

Institut français calls for projects or applications **RULES FOR THE VALUATION OF PROJECT BUDGETS**

The purpose of this document is to outline the rules governing the valuation of in-kind contributions and costs that don't generate direct invoices in budgets submitted to the Institut français in response to calls for projects launched by the Institut français. This ensures that submitted budgets are presented consistently, accurately, and verifiable, thereby preventing any risk of double funding or overvaluation of declared contributions.

1. General principles

Valuation consists in assigning a financial value to a resource actually mobilised for the benefit of the project, where such resource does not give rise to an invoice or direct payment. This can include providing premises, equipment, services, work, or preferential pricing arrangements from a partner.

For a valued contribution to be considered, it must meet the following conditions:

- It must be directly linked to the project.
- It must be a genuine, necessary, and proportionate contribution.
- It must be assessed using an objective and verifiable method.
- It must be supported by documentary evidence.
- It must not have already been funded or valued under another project.

2. Eligible expenses and contributions for valuation

In-kind contributions provided free of charge or at a preferential rate may be valued, provided that they constitute an identifiable contribution which is necessary and directly attributable to the project. The valuation applied must correspond to the customary cost or to the cost avoided by the project, and must not exceed market value.

Category	Valuation conditions	Examples of expected supporting documents
Premises made available	Valuation is permitted where the use is directly linked to the project and calculated on the basis of duration, surface area used and the rate customarily charged.	Price list, statement from the owner or partner, occupancy schedule, calculation method.

Accommodation	Valuation is permitted for rooms, studios or other accommodation made available, within the limit of a scale or rate that can be objectively evidenced	Applicable scale, statement of availability, number of nights, beneficiaries concerned.
Services or work provided free of charge	Valuation is permitted at the cost customarily charged for a comparable service or work.	Quotation, pro forma invoice, public price list, statement from the service provider.
Exceptional discounts	Valuation shall be limited to the difference between the public or customary rate and the rate actually paid, where the discount is specific to the project.	Public rate, initial quotation, invoice showing the discount, statement from the partner.
Equipment made available by a partner	Valuation is permitted where the equipment is used for the project over a specified period.	Duration of use, comparable rental rate, statement confirming availability.

An envelope entitled “indirect costs” may be included in the project holder’s budget under eligible expenses for valuation.

Indirect costs may include, in particular:

- permanent staff salaries and related employment costs;
- general administrative costs;
- overhead costs.

Such indirect costs may be valued **up to a maximum limit of 5% of the total project budget.** No specific supporting document is required for the valuation of indirect costs, provided that the applicable ceiling is complied with.

The following may not be valued:

- investments, acquisitions of durable equipment or fixed assets;
- voluntary or volunteer contributions.

IMPORTANT:

- A valuation does not constitute an expense actually incurred. It must therefore be presented separately from expenses giving rise to an actual disbursement.
- The grant awarded by the Institut français must be justified exclusively by actual and eligible expenses, in accordance with the list of eligible expenses applicable to the relevant programme or call for projects. Valuations may be taken into account when assessing the overall project budget, but they may not be used to justify the use of the grant paid by the Institut français.
- Depending on the call for projects concerned, the contribution from the Institut français may represent up to 50%, 70% or 80% of the overall budget submitted.

3. Supporting documents to be produced during assessment or in the event of an audit

Any valuation entered in the budget must be capable of being justified at the request of the Institut français, during assessment of the application or as part of any subsequent audit. In the absence of sufficient supporting documents, the valuation concerned may be excluded from the approved budget.

The supporting documents are as follows:

- a dated and signed statement from the partner specifying the nature of the contribution;
- a detailed calculation method;
- evidential comparison materials: quotations, pro forma invoices, price lists, public prices, rental rates;
- documents establishing the duration, quantity or surface area actually mobilised.

The project holder shall remain responsible for the accuracy, truthfulness and consistency of the budget submitted, as well as for the traceability of the items declared.

In case of doubt or where clarification is required, applicants should contact the relevant programme or call for projects contact point before submitting their application.

4 – Effective date

These valuation rules shall apply to grants awarded under calls for projects launched on or after 1 July 2026.