EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE

Directorate A
Unit A4: Programme management

GUIDE FOR

ACTION GRANTS 2014

***

Justice Programme

Rights, Equality and Citizenship Programme

and Pilot Projects 2014 of DG Justice

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I. INTRODUCTION

1. The Programmes managed by DG Justice

This Guide is applicable to the **Action Grants** to be awarded under the Annual Work Programmes for **2014** of the two financial programmes managed by Directorate-General for Justice of the European Commission:

- **Justice Programme**
(established by Regulation (EU) No 1382/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Justice Programme for the period 2014 to 2020[1]);

- **Rights, Equality and Citizenship Programme**

(established by Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014 to 2020 [2]).

In addition it is also applicable to action grants to be awarded under the pilot projects of the 2014 Budget.

2. The scope of this Guide

The Guide is divided in different sections and aims to provide all information relevant to the application and selection process, as well as to the entire life-cycle of co-financed projects:

Section II provides information about preparing and submitting an application for funding.

Section III provides information about the implementation of projects.

Section IV provides information about reporting at the end of the project.

The last section (Section V) on Eligibility of costs includes information relevant to all stages: application for funding, project implementation, reporting.

> **! Note**
>
> The information provided in this Guide is supplementary to the rules published in the call for proposals and in the Grant Agreement and should always be read together with the call for proposals or the Grant Agreement. In case of any inconsistency or contradiction, the rules published in the Grant Agreement and in the call for proposals take precedence over this Guide.

3. Glossary of Terms

The following Glossary of Terms will help you understand the terminology used throughout this Guide.

1 OJ L 354, 28.12.2013, p. 73.
2 OJ L 354, 28.12.2013, p. 62.

Terminology applicable in the application stage

Applicant: The organisation which submits the proposal.

Depending on the requirements of each call, the Applicant may submit an application on its own, or in partnership with Partners and/or Associate Partners.

Partner: The organisation which, in cooperation with the Applicant, participates in designing the project activities and participates in the partnership which submits the application. The Partner (unlike the Associate Partner) aims to receive Union co-financing for the costs it incurs during the implementation of the project.

At application stage the Partner must sign the Partner Declaration Form.

Associate Partner: The organisation which participates in or is associated to the project, but will not receive Union co-financing for the costs it incurs during the implementation of the project. Associate partners are generally organisations which either do not comply with the criteria for being an Applicant or a Partner (see eligibility criteria in the relevant call) or do not wish or need to receive co-funding from the Union for their participation in the project.

At application stage the Associate Partner must sign the Associate Partner Declaration Form.

Terminology applicable in the implementation stage when the grant is awarded to a single entity

Mono-beneficiary Grant Agreement: Grant Agreement signed for projects where one single entity (the Beneficiary) implements a project and enters in a contractual relationship with the Commission.

Beneficiary: When the grant is awarded, the Applicant becomes the Beneficiary (and is referred to as such in the relevant mono-beneficiary Grant Agreement and any project-related documentation).

Associate Partner: The organisation which participates in or is associated to the project, but will not receive Union co-financing for the costs it incurs during the implementation of the project. Associate partners are generally organisations which either do not comply with the criteria for being an Applicant (see eligibility criteria in the relevant call) or do not wish or need to receive co-funding from the Union for their participation in the project.

The Associate Partners have no contractual or financial obligation towards the Commission. They are third parties to the Grant Agreement.

Terminology applicable for the implementation stage when the grant is awarded to more than one entity

Multi-beneficiary Grant Agreement: Grant Agreement signed for projects where more than one entity (the Coordinator and the Beneficiaries) implement a project and enter in a contractual relationship with the Commission.

Coordinator: When an application is submitted on behalf of more than one entity and the grant is awarded, the Applicant becomes the Coordinator (and is referred to as such in the relevant multi-beneficiary Grant Agreement and any project-related documentation). The Coordinator receives mandates from all Co-beneficiaries participating in the project to act on their behalf.

Co-beneficiary: When an application is submitted on behalf of more than one entity and the grant is awarded, then all Partners become "Co-beneficiaries" (and are referred to as such in the relevant multi-beneficiary Grant Agreement and any project-related documentation). The Co-beneficiary (unlike the Associate Partner) aims to receive Union co-financing for the costs it incurs during the implementation of the project.

Each Co-beneficiary provides a mandate to the Coordinator authorizing him to act on its behalf and undertakes contractual and financial responsibility towards the Commission for the implementation of the project.

The Beneficiaries: Beneficiary/Coordinator and Co-beneficiaries, individually or collectively.

