

Definition of administrative costs allowance

A. Supporting personnel costs (Board members, Management members, Finance, HR, IT, Administration and other supporting functions)

Under supporting personnel and the indirect costs are considered all costs that cannot be directly related to the implementation of the activities:

- Salary costs and travel expenses of Board members, Management members, Finance, IT, Administration and other supporting personnel who cannot be related to an activity/programme.

B. Non-activity related administrative costs

Non-activity related administrative costs are:

- Insurances
- Accountant- and notary costs
- Advice and legal costs and other general expenses
- Subscriptions, contributions and memberships

C. Other non-activity related costs

Office costs

Office costs are all costs necessary to create a clean, good and safe work environment, which fulfills all demands that can reasonably be expected from an employer, such as rent, gas, light, water, cleaning costs, (tele)communication costs and office supplies.

IT-licenses and systems

The costs for the regular maintenance/security of the ERP-system and systems necessary for regular business operations.

Depreciations

Under depreciation costs are considered the following costs:

- Depreciations housing;
- Depreciations ICT;
- Other depreciations.