



Designing better interventions
for the social inclusion and well-being
of the children of incarcerated parents



Erasmus+

Project funded by European Union Funds



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Guidelines and tips for embarking safely in EU-funded projects

Alessia Rebeggiani

Today's agenda

- Introduction of the training and its participants
- Key characteristics of a European project
- A right approach to European calls for proposals
- Project awarded...What now?: main documents and project management set up
- Project reporting – Administrative procedures and requirements
- Questions & Answers



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Context and characteristics of EU projects



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Which EU projects are we looking at?

FUNDING PROGRAMMES
DIRECTLY MANAGED BY THE
EUROPEAN COMMISSION

Sector-specific

Direct relation
beneficiary-EC/EU Agency

EU-wide calls

FUNDING
PROGRAMMES
INDIRECTLY MANAGED
BY THE EUROPEAN
COMMISSION



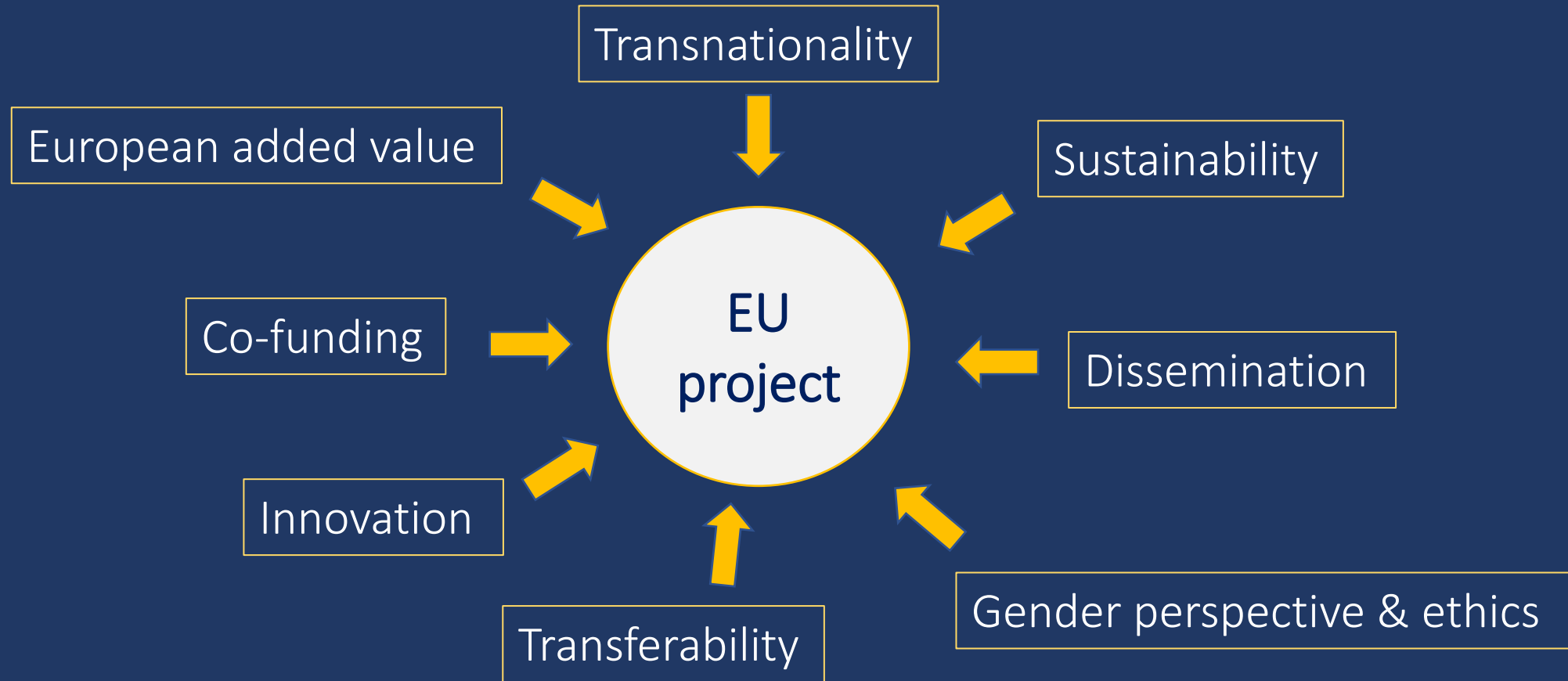
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Key characteristics of EU projects



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A strategic approach to EU calls for proposals



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Project conception: the process

Needs' analysis

- Context
- Needs and interests of your organisation



Idea

- Scout suitable EU opportunities



Project

- main objectives
- desired results
- core activities
- beneficiaries
- resources

Projects respond to our **NEEDS & VISION**, not (only) to financial aims



Call for proposals

- Collect and read all documents
- Verify eligibility criteria



The project needs to **ADAPT** to the call, not the opposite



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What does the EC expects from our proposal?

