

Annex II

Cost catalogue for the budget of small project within the Small Project Fund

Current catalogue contains price calculation, conducted in March 2025.

The *catalogue* shall be used only for estimation of expenditures within the cost categories Services and Equipment.

Costs of the staff, staff's travel and accommodation, office and administration are covered by the relevant flat rates and may not be estimated as the costs of services or equipment.

Type of cost	Unit, unit cost in EUR	NOTES
Transport for event participants		
Transportation of a group: 1) up to 25 people (minibus), 2) of 26-56 people (coach).	1) 1,32 / km 2) 1,91 / km	Event participants – individuals who take substantive part in the project event. When budgeting, the number of people may include individuals who provide services related to the event (e.g., translator, meeting moderator, external expert), though they are not substantive participants. (However, when reporting the indicator value, only substantive participants are counted). Transportation – a service provided by a transport company (total cost of the service).

Accommodation for event participants		
Accommodation (with breakfast)	70 / person /night	<p>Event participants – individuals who take substantive part in the project event. When budgeting, the number of people may include individuals who provide services related to the event (e.g., translator, meeting moderator, external expert), though they are not substantive participants. (However, when reporting the indicator value, only substantive participants are counted).</p> <p>The cost does not include accommodation for the project staff.</p> <p>Accommodation – a service provided by a hotel.</p>
Meals for event participants		

<ol style="list-style-type: none"> 1) lunch / dinner 2) coffee break 	<ol style="list-style-type: none"> 1) 20 EUR /person 2) 11 EUR /person 	<p>Event participants – individuals who take substantive part in the project event. When budgeting, the number of people may include individuals who provide services related to the event (e.g., translator, meeting moderator, external expert), though they are not substantive participants. (However, when reporting the indicator value, only substantive participants are counted).</p> <p>The cost does not include meals for the project staff.</p>
Translation/ interpretation		
<p>Written translation:</p> <p>Language pairs:</p> <ol style="list-style-type: none"> 1) PL-UA 2) PL-ENG 	<ol style="list-style-type: none"> 1) 14 EUR/page 2) 14 EUR/page 3) 19 EUR/page 	<p>Written translation:</p> <p>The cost includes all expenses necessary for the provision of the service.</p> <p>Page – 1800 characters with spaces.</p>

3) ENG-UA		
<p>Consecutive interpretation:</p> <p>Language pairs:</p> <ul style="list-style-type: none"> 1) PL-UA – per block 2) PL-UA – per hour 3) PL-ENG – per block 4) PL-ENG – per hour 5) ENG-UA – per block 6) ENG-UA – per hour 	<ul style="list-style-type: none"> 1) 311/ block 2) 95/ hour 3) 252/ block 4) 85/ hour 5) 422/ block 6) 123/ hour 	<p>The cost does not include other expenses necessary for the provision of the service (e.g., travel, accommodation, meals, equipment).</p> <p>Block – each started 4-hour period of the interpreter’s availability for performing the interpretation.</p>
<p>Simultaneous interpretation:</p> <ul style="list-style-type: none"> 1) PL-UA – per block 2) PL-UA – per hour 3) PL-ENG – per block 4) PL-ENG – per hour 5) ENG-UA – per block 6) ENG-UA – per hour 	<ul style="list-style-type: none"> 1) 501/ block 2) 149/ hour 3) 409/ block 4) 139/ hour 5) 664/ block 6) 190/ hour 	
<p>Rent of premises for project events.</p> <p>Comprehensive sound technical support</p>		<p>The category does not apply to costs related to events associated with project management (e.g., working meetings of coordinators, etc.).</p> <p>When calculating the number of participants for substantive events, the project staff present at the event and external experts may be taken into</p>

