

# International Centre for Local Democracy - ICLD

## ICLD Budget Guidelines for Municipal Partnership

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The major proportion of Municipal Partnership cooperation is financed by funding allocated by the Swedish International Development Cooperation Agency (Sida), but the foreign partner is expected to pay for salaries for its staff, travel/local transport in the partner country, possible rental costs for premises in the partner country, and certain other costs. A specification of the costs that may be funded in a Municipal Partnership agreement is presented below.

### 1. Maximum amounts that may be applied for:

*Preparation phase:*

Europe: Maximum SEK 200,000

Africa/Asia: Maximum SEK 250,000

*Preparation phase - three-party cooperation:*

Europe: Maximum SEK 250,000

Africa/Asia: Maximum SEK 300,000

*Management and coordination activities:*

Maximum SEK 300,000/year, of which maximum SEK 150,000 for work carried out

*Bilateral project:*

Europe: Maximum SEK 450,000/year

Africa/Asia: Maximum SEK 500,000/year

*Project – three-party cooperation:*

Europe: Maximum SEK 600,000/year

Africa/Asia: Maximum SEK 650,000/year

### 2. Costs for which compensation may be paid:

#### Salary compensation/remuneration

- Compensation for work performed by Swedish municipal employees (based on actual salary and social security contributions). The maximum amount payable is SEK 4,000/day.

- Swedish experts (resident in Sweden) and consultants engaged by Swedish municipalities for assignments in Sweden and in the partner country. The maximum amount payable is SEK 4,000/day<sup>1</sup>.
- Audit costs.

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1. The cost for Swedish experts may not exceed 15% of the total project budget. The need for consultants/experts must be explained in the project application, for example by describing their role and significance in implementation of the project.

## Expenses

- Travel:
  - Foreign travel:* Full compensation for economy/tourist class travel for a Swedish or non-Swedish participant. ICLD programme officers assess the amount applied for from case to case.
  - Travel within Sweden:* Full compensation for the cheapest available means of transport.
- Meals and accommodation:
  - Foreign participants in Sweden:* Full compensation up to a maximum of SEK 1,500 per person/day (the actual cost must be reported).
  - Swedish delegations in other countries:* Full compensation for accommodation of acceptable tourist standard (the actual cost must be reported). Payment for meals corresponding to a standard allowance of 60% of the Swedish Tax Agency's recommended daily tax-free per diem allowance (<http://www.skatteverket.se>).
- Interpreters:
  - Swedish interpreters/translators in Sweden:* Maximum SEK 5,000 per day.
  - Interpreter accompanying a delegation visiting Sweden:* Maximum SEK 1,500 per day.
  - Swedish interpreter accompanying a delegation visiting a partnership country:* Maximum SEK 1,500 per day<sup>2</sup>.
  - Foreign interpreter assisting Swedish participants in another country:* Maximum SEK 1,500 per day<sup>3</sup>.
- Visa expenses: for both parties.
- Necessary vaccinations: for Swedish participants.
- Communications: (e.g. telephone, fax and postage costs): standard allowance of SEK 1,000 per year.
- Insurance for participants travelling to Sweden: Maximum SEK 50 per day.

## Equipment and materials

- *Purchase of minor items of equipment and materials, or printing costs:* Maximum amount 15% of the total project budget per year. Examples of such costs: production of an information folder, printing reports, or the purchase of equipment/materials required for implementation of the project<sup>4</sup>.

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2. Payment may only be received if the application indicates that the partner cannot provide this service.
  3. See above.
  4. The equipment and materials to be purchased or to be prepared must be clearly stated in the application and the budget presented with the application.