

# **Key parts to watch out in your next lump sum proposal and budget!**

**4 September 2025  
online**

## AGENDA

08:45 – 09:00

**Accessing the ZOOM Online Meeting Room**

09:00 – 09:15

**Event opening and introduction to the course**

09:15 – 10:15

**I wish I had known this before submitting my lump sum proposal**

*Krisztina Toth, Managing Director, Europa Media Trainings Ltd.*

- Key features of a lump sum project
- Section 3 issues that could be problematic during implementation
- Evaluation process of the lumps sum projects
- Evolution of the lump sum budget: from the detailed budget table to the lump sum share distribution table
- What you need to know about the lump sum reporting before submitting the proposal.

*(10:15 – 10:40 Coffee Break)*

10:40 – 11:40

**Lump sum proposals: Hands-on tips for Part B and the Detailed budget table**

*Krisztina Toth, Managing Director, Europa Media Trainings Ltd.*

- Proposal forms: proposal template
- Work package distribution and responsibilities of the partners.
- Timing of the work packages considering the payment system – How much should we take into account the reporting periods?
- What to do with horizontal work packages?
- Introduction to the detailed budget table in Excel.
- How to define and justify the lump sum amount.
- How to sufficiently estimate the costs under each cost category
- Showcasing a real lump sum proposal budget.

11:40 – 12:00

**Final Q&A and close of event**

- Bring your own questions and let's discuss together!