Award criteria	Questions to ask ourselves	Min. pass score	Max. score
Relevance	<p>Does the proposal match the priorities and objectives of the call?</p> <p>Is the needs assessment clear and robust?</p> <p>Is the target group defined and its choice motivated?</p> <p>Is the EU added value clearly explained?</p> <p>Does the proposal have a potential impact in other EU countries?</p>	25	40
Quality – Project design and implementation	<p>Are the proposal objectives clear?</p> <p>Is there a logical link between needs assessment-objectives-activities?</p> <p>Are the management structure, risk strategy, monitoring&evaluation well described?</p> <p>Are ethical issues and gender perspective taken into account?</p> <p>Is the project timeline feasible?</p> <p>Is the project budget appropriate?</p>	n/a	40
Impact	<p>Is the ambition and long-term of the project explained?</p> <p>Is the dissemination strategy appropriate for ensuring sustainability?</p> <p>Is any multiplier effect identified?</p>	n/a	20
Overall (pass) score		70	100

Read the proposal from the EC perspective



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Getting ready to start

2 ways to participate in EU calls for proposals



Applying as a coordinator



Joining in as a partner

- Partner search platforms
- Facebook and LinkedIn groups
- Databases of funded projects > very important resource to find possible partners and get inspiration on project ideas

Programme	Projects database
CERV	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/projects-results;programCode=REC
Erasmus Plus	https://ec.europa.eu/programmes/erasmus-plus/projects/



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Getting ready to start

Toolkit to be ready to apply:

- Statutes of your organisation
- Presentation of your organisation (mission, experience, sector and activities, fields of interest for future development)
- CVs of key staff in English
- List of previous EU-funded projects
- Activity report of the previous 1-2 years
- Financial documents (balance sheets, profit/loss account)



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Project management set up



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Key documents for project management

- Grant Agreement with its contractual obligations between the Commission and the beneficiaries (Coordinator and Partners) and its binding annexes:
 - Description of the Action (Annex 1)
 - Estimated budget for the action (Annex 2)
 - Additional information on unit costs and contributions (Annex 2a)
 - Accession Forms of the Beneficiaries (Annex 3)
- Amendments to the Grant Agreement, if any
- Partnership Agreements between Coordinator and Partners
- Project Management Plan
- Applicable EU and national **legislation** (tax, social security, labor law)

Read carefully and
keep as a reference
during the project



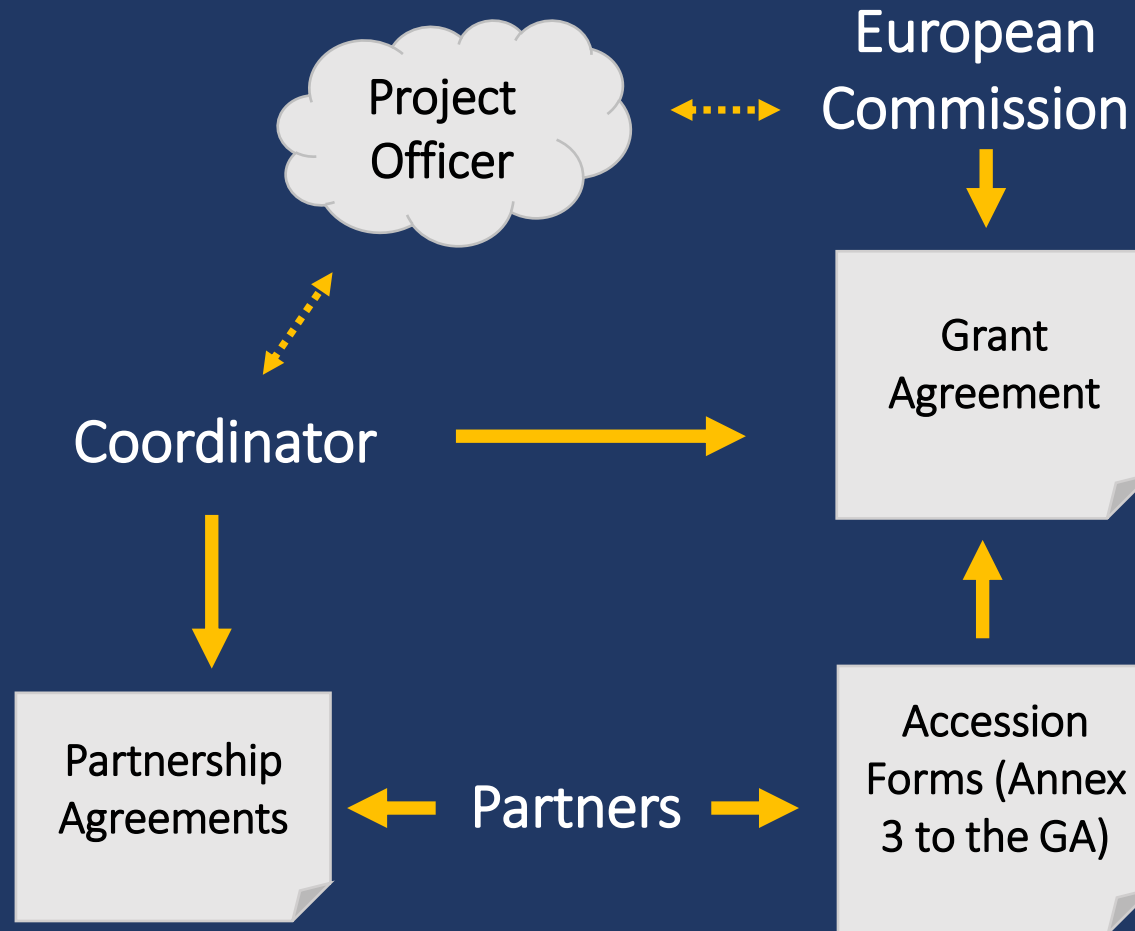
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Management dynamics



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Roles & Responsibilities

Beneficiaries bear **shared responsibility** for the **technical implementation** the project. If one fails to implement its part, the others shall be in charge of it without being entitled to an increase in the maximum grant amount (Art.7 of the GA).