Associate Partner: The organisation which participates in or is associated to the project, but will not receive Union co-financing for the costs it incurs during the implementation of the project. Associate partners are generally organisations which either do not comply with the criteria for being an Applicant or a Partner (see eligibility criteria in the relevant call) or do not wish or need to receive co-funding from the Union for their participation in the project.

The Associate Partners have no contractual or financial obligation towards the Commission.

Generally applicable terminology

Project/Action: A structured group of activities aiming to achieve concrete results, which are in line with the priorities of the respective call. To be selected for funding, projects should have European added value and will promote the objectives of the Programme.

If the proposal for a project is selected for funding it will be

	formalised through a Grant Agreement. In the Grant Agreement the project is referred to as "action".
Action grant:	A grant awarded to finance a project.
Operating grant:	A grant awarded to finance the normal activities/functioning of an organisation. NB: This Guide is not applicable to Operating Grants.
Donor:	Entities which provide financial support but do not have an active role in the project.

II. HOW TO PREPARE AN APPLICATION

1. Introduction

The purpose of this section is to assist Applicants in preparing a successful application.

It also explains the submission process, providing detailed information on how to fill in the Grant Application Form, the Budget Form and other required Annexes mentioned in the call for proposals.

Applicants are therefore requested to carefully read relevant sections of this Guide before they start preparing the Application Package, in addition to the call text.

> **! Note**
>
> The Applicants must ensure consistency within and between all documents submitted as part of the Application Package. Lack of consistency will be evaluated unfavourably.

2. General information about the Application

2.1. PRIAMOS

An application can be submitted solely through the PRIAMOS on-line system. No other form of submission will be accepted. Application Packages or Annexes sent by e-mail, post or fax will not be taken into consideration.

Before submitting an application, Applicants must first register in PRIAMOS.

> **! Note**
>
> For further information on how to register in PRIAMOS and on how to submit the Application Package, please consult:
> http://ec.europa.eu/justice/grants/priamos/index_en.htm.

> **! Note**
>
> You might be requested at any time during the evaluation process to provide additional documents or information. It is therefore important that you update your contact details in PRIAMOS, and that you ensure that it is always possible for the Commission to contact you, e.g. in case of absence of the contact person indicated.

2.2. The Application Package

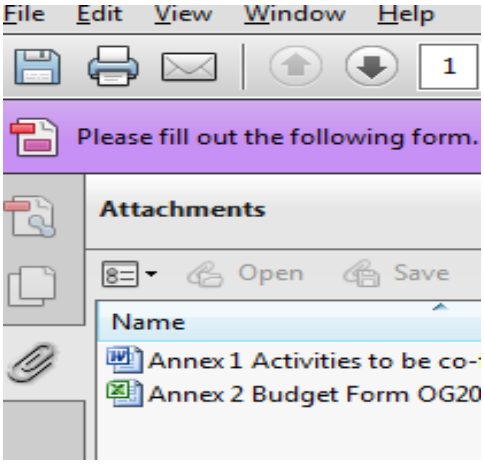
The Application Package is composed of the:

- Grant Application Form, and
- Annexes

For the list of Annexes that must be submitted, please consult the call.

The Applicant must ensure that all required Annexes are attached to the Grant Application Form when it is uploaded in PRIAMOS.

Annexes for which a mandatory template must be used (e.g. Annex 1 and Annex 2):



The mandatory templates are attached to the blank Grant Application Form that the Applicant will download from PRIAMOS. The Applicant will need to fill out and attach these files to the Grant Application Form in their original format (e.g. Word for Annex 1, Excel for Annex 2).

Please do not change the format and **do not print and scan these documents** for the purpose of submitting them.

Detailed information on how to fill out Annex 1 and Annex 2 can be found in Sections II.4 and II.5 respectively.

Annexes for which no mandatory template is provided:

The Applicant may use its own template and, once finalised, attach the documents to the Grant Application Form.

> **! Note**
>
> For easier reference, before attaching the Annexes to the Grant Application Form, please indicate the number of the Annex and its name in the filename when you save it on your local drive.

The Grant Application Form and all Annexes may be submitted in the language used for communication within the partnership, provided it is an official EU language. However, for reasons of efficiency the Commission would strongly advise Applicants to use English, French or German.

3. Grant Application Form

3.1. Download the Grant Application Form

The Grant Application Form is an Adobe Acrobat (pdf) document which includes information about the Applicant and the project.

The Grant Application Form is available in PRIAMOS.

Before you start filling in the Grant Application Form, please verify:

- **the registration data of the Applicant and of the contact person:** you must verify that your data entered when registering for PRIAMOS is up-to-date, as this data is downloaded automatically onto the Grant Application Form and later used in the evaluation and, if successful, in the Grant Agreement. The registration data can be updated at any time. An email is sent to the contact person whenever changes are effected to the registration fields;
- **the Call Reference of the downloaded Grant Application Form:** you must verify that you have downloaded the correct Grant Application Form set for the call for proposals under which you intend to submit your application.