		account (for calculation purposes, not to be included in relevant indicator value).
Rent of premises for the project event for: 1) group of up to 20 persons, 2) group of 21-50 persons, 3) group of 51-100 persons, 4) group of more than 100 persons.	1) 43/ hour, 2) 52/ hour, 3) 106/ hour, 4) 136/ hour.	The cost includes the provision of equipment necessary for the presentation (projector, laptop, etc.). The cost does not include sound technical support.
Comprehensive sound technical support during the project event <i>A) without simultaneous translation equipment:</i> 1) premises for the group up to 50 persons;; 2) premises for the group of 51 persons and more, 3) in the open air. <i>B) with simultaneous translation equipment (additional amount to be added to the amount specified in point A):</i> 1) indoor event;	A) 1) 105/ hour, 2) 129/ hour, 3) 172/ hour. B) 1) 200/ hour, 2) 380/ hour. C) 1) 328/ hour, 2) 480/ hour.	Presented rate is a total cost related to comprehensive sound system service. This includes all expenses, such as necessary number of microphones, speakers, equipment transportation, and other costs, such as catering, accommodation for the service provider's staff. Equipment for simultaneous interpretation – booths, microphones, headphones for each participant of the event.

<p>2) in the open air.</p> <p><i>C) with equipment to extend the event to an online format (additional amount to be added to the amount specified in point A):</i></p> <p>1) indoor event;</p> <p>2) in the open air.</p> <p>1)</p>		
<p>Outdoor events services</p>		
<p>Providing technical facilities for the outdoor event</p> <p>1) up to 100 persons</p> <p>2) up to 300 persons</p> <p>3) up to 500 persons</p> <p>4) more than 500 persons and less than 1,000 persons</p> <p>5) between 1000 and 1500 persons</p>	<p>1) 2324 EUR /service;</p> <p>2) 2736 EUR /service;</p> <p>3) 3389 EUR /service;</p> <p>4) 3946 EUR /service;</p> <p>5) 5229 EUR/service.</p>	<p>Providing technical facilities for the outdoor event (e.g. fencing, benches, chairs, portable toilet, wash basin, power generators, cleaning service, medical cover, accident and personal liability insurance - policy for min. PLN 300,000).</p> <p>Includes transport, installation, and dismantling costs at the venue.</p> <p>It does not include other components listed below in this table.</p>
<p>Security service for the event</p>	<p>1) 151 EUR/hour;</p>	

1) up to 100 persons 2) up to 300 persons 3) up to 500 persons 4) more than 500 persons and less than 1,000 persons 5) between 1000 and 1500 persons	2) 303 EUR/hour; 3) 363 EUR/hour; 4) 424 EUR/hour; 5) 514 EUR/hour.	
Hire of stage for performances by music/music&dance groups 1) 8x6 m 2) 10x8 m	1) 2106 EUR /service; 2) 3026 EUR /service.	Includes transport, installation, and dismantling costs at the venue. Covered stage, which is canopied on three sides, suitable for the <i>riders</i> of the artists.
Dressing room for artists	340 EUR /service	Includes costs for transport, installation, and dismantling at the venue.
Stage lighting	2106 EUR /service	Includes transport, installation, handling and set-up costs at the venue. Sound system and stage lighting to suit the <i>riders</i> of the artists.

<p>Stage sound system (including but not limited to microphones, speakers, other costs such as food, accommodation for service provider's staff)</p> <p>1) up to 100 persons 2) up to 300 persons 3) up to 500 persons 4) more than 500 persons and less than 1,000 persons 5) between 1000 and 1500 persons</p>	<p>1) 1210 EUR /service; 2) 1664 EUR /service; 3) 1967 EUR /service; 4) 2360 EUR /service; 5) 3087 EUR/service.</p>	
<p>Exhibition tent rental</p> <p>1) 3 x 3 m 2) 6 x 12 m</p>	<p>1) 104 EUR / service; 2) 490 EUR / service.</p>	Includes costs for transport, installation, and dismantling at the venue.
<p>Exhibition stand rental - wooden booth with counter (3.5 x3 m)</p>	<p>405 EUR / service</p>	