Beneficiaries bear **joint financial liability** towards the Commission and **sole liability vis-à-vis third parties**.



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Roles & Responsibilities

The **Coordinator** must

- monitor that the action is implemented properly
- act as the intermediary for all communications between the consortium and the granting authority
- request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
- submit the deliverables and reports to the granting authority
- distribute the payments received from the granting authority to the other beneficiaries without unjustified delay

The **Partner** must

- keep information stored in the Portal Participant Register up to date
- inform the Coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action
- submit to the coordinator in good time:
 - the financial statements
 - the contribution to the deliverables and technical reports
- any other documents or information required by the granting authority.



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Stay on top of the game!

As a Coordinator:

- You will be pulling the strings of the project and do your **coordination and support work day-by-day**

As a Project Partner:

- You will be responsible for **your actions** related to tasks and responsibilities assigned to you
- You will be responsible for the **use of your budget** and its justification

ONGOING ACCOUNTING AND FINANCIAL MANAGEMENT

You need to produce evidence of the project implementation **during the project, not at the end.**



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Project Reporting



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CERV - Reporting arrangements

Each project has “**reporting periods**” established in the GA. Normally, a 24-months project has only **one reporting period (RP1) from month 1 to month 24**. In this case:

- One **Final report** is due within 60 days after the end of the project, which includes the request for payment of the balance.
- A **Mid-term progress report** is due as project deliverable, describing the activities carried out during the first half of the project and providing a general statement of the incurred expenditures and staff effort.
- It is advisable to establish **6-monthly internal reports** from all partners including narrative and financial info to check the level of expenditure, ensure the respect of the project workplan and assess any need for amendments.



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Reporting arrangements – Final Report

FINAL TECHNICAL REPORT containing:

- an explanation of the work carried out by the beneficiaries
- an overview of the implementation of the action, including milestones and deliverables identified in Annex 1
- explanations justifying the differences between work expected and work actually carried out
- a summary for publication by the Commission

FINAL FINANCIAL REPORT containing:

- an individual financial statement from each beneficiary detailing the total eligible costs for each budget category
- an explanation of the use of resources and the information on subcontracting from each beneficiary
- a final summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statement(s) and including the request for payment of the balance



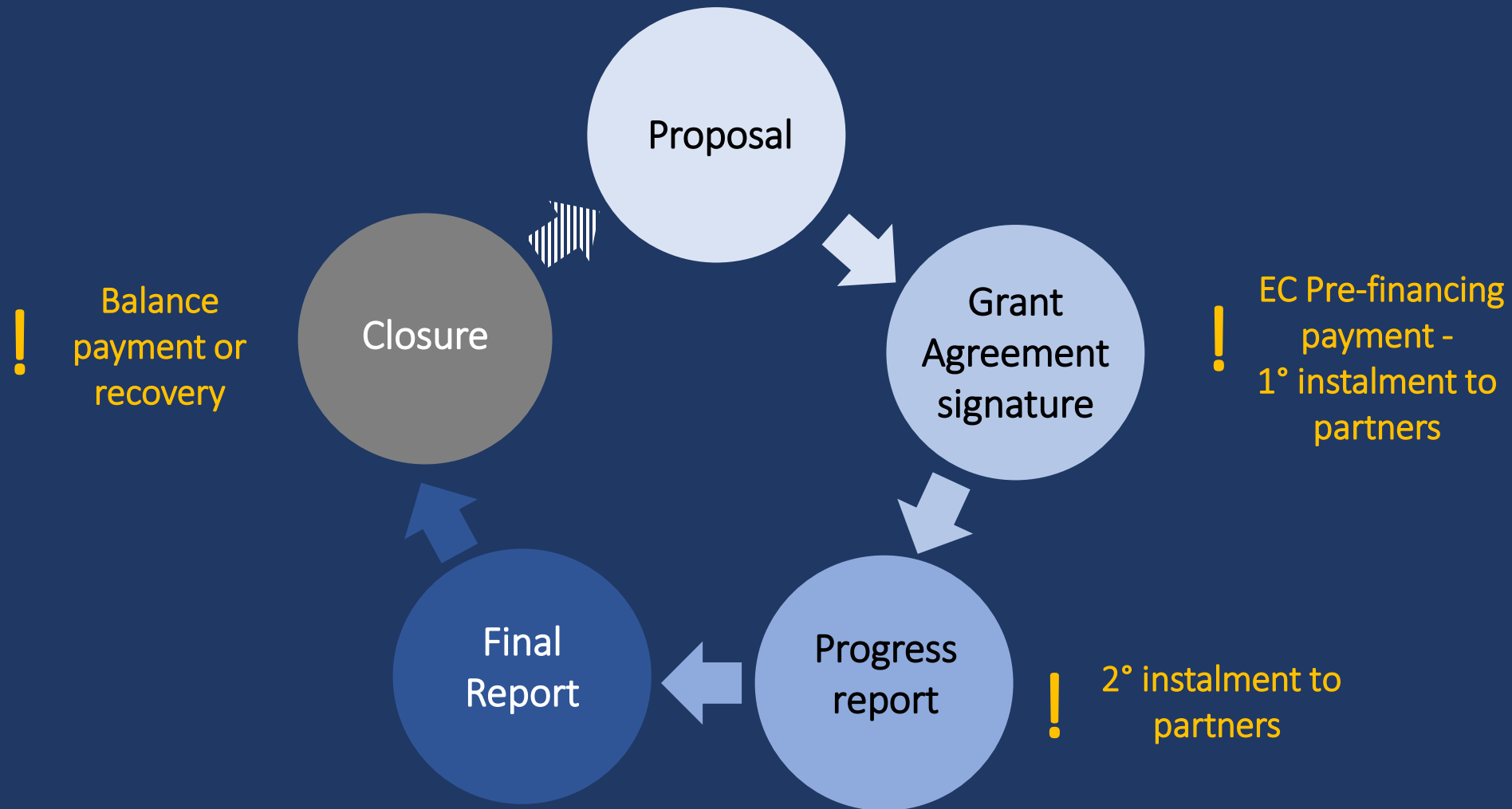
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Payment arrangements



