs relating to secondment, such as foreign posting allowances, rent allowances and relocation allowances; job-related allowances; market-related allowances; and deputisation allowances.
- Allowances for commuting to and from the workplace.

There are 2 ways to calculate the hourly rate per staff member:

A. Hourly rate based on **workable hours**:

If the organisation uses the number of workable hours, these exclude annual leave, average sickness absence, and public holidays that fall on a working day.

B. Hourly rate based on **productive hours**:

If the organisation bases its hourly rate on the number of productive hours, the rate will generally be higher than one based on workable hours, as productive hours allow for training, travel during working time, and so on. In that case, the hourly rate is an all-in

rate, and no multiplication factor should be applied to staff costs, as there is a risk of paying more than 100% of the actual costs or of unauthorised overtime being paid.

Note: The applicant must explain how the hourly rates relate to the applicant's indirect costs:

1. State which approach (A or B) was selected for the hourly rates.
2. Provide the calculation of the hourly rate for each staff member.

Q-component

A number of hours per staff member can be planned for each activity and sub-activity in the activity budget. During implementation, hours are monitored and accounted for on the basis of actual time worked and recorded.

Staff costs for **local personnel** of the applicant

The salaries of the applicant's local staff must be in line with the local context.

Organisations are expected to have guidelines for setting them.

As with the direct staff costs of head office staff and expatriate seconded staff (see A.I.1.A above), the P x Q calculation is generally used for the applicant's local staff costs.

Therefore, a calculation is also required for each local staff member.

Consultants and advisers related to fund management

The costs of external consultants and service providers (for example, advisors) are charged on the basis of the contractually agreed hourly rate and number of hours, including office costs if applicable. Prior to the conclusion of a contract, bids must be assessed on the quoted hourly rates and number of hours. The maximum hourly rate applicable in 2026 is € 250, excluding VAT.

All staff costs that cannot be allocated to the activity are classified as indirect staff costs, which form part of the indirect costs (see Chapter 3.2 for an explanation).

Under other **costs related to the financing of partners**, the following costs can be included:

- Communication and outreach activities (for example, events or materials aimed at attracting partners); and
- Fees for external service providers hired to conduct due diligence or organisational assessments of partners.

A.I.2. Other direct programme costs (applicant)

Other direct programme costs are non-staff costs that can be readily allocated, in full or in part, to RVO-funded activities. These costs must be directly, clearly, and demonstrably related to the RVO-funded activities.

A.1.2.A. Activity-related travel costs

Travel costs that may be claimed are determined by the applicant's travel expenses policy. Expenses are reimbursed on the basis of actual costs or, if a travel policy applies, on the basis of fixed daily allowances. Daily Subsistence Allowance Rates should also be used for activity-related travel costs.¹ As a rule, costs of air travel are reimbursed on the basis of economy-class tickets.

A.1.2.B. Project office costs

Project office costs for the applicant are costs that are indispensable to implement the RVO-funded activities. The following costs are allowable:

- Maintenance costs and office supplies needed to carry out the project in full or in part.
- IT equipment specifically for the project office, for which an inventory list must be kept.

All such costs are charged to the activity on the basis of actual costs.

Note: 1 Project office costs under A.1.2.C apply only to the applicant. Any project office costs of partners must be included under B.I. (see Section 3.1.3 of this document).

Note: 2 Standard head-office costs such as rent are included in the indirect costs (refer to paragraph 3.2.2.C of these guidelines)

A.1.2.C. Activity-related equipment and investment costs

The costs of equipment directly related to the implementation of the project activities, such as:

- movable property (for example, inventory); and
- cars purchased, rented or leased for the project.

The purchase of movable property and equipment must be in accordance with the project proposal and directly necessary for the implementation of the grant activities. Purchases must be made in accordance with the applicant's procurement policy, as described in the ORIA (see the grant policy framework, paragraph 6.1). We only allow the purchase of new equipment. Depreciation and/or residual values are not eligible under direct costs. The amount reimbursed for project-related equipment and investment costs depends on whether equipment is purchased, rented or leased, and the reasons for the investment decision. A detailed inventory must be kept.

¹ For this purpose, DSA rates of the UN may be used. Reference to: <https://icsc.un.org> International Civil Service Commission (ICSC)

A.1.2.D. External accountability and audit costs

The costs of external monitoring and project audits are charged to the activity as direct costs and are reimbursed on the basis of actual costs, subject to the following conditions:

- You have drafted Terms of Reference (ToR).
- You have requested at least 1 quotation.
- You have determined the regularity and accuracy of expenditure and receipts via a project audit.
- You can reimburse special investigations of an activity only with the prior approval of the responsible MFA/BHO, Foreign Trade and Development Cooperation, budget holder. Special investigations into suspected irregularities at the applicant's and partners' level can include fraud, corruption, and sexual exploitation, abuse and harassment (SEAH) incidents.