You can do that by verifying the **Call Reference** which is specific for each call for proposals and is clearly indicated in the text of the call**.** The **Call Reference** code is repeated on the upper right corner of the Grant Application Form.

The **Application ID** number will be generated automatically, once you have uploaded your Grant Application Form in PRIAMOS.

In all subsequent correspondence related to your application, please always mention the **Reference Number** of the application (Call Reference + Application ID) in the subject field of letters/e-mails.

! Note

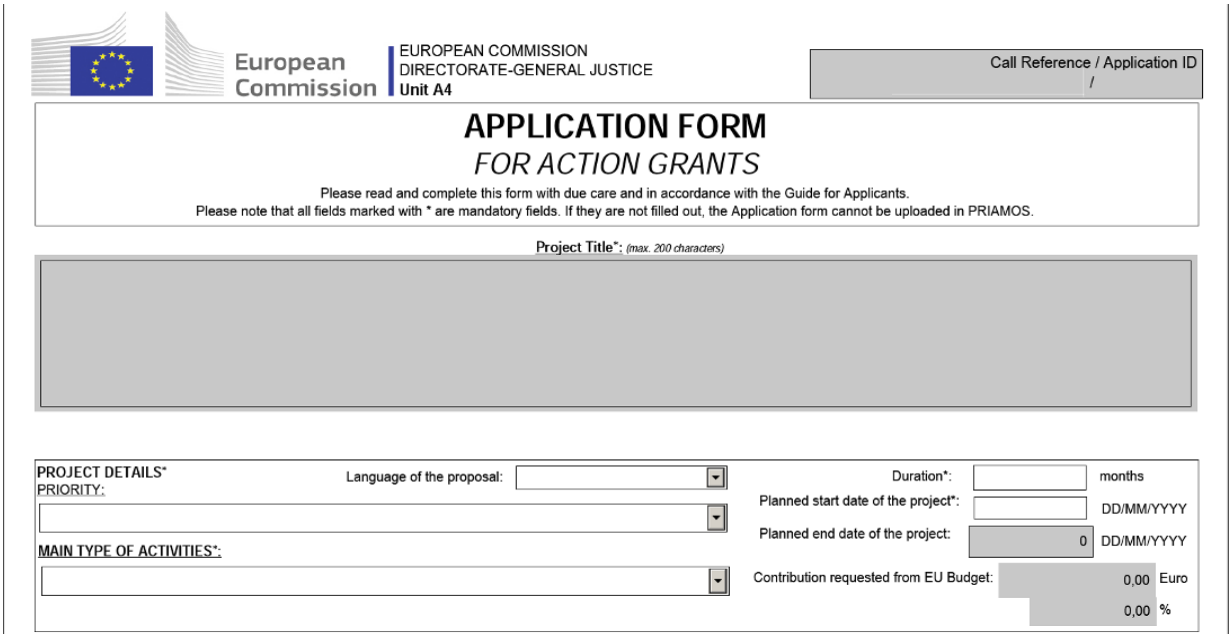
Each project must have one Reference Number.

You cannot submit two projects under one Reference Number.

If you wish to submit more than one application under one call, you must read carefully the relevant instructions in the PRIAMOS Guide:

http://ec.europa.eu/justice/grants/priamos/index_en.htm.

3.2. Fill in the Grant Application Form


European Commission
EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE
Unit A4
Call Reference / Application ID
/
APPLICATION FORM
FOR ACTION GRANTS
Please read and complete this form with due care and in accordance with the Guide for Applicants.
Please note that all fields marked with * are mandatory fields. If they are not filled out, the Application form cannot be uploaded in PRIAMOS.
Project Title*: (max. 200 characters)
PROJECT DETAILS*
PRIORITY:
Language of the proposal:
MAIN TYPE OF ACTIVITIES*:
Duration*: months
Planned start date of the project*: DD/MM/YYYY
Planned end date of the project: 0 DD/MM/YYYY
Contribution requested from EU Budget: 0,00 Euro
0,00 %

> **! Note**
>
> The fields marked with an asterisk (*) are mandatory. You will only be able to upload your application if all the mandatory fields are filled in.

Project Title

Please give your proposal a specific title that reflects the action proposed. Please avoid using in the proposal title the name of the programme under which you submit your application.

The field is limited to 200 characters.

> **! Note**
>
> The same title of the project should be indicated in the Annex 1 - Project Description and Implementation and in the Annex 2 - Budget Form.

Language of the proposal

This field requests information on the language you will use to fill in the Grant Application Form and Annex 1. You are *not* expected to indicate here the country of registration of your organisation.