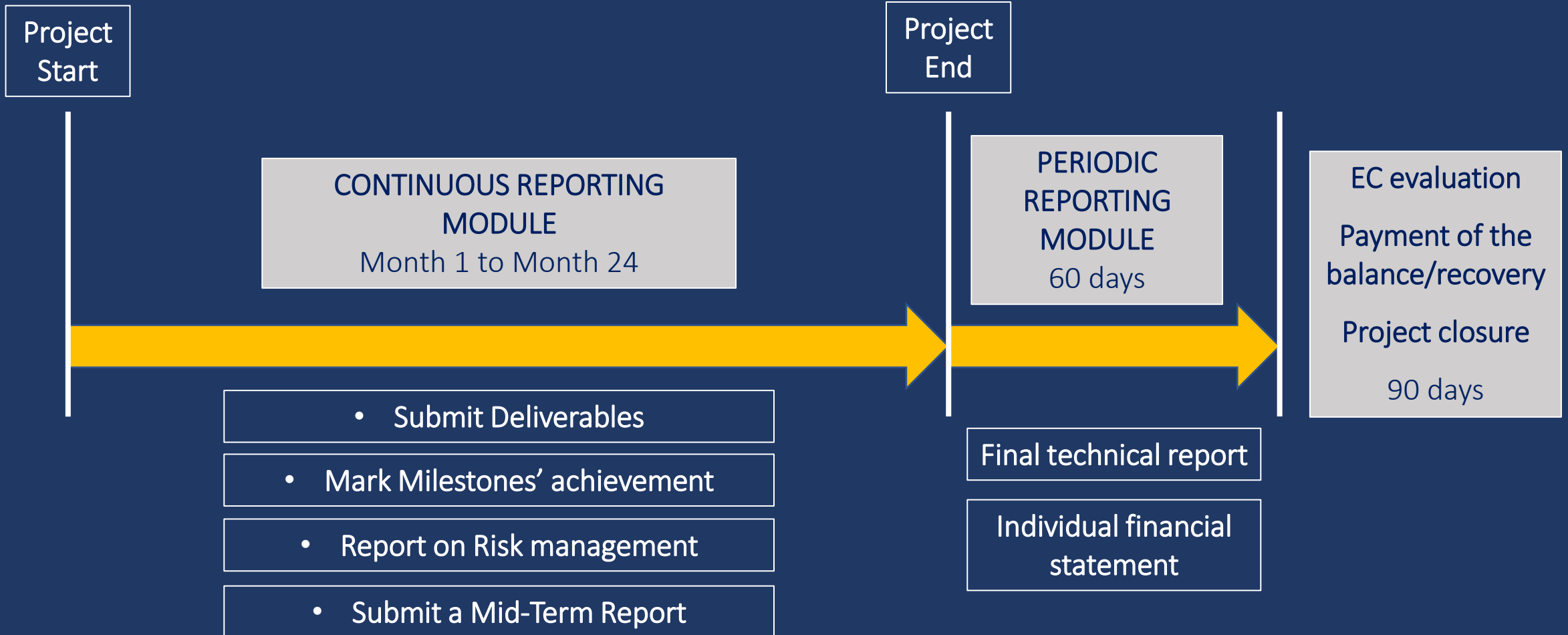
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Reporting on the EU Funding & Tenders Portal



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Reporting on Deliverables

Grant Management | Project Continuous Report

REC-AG | Summary for publication | Deliverables Ethics, DMP, Other Reports | Milestones | Critical Risks | Publications | Disseminat... and Communic... | Patents (IPR) | Training Activities | Financial support to 3rd parties

Call: REC-AG-2020 | Topic: REC-RDAP-GBV-AG-2020 | Unit: JUST/04

Deliverables, Ethics, DMP, Other Reports

For each Deliverable, a single file (max 52MB) can be uploaded

Show Filters | Clear Filters

WP No	Del Rel	Del N°	Title	Description	Lead	Nature	Dissem	Est. Del.	Rev. Due	Receipt I	Approval D:	Status
WP1	D1.1	D1				Repor	Confic	30 Mar :				Pending
WP1	D1.2	D2				Repor	Confic	30 Jan :				Pending
WP1	D1.3	D3				Repor	Confic	30 Dec :				Pending
WP1	D1.4	D16				Repor	Confic	30 Jan :	28 Jan :			Submitte
WP1	D1.5	D17				Repor	Confic	30 Dec :				Pending
WP2	D2.1	D4				Other	Public	29 Sep :				Pending
WP2	D2.2	D5				Other	Public	29 Apr :				Pending
WP2	D2.3	D6				Other	Public	30 Dec :				Pending
WP3	D3.1	D7				Other	Public	29 Sep :				Pending
WP3	D3.2	D8				Other	Public	30 Jan :				Pending
WP3	D3.3	D9				Other	Confic	30 Mar :				Pending
WP3	D3.4	D10				Other	Confic	29 Jun :				Pending
WP4	D4.1	D11				Repor	Public	30 Dec :				Pending

