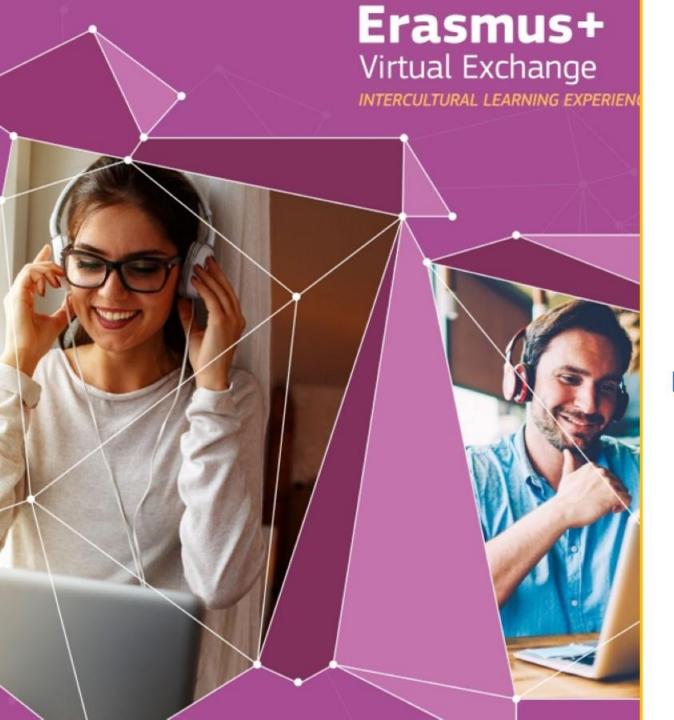


Erasmus+ Virtual Exchanges InfoDay – 30 November 2021

Financial Aspects





Erasmus+ Virtual Exchanges InfoDay – 30 November 2021

Alina FILIMOM

European Education & Culture Executive Agency





Virtual Exchanges in Higher Education and Youth

Key elements of the grant in terms of financial reporting

- Budget-based mixed actual costs grant (only <u>eligible</u> costs <u>actually</u> 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 <u>are not</u> 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 <u>actually</u> incurred over the <u>period</u> indicated in the Grant Agreement (GA)
 - costs are <u>necessary</u> for the action
 - costs <u>identifiable</u> and <u>verifiable</u> in accounting
 - must comply with the applicable <u>national law</u> on taxes, labour and social security
 - <u>reasonable</u>, <u>justified</u> 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 <u>budget categories</u>
- the units must:
 - be actually used or produced by the beneficiary in the period indicated in the GA
 - be <u>necessary</u> for the implementation of the action
- the number of units must be <u>identifiable</u> and <u>verifiable</u> in accounting
- flat rate for indirect costs (7%):
- must be declared under one of the <u>budget categories</u>
- the <u>eligible costs</u> to which it is applied must be related to the <u>period</u> indicated in the GA



The data in the budget forms must match

Budget form (Application form – Part A)

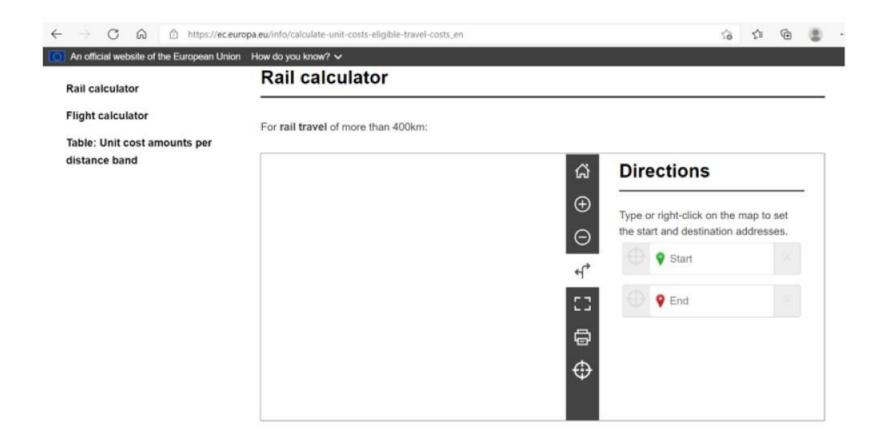
No.	Name of beneficiary	Country	Role	costs -	costs volunteers	Subcontra cting costs/EUR	costs -	costs - Equipmen	costs -	support to third parties/	costs/EUR	Total eligible costs/EUR	rate	EU contributi on to eligible	Requested EU contributi on to eligible costs/EUR	amount/ EUR
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Budget 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	XEUR	X EUR	X travels	X persons travelling	X EUR	XEUR	XEUR	XEUR	X EUR	X grants	XEUR	X EUR	XEUR		



Unit cost for travel – distance calculator



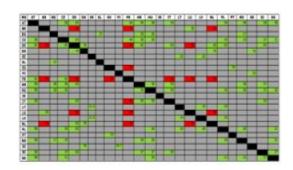


The unit cost for travel is for return trips

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		

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



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

Country	Arrestant in Ethic
AT	92
86	-45
86	12
CZ	20
.06	64
2040	76
tr.	15
£1.	34
86	52
F2.	36
FR.	64
1191	34
2103	21
36.	36
IT.	52
1.7	20
450	19
56.	-12
PL.	30
817	40
mo	1.6
56	39
51	2.7
58	20

5.4 Amounts for return journeys to outermost regions and OCTs

Region/OCT	EUR
Aruba	1 343
Bonaire	1.344
Curação	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 Fotuna	2 398



Unit cost for accommodation and subsistence

5.5 Amounts for accommodation and subsistence costs

Country Accommodation - Amount in EUR Per night

Accommodation - Subsistence - Daily Rate in EUR



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
- 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
- Keep accounting documents supporting your declaration for the project (e.g. time records for staff on monthly basis)
- 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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