Entertainer	<p>1) first hour – 284 EUR;</p> <p>2) next hour – 67 EUR.</p>	<p>Total cost - preparation of the announcer for the event, running the event, other costs (such as transport food, accommodation). Person working in radio / television / with experience in event service</p>
Performances by local artist groups/artists	<p>2 937 EUR</p>	<p>Total cost (including performance, transport and other costs of group/artist participants, including food, fees to ZAIKS).</p> <p>The rate does not include hotel costs, which might be added according to the rate specified for accommodation.</p>
Trainers, speakers		
Host-speaker	<p>Please, use the rate for “entertainer” within the section for outdoor events</p>	<p>The host is responsible for leading and accompanying the program during the project event (without substantive input).</p> <p>The cost includes all expenditures of the event host, excluding reasonable costs for accommodation, meals, and lodging during the event, which may be additionally included in estimating the appropriate costs for the event participants.</p>
Trainer (external expert), conducting trainings, workshops	<p>384 EUR/event</p>	<p>The cost of the expert who provides substantive knowledge, excluding moderators and technical leaders.</p> <p>The cost includes all expenditures excluding reasonable costs for</p>

		accommodation, meals, and lodging during the event, which may be additionally included in estimating the appropriate costs for the event participants.
Conference speaker	295 EUR/event	<p>The cost of the expert providing substantive knowledge related to the conference topic.</p> <p>The cost includes all expenditures excluding reasonable costs for accommodation, meals, and lodging during the event, which may be additionally included in estimating the appropriate costs for the event participants.</p>
Materials of the event participant		
Printing of training materials (page A4, 50 pages each item) 20 items 50 items 100 items	9,70 EUR/item; 6,30 EUR/item; 6,05 EUR/item.	For events where such materials are justified (conferences, training sessions).
Notebook 20 items 50 items 100 items	9,10 EUR/item; 6,80 EUR/item; 5,81 EUR/item.	

Pen	1,37 EUR/item;	
Up to 50 items	0,93 EUR/item;	
51 and more items		
Identification badge		
20 items	2,00 EUR/item;	
50 items	1,26 EUR/item;	
100 items	0,97 EUR/item.	
Preparation and printing of publications		

<p>Preparation and printing (various number of pages and circulation)</p>	<p>Costs per item are presented in the table below</p>	<p>The cost includes the preparation of texts, proofreading, and printing of the publication, regardless of the format.</p> <p>The cost does not include graphic design.</p> <p>The cost does not include the printing of training materials.</p> <p>The cost does not include assurance of digital accessibility of the materials and preparation of these materials for people with different needs.</p>
<p>Promotional materials</p>		
<p>Exhibition tent with information about EU co-financing under the Programme (3x6 m)</p>	<p>1646 EUR /item</p>	
<p>1) Information board min. A3 size 2) larger than A3 size</p>	<p>1) 36 EUR /item, 2) 73 EUR /item.</p>	<p>Total cost, no assembly cost included.</p> <p>Plaque should be made of durable material, resistant to weather conditions such as rain, snow, wind, frost.</p>

		The informational board is not obligatory for every project, it shall not be identified with the poster.
Office equipment		
Laptop	513 EUR /item	Total purchase cost, provided that such purchases are justified compared to renting.
All in one desktop computer	879 EUR /item	
Multifunctional device	275 EUR /item	
Colour printer	259 EUR /item	
Black and white printer	149 EUR /item	
Projector	141 EUR /item	
Projection screen	81 EUR /item	

Preparation and printing of publications (by number of pages and circulation)			
Number of publication pages including cover	Circulation	EUR (per set)	EUR (per item)

8			
	50	125	2,50
	100	165	1,65
	200	267	1,34
	300	337	1,12
	400	399	1,00
	500	428	0,86
12			
	50	148	2,96
	100	191	1,91
	200	321	1,61
	300	408	1,36
	400	474	1,19
	500	529	1,06

40			
	50	310	6,20
	100	427	4,27
	200	742	3,71
	300	959	3,20
	400	1 130	2,83
	500	1 271	2,54
60			
	50	475	9,50
	100	636	6,36
	200	1 068	5,34
	300	1 370	4,57
	400	1 608	4,02
	500	1 825	3,65
100			

	50	566	11,32
	100	907	9,07
	200	1 505	7,53
	300	1 969	6,56
	400	2 407	6,02
	500	2 804	5,61
200			
	50	911	18,22
	100	1 546	15,46
	200	2 675	13,38
	300	3 538	11,79
	400	4 359	10,90
	500	5 096	10,19