Validate

The Coordinator takes care of Portal updates



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Reporting on Milestones

Grant Management | Project Continuous Report

REC-AG
RIGHT SIDE
BY YOUR SIDE
Call: REC-AG-2020
Topic: REC-RDAP-GBV-AG-2020 Unit: JUST/04

Summary for publication ❌ Deliverables Ethics, DMP, Other Reports ⓘ Milestones ⓘ Critical Risks ✅ Publications ❌ Disseminat... and Communic... ✅ Patents (IPR) ✅ Training Activities ✅ Financial support to 3rd parties ✅

Milestones

Numbr	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)
1				<input type="checkbox"/>	<input type="text"/>
2				<input type="checkbox"/>	<input type="text"/>
3				<input type="checkbox"/>	<input type="text"/>
4				<input type="checkbox"/>	<input type="text"/>
5				<input type="checkbox"/>	<input type="text"/>
6				<input type="checkbox"/>	<input type="text"/>
7				<input type="checkbox"/>	<input type="text"/>
8				<input type="checkbox"/>	<input type="text"/>
9				<input type="checkbox"/>	<input type="text"/>
10				<input type="checkbox"/>	<input type="text"/>



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Reporting on Risks

Grant Management | Project Continuous Report

REC-AG
RIGHT SIDE
BY YOUR SIDE

Call: REC-AG-2020
Topic: REC-RDAP-GBV-AG-2020 Unit: JUST/04

Summary for publication ❌ | Deliverables Ethics, DMP, Other Reports ⓘ | Milestones ⓘ | **Critical Risks** ✅ | Publications ❌ | Disseminat... and Communic... ✅ | Patents (IPR) ✅ | Training Activities ✅ | Financial support to 3rd parties ✅

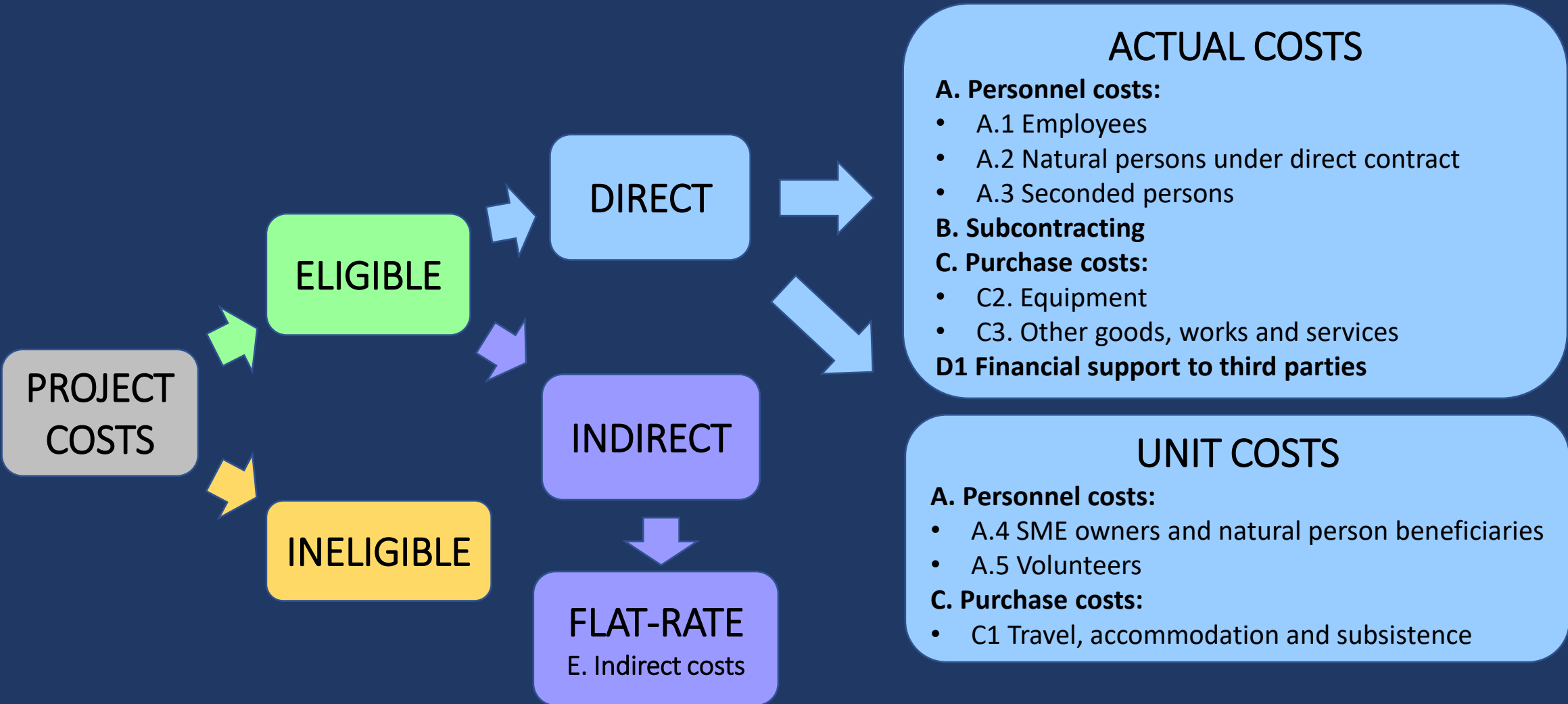
Critical Risks

Foreseen Risks (Annex-I)