Note: When preparing the budget, take account of the requirement to draw up a report of factual findings as part of the audit.² This requirement stems from the latest audit protocol and entails higher costs than an audit without a report of factual findings.

A.1.2.E. Monitoring and Evaluation

- Monitoring and evaluation assess the extent to which the results budgeted before the start of the activity have been achieved.
- A learning component is included, including investigations of the assumptions made in the programme's project proposal. The increasing emphasis on learning is reflected in the change in terminology from monitoring and evaluation (M&E) to monitoring, evaluation, and learning (MEL).

3.1.3. Direct programme costs of partners

B.1. Direct costs of partners (and other third parties)

This section covers all direct programme costs incurred by partners, as opposed to costs borne by the applicant organisation itself. These costs must be presented separately from the applicant's own direct programme costs.

B.1.1. Service delivery by partners

Costs related to the direct implementation of project activities by partners that involve the provision of services to target groups or beneficiaries. Examples may include counselling, legal aid, and education. Refer to the Grant Policy Framework for a detailed definition of service-delivery activities.

Please note: At least 30% of the total direct costs of the partners must be committed to service delivery activities.

² <https://www.nba.nl/globalassets/themas/thema-controleprotocollen/ministeries/ministerie-van-buitenlandse-zaken/copro20044a4-buzamodelprotocol-activiteit-04022022-engels.docx>

B.1.2. Dialogue by partners

This category includes costs for dialogue related activities implemented by partners contributing to programme objectives. Refer to the Grant Policy Framework for more detailed definitions and scopes of activities.

3.2. Indirect costs

Indirect costs are not directly linked to the activity. For example, indirect staff costs (such as secretarial costs), telephone charges, and heating costs.

An organisation funded by RVO may receive funding from several other donors and run multiple activities in parallel. Indirect costs can be allocated proportionately to the various donors and activities on a pro rata basis, or by means of allocation formulas.

The methodology used should be elaborated in the budget narrative, either on a pro-rata basis or by means of allocation formulas.

The following principles apply to this cost category:

- a. In all cases, the funds must, to the greatest extent possible, be used to achieve the intended changes that will benefit the target group. Indirect costs as defined in this document should therefore be kept to a minimum.
- b. Indirect costs (A.II and B.II) are subject to a maximum of 15% of the sum of direct and indirect costs of both the applicant and partners. This is referred to as the ‘15% rule’ in this document.
- c. The 15% rule does not apply as an annual limit but applies to the entire duration of the RVO-funded activities.

This approach offers sufficient flexibility and meets the practical needs of applicants and partners if the indirect cost rate exceeds the 15% threshold annually due to unforeseen circumstances or is lower than originally calculated. The text box below explains the practical application of this rule.

What happens if indirect costs are higher than budgeted?

As a rule, all substantial budget variances (both positive and negative) must be reported and explained to RVO every year. This is especially true if indirect costs exceed the 15% threshold. This may occur occasionally, although RVO may always request an explanation of such an increase and indirect costs **must not in any case exceed 15% of the sum of direct and indirect costs.**

The following (fictitious) example illustrates the foregoing. Suppose the mapping process (see section 3.2.1 of this document) calculates an indirect cost rate of 14%, but indirect costs have risen to 14.8% by the end of the activity. In this scenario the policy department has to decide whether to permit this increase. The additional 0.8% can be deducted from direct costs (in other words at the expense of the project results) or the organisation itself can pay the difference from its own (non-RVO) funds, such that direct costs remain unchanged. If an audit is warranted due to the financial scale of the activity, it will also examine indirect costs. If no annual audit is to be performed, no additional examination of indirect costs will take place.

3.2.1. Designating direct and indirect costs (applicant)

Indirect costs are based on the organisation's total actual indirect costs.

To designate costs as either direct or indirect, a mapping process is applied, based on the organisation's ledger accounts. This involves relating the total amount of indirect costs in the general ledger to the total costs in the general ledger. For this purpose, the definitions in Section 3.2.2 of this document must be used.

Concerning indirect costs, the following is important:

- The mapping process results in a fixed percentage for indirect costs, calculated relative to the applicant's total direct costs. This percentage is used when drawing up the budget for the costs under category A.II (see Table i in Section 2 of this document).
- Indirect costs require no further specification when submitting the application and activity budget. However, the percentage used for indirect costs is expressly subject to the audit carried out in relation to the subsidy's annual financial statement.

