Org: Country, City, Organization

Date: January, 2024

Subject: **COSTS sheet**

# TEAM

## Which teams are covered with this COSTS sheet?

|  |  |  |
| --- | --- | --- |
|  | **Team 1** | **Team 2** |
| Days in country | xxx | xxx |
| Days at project | xxx | xxx |
| Team members | Min-max | Min-max |

# LOCAL PROGRAM

Please indicate here the costs for the local program, connected to the teams. Please note that for each person a **standard budget for the local program for building projects** is calculated of 250 euro. This is a guaranteed amount, you can work with. If you wish to receive more funds, you can specify this below. We will inform the team about it. Please note that there is not any guarantee that you will receive more funds than the standard budget.

Please indicate costs in steps, so the team can perform the steps until their money and/ or time is finished.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Activities with local people/ children** | Costs per item,  number of items | **Send in advance (no, 25%, …)** |
| No 1 | xxx | xxx | no |
| No 2 | xxx | xxx | no |
| No 3 | xxx | xxx | no |
| … | xxx | xxx | no |

Please add your remarks for activities

|  |  |
| --- | --- |
| No 1 | xxx |
| No 2 | xxx |
| No 3 | xxx |
| … | xxx |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Practical work** | Costs (specifications on BREAK DOWN sheet) | **Send in advance (no, 25%, …)** |
| Step 1 | xxx | xxx | no |
| Step 2 | xxx | xxx | no |
| Step 3 | xxx | xxx | no |
| … | xxx | xxx | no |

Please add your remarks for steps

|  |  |
| --- | --- |
| Step 1 | xxx |
| Step 2 | xxx |
| Step 3 | xxx |
| Step 4 | xxx |
| Step 5 | xxx |

# STAY OF THE TEAM

Please indicate here the prices for the stay of the team.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Stay of the team** | Costs per item,  number of items | **Send in advance (no, 25%, …)** |
| Item B | Accommodation during stay | xxx | no |
| Item C | Meals during stay | xxx | no |
| Item D | Transport during stay | xxx | no |
| Item E | Other costs during stay | xxx | no |
| Item F | Airport to project and return | xxx | no |
| Item G | Excursions | xxx | no |

Please add your remarks for items B to G

|  |  |
| --- | --- |
| Item B | xxx |
| Item C | xxx |
| Item D | xxx |
| Item E | Xxx |
| Item F | xxx |
| Item G | Xxx |