Number ▲	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments	Actions
1								📄
2								📄
3								📄
4								📄
5								📄
6								📄

Unforeseen Risks

CERV Programme - Types of costs and forms of funding



General conditions for costs' eligibility

ACTUAL COSTS are eligible if:

- they are **actually incurred** by the beneficiary
- they fall **within the project start and end date**, with the exception of costs relating to the submission of the final report (Art. 21 of the GA)
- they are indicated in the **estimated budget** set out in Annex 2
- they are incurred **in connection with the action** as described in Annex 1 and are **necessary** for its implementation
- they are **identifiable and verifiable**, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
- they comply with the applicable national law on taxes, labour and social security
- they are **reasonable, justified** and comply with the principle of sound financial management, in particular regarding economy and efficiency.



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General conditions for costs' eligibility

UNIT COSTS are eligible if:

- they are **declared** under one of the eligible budget categories and **in Annex 2**
- the units are:
 - **actually used or produced** by the beneficiary **within the project start and end date** (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards – Art. 21 of the GA)
 - are **necessary** for the implementation of the action
- the number of units is **identifiable and verifiable**, in particular supported by records and documentation



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Ineligible costs

- costs related to return on capital and dividends paid by a beneficiary
- debt and debt service charges
- provisions for future losses or debts
- interest owed
- currency exchange losses
- bank costs charged by the beneficiary's bank for transfers from the Commission
- excessive or reckless expenditure
- deductible VAT
- costs incurred during the Grant Agreement suspension (Art. 32)
- in-kind contributions provided by third parties
- costs declared under another EU or Euratom grant
- costs for staff of a national (or local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant)
- costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies.



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VAT Eligibility

You can claim an amount inclusive of VAT, paid as part of the purchase of a good or service necessary for the implementation of an activity, **except if:**

- the cost is incurred for activities **in which VAT is deductible**
- the activity is undertaken by public bodies (State, regional or local government authority or other public body), acting as a public authority
- **your organization can in any case recover VAT**

----- Headed paper of your institution-----

VAT Declaration Form

The undersigned: (name)
In the capacity of: (position: should be legal representative, preferably the person who signs the contract)
Of the organisation: (please give all the information about your organisation according to the practice of your national regulations: national ID number, address, registered office etc)

Partner in the project:

Grant Agreement number:

Hereby declare that:

- Our organisation can recover VAT
- Our organisation cannot recover VAT

Further comments:

In case the organisation can recover VAT:

- VAT percentage: (please indicate)
- National VAT number: (please indicate)

Furthermore I declare that the costs declared in the interim and final report for the project are calculated according to the national regulations of (please indicate the country) as stated above and specific official documents are enclosed....

Place: (place of signature)
Date: (date of signature)

(Name and function of the authorised representative)
(Signature)
(Stamp if applicable)



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A. Personnel Costs – A.1

A.1 Employees

Costs of employees are eligible as personnel costs if they are related to personnel **working for the beneficiary under an employment contract** (or equivalent appointing act) **and assigned to the action**. They must be limited to salaries, social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract.

The personnel costs may also include supplementary payments for personnel assigned to the action (including payments on the basis of supplementary contracts regardless of their nature), if:

- it is part of the beneficiary's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required
- the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used.



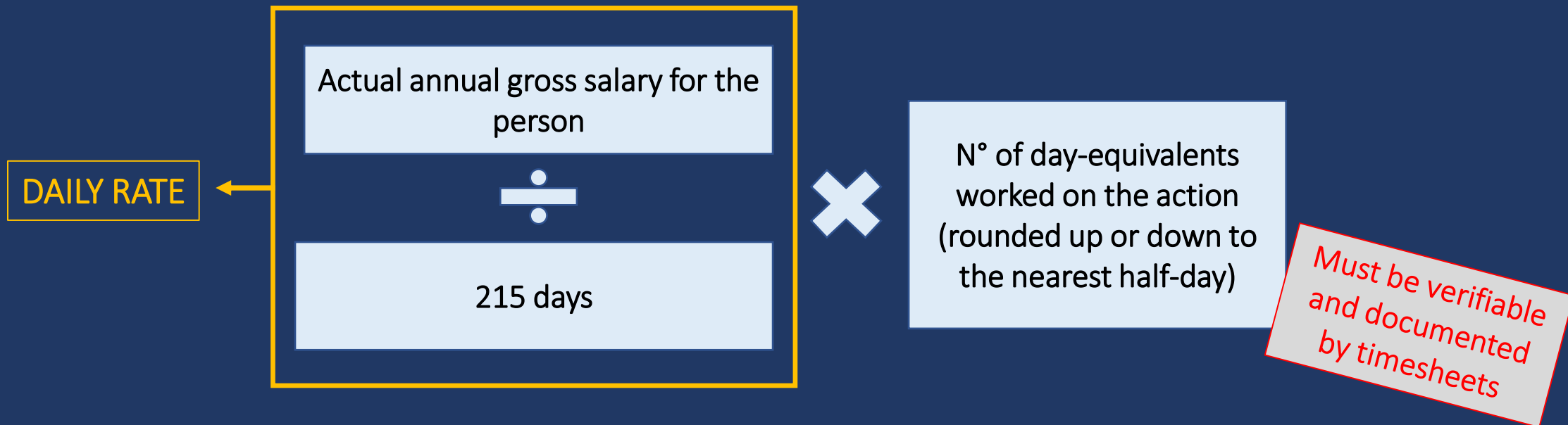
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A.1 Employees - Calculation



The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215.



