

## **Instruction for annexes**

### **Annex 1 - Budget template – COVID 19 response**

The structure of the budget is output based to secure an overview of costs associated with each output. If needed new cost types can be added under each output. Please remember to indicate unit, unit cost and quantity. For each budget line please note that a budget note must be filled out with the justification for the expense. The budget must be submitted to the HCE desk officer. After submission the desk officer will review the budget and inform the organisation when it has been approved.

### **Annex 2 – Interim accounts – COVID-19 response**

By 31<sup>st</sup> July an interim accounts must be submitted to the responsible HCE desk officer. Please note that the interim accounts must include the same budget lines as in the budget. If needed the organisation might be requested to submit a budget for the consecutive quarter.