

Erasmus+

Virtual Exchange

INTERCULTURAL LEARNING EXPERIENCE



Erasmus+ Virtual Exchanges

InfoDay – 30 November 2021

Financial Aspects

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Virtual Exchanges in Higher Education and Youth

Key elements of the grant in terms of financial reporting

- Budget-based mixed actual costs grant (only eligible costs actually incurred are eligible – NOT the budgeted costs)
- Duration: maximum 36 months (amendment for extension if necessary)
- Financial capacity:
 - applicants must have stable and sufficient resources to contribute their share
 - will be checked for all applicants (excepting public bodies)
- Maximum amount: EUR 500.000
- Funding rate: 95% of the eligible costs
- Payment arrangements:
 - 1st pre-financing: 40% of the amount of the grant
 - one or more further pre-financing payments
 - If final amount of the grant < total pre-financing received => the difference must be paid back

Forms of financing and budget categories (1)

- ***actual costs incurred***

- personnel (employees, seconded persons) – **calculation methods detailed in the Annotated Grant Agreement (AGA)**
- subcontracting - implementation of 'action tasks' (project tasks that need to be outsourced)
- purchase: equipment (example: depreciation duration is 5 years but project's duration is 3 years => only the depreciation corresponding to these 3 years is eligible)
- VAT (eligible only if it is non-deductible)
- other:
 - communication costs for presenting the project on the participant's website – **eligible (but costs for separate project websites – ineligible)**
 - in-kind contributions for free are allowed but are not eligible costs

Forms of financing and budget categories (2)

- ***unit costs***

- travel (depending on distance), accommodation (amount per night), subsistence (daily rate); for unit costs see link in the footnote 27 at page 21 of the Call for Proposals:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf

- personnel: SME owner/natural persons under direct contract – for unit costs see link in the footnote 26 at page 21 of the Call for Proposals:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-sme-owners-natural-persons_en.pdf

- personnel: volunteers (see AGA Art. 6.2.A.5)

- ***flat rate for indirect costs (7% on the total eligible costs)***

Main eligibility conditions by form of financing (1)

Checks, reviews and/or audits can start up to 5 years after payment of the balance => record keeping for at least 5 years after payment of the balance

- *actual costs incurred :*

- costs must be declared under one of the budget categories
- costs actually incurred over the period indicated in the Grant Agreement (GA)
- costs are necessary for the action
- costs identifiable and verifiable in accounting
- must comply with the applicable national law on taxes, labour and social security
- reasonable, justified and must comply with the principle of sound financial management (see EU Financial Regulation)

Main eligibility conditions by form of financing (2)

- ***unit costs:***

- must be declared under one of the ***budget categories***
- the units must:
 - be ***actually*** used or produced by the beneficiary in the ***period*** indicated in the GA
 - be ***necessary*** for the implementation of the action
- the number of units must be ***identifiable*** and ***verifiable*** in accounting

- ***flat rate for indirect costs (7%):***

- must be declared under one of the ***budget categories***
- the ***eligible costs*** to which it is applied must be related to the ***period*** indicated in the GA

The data in the budget forms must match

Budget form (Application form – Part A)


No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Personnel costs volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Funding rate	Maximum EU contribution to eligible costs/EUR	Requested EU contribution to eligible costs/EUR	Max grant amount/ EUR
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Budget form (Application form – Part B)

Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accomodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR

Unit cost for travel – distance calculator

← → ↻ 🏠 https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en ⚙️ ⭐ 📄 👤

 An official website of the European Union How do you know? ▾








Rail calculator

Flight calculator

Table: Unit cost amounts per distance band


Rail calculator


For rail travel of more than 400km:



Directions

Type or right-click on the map to set the start and destination addresses.

 Start

 End

The unit cost for travel is for return trips

5.1 Amounts for return air, rail and combined air/rail journey (more than 400 km)

Distance Band (in km) ¹¹	Amount in EUR per return trip
400-600	196
601-800	209
801-1200	221
1201-1600	230
1601-2000	295
2001-2500	343
2501-3500	433
3501-4500	527
4501-6000	637
6001-7500	720
7501-10000	961
10001-Max	1.101

5.2 Amounts for Intra-Member State return journeys by land between 50 and 400 km

Country	Amount in EUR per return trip
AT	60
BE	45
BG	12
CZ	22
DE	64
DK	26
EE	18
ES	38
FI	52
FR	38
GB	64
GR	36
HU	28
IE	29
IT	32
LT	20
LX	18
NL	49
PL	28
PT	40
RO	18
SE	26
SI	22
SK	20

5.3 Amounts for Inter-Member States return journeys between 50 and 400 km (EUR)

5.4 Amounts for return journeys to outermost regions and OCTs

Region/OCT	EUR
Aruba	1 343
Bonaire	1 344
Curaçao	1 302
French Polynesia	2 204
Greenland	1 118
Guadeloupe	801
French Guiana	905
Martinique	958
Mayotte	1 170
New Caledonia	2 065
Réunion	1 040
Saba	1 286
Saint Helena	2 395
Saint Martin	939
Saint Pierre and Miquelon	1 832
Wallis and Futuna	2 398

Unit cost for accommodation and subsistence

5.5 Amounts for accommodation and subsistence costs

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
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Calculation of final amount of the grant in 4 steps (in case that your application is selected)

1. 95% co-financing of total eligible costs
2. Max. grant amount as per grant agreement
3. Reduction for no-profit rule
4. Reduction due to
 - a) substantial errors, irregularities or fraud
 - or
 - b) serious breach of obligations

Tips (in case your application is selected):

- a) Check declared costs in final report for the project carefully with your bookkeeping
- b) Keep accounting documents supporting your declaration for the project (e.g. time records for staff on monthly basis)
- c) If possible, record costs analytically per project.

Advices:

- Before applying for the grant, read carefully the Call for Proposals, the Annotated Grant Agreement (AGA) and all the other documents available on the portal.
- Since the application phase and during the whole duration of the project involve in the management of the project a person with financial/accountancy skills.

Thank you!



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