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A. Personnel Costs – A.2 & A.3

A.2 Natural persons working under a direct contract with the beneficiary other than an employment contract

and

A.3 Seconded persons by a third party against payment

are eligible as personnel costs, if:

- the person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises
- the result of the work carried out belongs to the beneficiary

They must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.



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Supporting documentation for A. Personnel Costs

For each worker reported under cost category A.1-2-3 the following **justification documents** must be provided:

- Employment contract
- Resume
- Appointment Letter unless the person will work exclusively on the project (stating how much time he/she will dedicate to the project, for what activities and the time span)
- Salary slips
- Signed monthly timesheets (unless the person is appointed exclusively on the project)
- Proof of payments
- Any other useful documents (invoices, receipts, etc.)



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Time-sheet

Name of Beneficiary/Co-beneficiary	
Name of staff member	
Is staff member employed Full-time or Part-time	
Calendar Year	
Calendar Month	
Time unit (select hrs or days)	hours

Calendar Day	In case of absence, indicate one of the reason codes below				Other activities	Total hours (including overtime)
	time units worked on the project XXX <i>Kindly fill in reference</i>	time units worked on the project YYY <i>Kindly fill in reference</i>	time units worked on the project ZZZ <i>Kindly fill in reference</i>	time units worked on the project WWW <i>Kindly fill in reference</i>		
1						0,00
2						0,00
3						0,00
4						0,00
5						0,00
6						0,00
7						0,00
8						0,00
9						0,00
10						0,00
11						0,00
12						0,00
13						0,00
14						0,00
15						0,00
16						0,00
17						0,00
18						0,00
19						0,00
20						0,00
21						0,00
22						0,00
23						0,00
24						0,00
25						0,00
26						0,00
27						0,00
28						0,00
29						0,00
30						0,00
31						0,00
Summary for this month	0,00	0,00	0,00		0,00	0,00

Absences	
Weekend	WE
Sick leave	SL
Public holidays	PH
Annual holidays	AH
Other absence	OA

Summary of tasks:

Date and signature of staff member

Date and signature of Project Manager / Coordinator / Responsible

Timesheet - Example

- Name of the organisation
- Name of the employee
- Type of employment (full/part-time)
- Month and year of reference
- Time unit used (hour or day)
- Project GA number
- Number of time units (days or hours) worked on the project in the period covered by the timesheet
- Number of time units (days or hours) worked on other grants/activities
- Total number of time units (days or hours) worked
- Details of the tasks performed for the project
- Date, employee' and employer's signature

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A. Personnel Costs – A.4 & A.5

A.4 SME owners for the action (i.e. owners of beneficiaries that are small and mediumsized enterprises not receiving a salary) or **natural person beneficiaries** (i.e. beneficiaries that are natural persons not receiving a salary)

and

A.5 Volunteers (i.e. persons who freely work for an organisation, on a non-compulsory basis and without being paid)

may be declared as personnel costs, if declared eligible in the call conditions.

They are **calculated as unit costs** in accordance with the method set out in Annex 2a.

Volunteer costs:

- may not exceed the maximum amount for volunteers for the action (which corresponds to 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal)
- may not exceed the maximum amount for volunteers for each beneficiary set out in Annex 2
- may not make the maximum EU contribution to costs higher than the total eligible costs without volunteers.



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B. Subcontracting Costs

B. **Direct costs of Subcontracting** are eligible if:

- They cover the implementation of **certain tasks** described in Annex 1 and **foreseen** in the estimated budget - Annex 2
- They cover a **limited part of the action** – no management tasks, nor core activities
- The awarded subcontract reflects **best value for money** (or lowest price) with min. 3 bids collected in absence of conflict of interests
- They are justified by the nature of the action and are **necessary** for its implementation

Any **unforeseen use of subcontracting** while the action is under way shall be notified to the European Commission.

NB:

- The Project Partner has sole responsibility for carrying out the action
- The subcontractor has no rights vis-à-vis the European Commission
- The Project Partners / Associate Partners cannot be subcontractors
- The conditions of the grant on liability for damages, conflict of interests, confidentiality, checks, audits and evaluation apply also to the subcontractor.



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Supporting documentation for B. Subcontracting Costs

- Call for tender
- Documents showing the selection and award procedures (e.g. copies of the bids received, reports on bids' comparison and evaluation...)
- Contracts with the awarded subcontractor including description of the activities/goods/services delivered, time span, reference to the project, payment arrangements, total amount and breakdown of costs
- Invoices with dates, reference to the project and description of the activities carried out
- Proofs of payment
- Other documents if needed: e.g. national rules on public tendering if applicable, EU Directives, etc.



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C. Purchase costs

C. Purchase costs (including related duties, taxes and charges, such as non-deductible VAT) are eligible, if they are:

- identifiable and purchased specifically for the action following the beneficiary's purchase practices
- ensuring best value for money and avoiding any conflict of interests.