An example of how to determine the indirect cost percentage is provided in the Table ii below.

Table ii - Fictitious calculation of the indirect cost percentage

An organisation wants to submit a grant proposal to MFA and uses the Model Budget. The so-called mapping of all general ledger accounts, according to the definitions in Section 3.2.2 of this document, is used to allocate direct and indirect costs appropriately. The mapping process shows that, of the total in the general ledger of €100 million, €88 million can be allocated as direct costs and €12 million as indirect costs. The indirect cost percentage therefore amounts to 12% (= €12 million/€100 million). Since this meets the 15% rule, the 12% can be used when drawing up the activity budget.

If a general ledger account comprises both direct and indirect costs, a best estimate should be made of their pro rata allocation. In this example, €80 million can be posted as 100% direct costs, €12 million as 50% direct costs, and €8 million as indirect costs. Direct costs therefore amount to €86 million (= €80 million + 50% x €12 million) and indirect costs to €14 million (= €8 million + 50% x €12 million). In this case, the indirect cost percentage is 14% (= €14 million/€100 million).

3.2.2. Definitions of (allowed) indirect costs (applicant)

A. Costs of support staff and indirect staff costs

Costs of support staff and indirect staff are part of indirect costs and cannot be attributed directly to activities funded by RVO. This category mainly concerns:

- management salary costs, finance, HR, IT, administration, and other support staff; and
- travel expenses that, unlike those described in Section 3.1.2 (A.I.2.B.) of this document, cannot be attributed to RVO-funded activities. In that case, they may be charged as indirect costs in accordance with the organisation's applicable policy.

B. Administrative costs not related to the activity

Insurance

All types of insurance required for the applicant's normal business operations that cannot be attributed to specific RVO-funded activities, such as:

- directors' liability insurance;
- liability insurance;
- buildings insurance (if applicable);
- legally required insurance for vehicles;
- insurance relating to the employer's statutory obligations to employees;
- travel insurance; and

- measures to mitigate financial risks, such as foreign exchange risks. Policies and procedures must be in place to prevent speculative transactions.

Accountant and notary costs

All accountant and notary costs related to the applicant's normal operations that cannot be attributed to specific activities.

Consultancy and legal costs and other general costs

All other consultancy and legal costs related to the organisation's normal operations that cannot be attributed to specific activities.

One-off legal costs (relating, for example, to a reorganisation or legal proceedings due to the dismissal of a staff member) are not considered indirect costs and are therefore not eligible for reimbursement.

Subscriptions, contributions, and membership fees

Subscriptions, contributions, and membership fees are considered indirect costs only if they relate to the organisation's normal development-cooperation operations.

C. Other non-activity related costs

Office costs

All costs necessary to provide a good, clean, and safe working environment consistent with the standards an employer should reasonably satisfy.

These costs include (in so far as they are not already covered under direct costs):

- rent;
- general costs and in-house emergency personnel costs;
- utilities;
- maintenance of the premises;
- cleaning and security;
- communication/telecommunications costs;
- office supplies; and
- other organisational costs.

IT licences and systems

The cost of regular maintenance of enterprise resource planning (ERP) systems (such as SAP or Oracle) and systems needed for the conduct of normal operations (including accounting systems) that cannot be attributed to specific activities.

Translation costs

Translation costs that relate to the organisation's normal operations. The costs of large one-off translation projects, in the context of a reorganisation for example, are not considered indirect costs and are not eligible for reimbursement.

Depreciation

Depreciation costs reflect decreases in the value of:

- premises;
- ICT equipment and systems;
- other fixed assets.
- depreciation can be included in the calculation of indirect costs if the depreciated assets:
 - are used not only for MFA-funded activities but also for the conduct of normal operations; and/or
 - are used only for a certain period while the activities are being carried out and still have a residual value thereafter.

The depreciation periods may vary according to the asset type. If depreciation costs are charged, the organisation must adopt a consistent approach. This will be examined as part of the audit of the annual accounts.

Integrity policy and implementation

Any organisation that receives RVO funding to carry out activities is required to have procedures and a policy relating to integrity, including the appointment of at least 1 confidential adviser and rules protecting whistleblowers. The cost of setting up and implementing this system is considered to be an indirect cost. **Please note that costs related to externally investigating an incident involving the applicant organisation or one of the partners should be captured under A.I.2.E.**

3.2.3. Indirect costs of partners

As with direct programme costs, indirect costs of partners must also be presented (under B.II) separately from the applicant's indirect costs.