C1. Travel and Subsistence → Unit costs

C2. Equipment → Actual costs

C3. Other goods, works and services → Actual costs



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C1. Travel and Subsistence

Travel and subsistence costs are eligible if:

- they were incurred for travels **clearly linked to specific tasks** set out in Annex 1 of the Grant Agreement
- were incurred by **persons directly involved** in the action.

Travel costs cover the route **from the place of departure to the place of destination** including transfer from/to airport or train station.

Local transportation falls under Subsistence costs.

Calculated on the basis of Unit costs tables set out in Annex 2a of the Grant Agreement

- Travel: journey / distance band
- Accommodation: night rate / country of stay
- Subsistence: daily rate / country of stay



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Supporting documents for C1. Travel and Subsistence

Justification documents for **Travel Costs**:

- the organisation's internal rules on travel
- transport invoices and tickets
- travel authorisation
- proofs of attendance (minutes of meetings, reports, etc.)
- proof of payments
- reimbursement claim signed and dated by the participant (employee) and the person authorizing the expenditure (employer)

The documents should show the amount paid, the name of travelling persons, the dates and destinations of travel.

Justification documents for **Subsistence Costs**:

- hotel, meals, local transport (etc..) invoices, receipts and tickets
- proof of attendance (minutes of meetings, reports, etc.)
- proof of payments
- reimbursement claim signed and dated by the participant (employee) and the person authorizing the expenditure (employer)

The documents should show the amount paid, the name of travelling persons, the dates and location.



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C2. Equipment

Purchases of **equipment, infrastructure or other assets** used for the action must be declared as **depreciation costs**, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Only the **portion of the costs that corresponds to the rate of actual use for the action during the action duration** can be taken into account.

Costs for renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

Supporting documentation:

- Copies of invoices declaring when the equipment was purchased and delivered
- Proof of payment
- Calculation of the depreciation amount requested
- Beneficiary's accounting practice regarding depreciation



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C3. Other goods, works and services

Purchases of other goods, works and services must be calculated on the basis of the costs actually incurred.

Goods and services include, for instance:

consumables and supplies, dissemination & publication costs (layout, editing, printing, translations...), costs for events (catering, room rentals, interpretation,...), fees for experts..

NB: general office supplies (pens, paper, ink cartridges, folders, postal services...) are **indirect costs**.

Supporting documentation:

- invoices (always include as many details as possible regarding name and type of item/publication, languages, n° of copies/pages and so on)
- proofs of payment
- other relevant documents (e.g. other quotations received)



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E. Indirect costs

- Necessary to the project but **not specifically linked to it**
- General costs needed to employ, manage, accommodate and support directly the personnel working in the project: office space, electricity, heating, insurances, management and administrative costs, telephone, internet, office supplies...
- Calculated as a percentage of eligible direct costs after analysis of the costs by the Commission - **FLAT RATE: max. 7%** (categories A-D, except volunteers' costs if any)

Supporting documentation

- No supporting documents are required as Indirect costs do not need to be identified or justified
- Partners will sign a self-declaration at project end stating the final amount of Indirect costs claimed for final reporting



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Currency for financial statements

Financial statements must be in **Euro**.

Beneficiaries with a difference currency must convert the costs recorded in their accounts into Euro at the **average of the daily exchange rates** published in the C series of the Official Journal of the European Union calculated **over the corresponding reporting period**:

https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

Beneficiaries holding their accounts in Euro shall convert costs incurred in another currency into Euro according to their usual accounting practices.



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Information to collect for trainings, events, workshops...

- Workshop/training/event subject, name
- Duration (number of days, sessions, modules, etc.)
- Number of participants by profession/target group (and possibly by gender?)
- Target groups (e.g. policymakers, civil servants, general public, law enforcement officers, NGOs, etc.)
- Invitation, agenda
- Presentations/ training materials
- Feedback questionnaires
- Signed attendance sheets
- Photos/videos
- Minutes/brief report of the event



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Obligation to ensure visibility of EU funding - Art.17 of the GA

Any communication activity related to the action (including at conferences, seminars, in information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via social media, etc.) and any infrastructure, equipment or major result funded by the grant must:

- display the **EU emblem** (when displayed in association with another logo, the EU emblem must have appropriate prominence)
- include the **disclaimer excluding the Commission's responsibility**

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

Logo and visual identity manuals: https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en



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General remarks on supporting documentation

- No undocumented cost will be considered eligible
- Supporting documents must be kept on file for a period of 5 years after the receipt of the final payment
- For **actual costs**: adequate records and other supporting documentation to prove the costs declared, such as contracts, subcontracts, invoices and accounting records. In addition, the beneficiaries' usual cost accounting practices and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documentation
- For **flat-rate costs (E. Indirect costs)**: adequate records and other supporting documentation to prove the eligibility of the costs to which the flat-rate is applied. The beneficiaries do not need to identify the costs covered or provide supporting documentation (such as accounting statements) to prove the amount declared at a flat-rate.



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General remarks on supporting documentation

In addition to the visibility guidelines in Art.17, any project output should include:

- Full project title
- Project acronym
- Project number

It is a good practice to create a stamp dedicated to the project to mark supporting documents such as invoices, proofs of payments, e.g:

Project Acronym – GA n.
Amount:€



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Any questions



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Thank you!

Alessia Rebeggiani



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