The 15% rule also applies to partners. As with the applicant, fixed indirect cost rates for partners may not be set arbitrarily; they must be based on the ledger accounts of the respective local partner(s). However, these rates do not have to be entered in the Model Budget. Instead, they should, as far as possible, be included in the underlying P x Q calculations of the partners.

The percentage used by partners for their indirect costs is also subject to the audit carried out in relation to the grant's annual financial statement.

3.3 Non-allowable expenses

General costs for items that are not linked to the activities carried out for RVO are not eligible for reimbursement and cannot therefore be included in the Model Budget. They include:

- costs associated with developing or submitting a funding application and other costs incurred before receipt of a grant award decision;

- VAT (and income tax) that can be offset by the applicant and partners;
- costs due to inflation that exceed 5% of the total eligible costs;
- investment costs and depreciation that are not directly related to the activities for which RVO grants have been awarded;
- profit margins on expenditure such as salaries;
- PR and marketing, other than communication/events to reach partners;
- research and development;
- costs of registering and maintaining intellectual property rights; and
- any portion of total indirect costs that exceeds the permitted maximum of 15% of the sum of direct and indirect costs is ineligible. This applies to both the applicant and partners.

3.4 Inflation

In recent years, inflation has dramatically increased costs. This section describes how to incorporate inflation into a budget for future activities:

- a. It is possible and sensible to incorporate future inflation in the cost structure when preparing a multi-year budget for newly started activities. The maximum percentage to be used for this purpose is 5% per year. For example, if hourly rates are €100 in 2025, they may be set to a maximum of €105 for 2026, and so on, for the years thereafter.
- b. If, during implementation, it turns out that the inflation rate exceeds the rate budgeted under (a), the applicant must discuss with the RVO budget holder how to deal with this. The budget holder has the discretion to decline a higher rate.
- c. Should the budget holder wish to work towards a solution with the applicant, this will mainly involve adjusting downwards pre-agreed activities and results.
- d. It is not permitted to hide inflation adjustments under 'indirect costs'. This is also practically impossible because, for grants, RVO works with a mandatory Model Budget with a maximum percentage of indirect costs of 15%. The percentage that applies to a particular organisation is not arbitrary (see Section 3.2 of this document), but is based entirely on a mapping process of that organisation's general ledger accounts.

If the applicant has not taken inflation into account in the initial budget, and has kept the costs for the entire duration at the level of the starting year of the project, steps (b) to (d) above must be followed if a request is made to process inflation during the project.

Annex – Activity budget to be included with the grant application

The activity budget consists of 2 overviews:

1. Budget by year.
2. Budget per country and sector or value chain.

Key points before filling out the Excel version of the Model Budget

- In line with the Ministry of Foreign Affairs Grant Decree,³ a narrative explanation must be added to the budget by year (Sheet 1: Budget by year), providing insight into how all figures on Sheet 1 were developed.
- The applicant must also submit a separate sheet for Sheet 3 for which the Excel format must be used.
- In Sheet 1 (Budget by year), the applicant must enter expenses during the inception phase. Although the inception phase is primarily intended to further develop partnerships with local organisations, activities by in-country partners may already be undertaken during this phase. Therefore, costs for both activity types may be entered in the Inception phase column.
- As explained in Sections 3.1 and 3.2.3 of this document, the applicant must also submit all underlying Price x Quantity calculations for Sheet 1 (Budget by year).
- Sheet 1 (Budget by year), in addition to expenses, must provide insight into annual income related to the RVO-funded activities. At the bottom of the sheet, various income sources are included, which the applicant may choose from. If the RVO-funded activities generate income, please:
 - enter the amount per source per year in the correct rows and columns in Sheet 1 (Budget by year); and
 - add an explanation of the sources and amounts of income to the narrative accompanying Sheet 1 (Budget by year). The explanation should describe, for example, the origin and identity of the source and assurance of income.
- If RVO needs clarification of the financial information submitted with the application, further explanation may be requested from the applicant at any time during the assessment process.
- The indirect cost rate is explained in section 3.2 of this document.
- In light of the activities' progress and new circumstances, adjustments within budgets may be made not only during the inception phase but also annually thereafter, provided RVO's explicit permission has been obtained. The proposal to adjust the budget must be compatible with RVO's intended results and acceptable in light of the activity's circumstances.

³ <https://wetten.overheid.nl/BWBR0018039/2013-07-01>: Article 27, Ministry of Foreign Affairs Grant Decree: "The budget gives insight in income, including contributions of third parties, and expenses related to the intended activities for the next twelve months of the period for which the grant is requested. The budget includes an explanation per budget item."