Please select the applicable language from the drop down menu.

For further information on language requirements, please consult section II.2.2. of this Guide.

PRIORITY

Please identify which priority of the relevant call for proposals you intend to address with your project. You can select only one of the priorities. The priorities of each call for proposals are set out in details in the relevant call.

! Note

In case your proposal addresses more than one priority, select the most relevant one.

Some calls may be limited to one priority. Even in this case the field must be filled in by selecting the one priority available in the drop-down menu. If the field remains empty, the Grant Application Form cannot be uploaded (field marked with an asterisk).

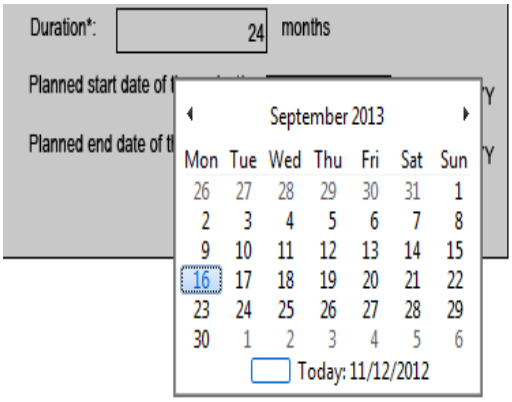
MAIN TYPE OF ACTIVITIES

Please indicate from the drop-down menu which is the *main* type of activities that you will implement. In case your proposal includes more than one type of activities, please select the main one.

Contribution requested from EU Budget

These fields are filled in automatically once you complete the requested information under part 3 of the Grant Application Form.

Duration, Planned start date of the project & Planned end date of the project



In this section only the fields marked with an asterisk (*) can be filled in. Please indicate when you intend to start the proposed project and specify its duration in months. The planned end date of the project is calculated automatically.

When entering the start date, please use the following format: day/month/year or chose the date from the calendar that appears once you click on the arrow on the right hand side of the cell.

In the project duration field you have to indicate full months.

- Duration

The maximum duration of a project is specified in the relevant call.

When planning the project you should foresee a realistic and feasible duration. As a general rule, the projects cannot be extended beyond the duration foreseen in the Grant Application Form. Requests for extension could be accepted only in exceptional and unforeseen circumstances under the conditions and following the procedure indicated in section III.3.4 of this Guide.

- Start date

Proposals that started prior to the submission of the application cannot be accepted for funding.

When planning the projects, Applicants should consult the indicative planning of the respective call, which specifies the indicative date when the project activities could start. Therefore, they should avoid setting a start date of a project before this indicative start date.

The start date proposed in the Grant Application Form **is indicative**. The **actual start date** of the project should be agreed with the Commission: In case the proposal is awarded a grant the

project officer responsible for the preparation of the Grant Agreement will contact the Applicant to confirm the starting date. The agreed date will then be included in the Grant Agreement.

As a general rule awarded projects will start after the signature of the Grant Agreement by both parties. In duly justified cases and if it can be established that this was necessary for the project, the Commission may agree that a project starts earlier than that. In that case the start date indicated in the Grant Agreement may be set before the date of the actual signature of the Grant Agreement by both parties. But even in this exceptional case the start date cannot be prior to the date on which the original application was submitted.

! Note

The start and end date of the project define the eligibility period for project related expenditure. Any costs incurred before the agreed start or after the agreed end date will not be eligible[3].

1. INFORMATION CONCERNING THE APPLICANT AND PARTNERS

1.1. Identity of the applicant

The fields with grey background are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application is submitted (Registration data). Please always verify the registration data stored in your profile in PRIAMOS.

1.2. Bank details

Please provide the details of the bank account that should be used for this grant, in case your project is selected. Please note that the same information should be indicated also in the sheet *Identification Form* of the Budget Form.

The bank account details should be provided in the form of the IBAN number and should not contain any spaces.

1.3. Authorised signatory legally representing the applicant

The name and the title of the legal representative are filled in automatically based on the registration data stored in the profile of the organisation on behalf of which the application is submitted. Please always verify the registration data stored in your profile in PRIAMOS.

If in the profile of your organisation multiple authorised signatories have been registered, please select the name and the title of the person who is authorised for this application.

This person should be authorised to enter into financially and legally binding commitments on behalf of the Applicant. Please note that the Commission may request a copy of the authorising decision.

If the proposal is awarded a grant, the Commission services will automatically prepare the Grant Agreement for the signature of the person named under this field, unless otherwise notified.

3 With the exception of costs relating to the drafting of the final report, the final audit report and the bank guarantee (if applicable).

1.4. Contact person responsible for the application

All communication related to the project will be sent to the person whose name appears in this field and the contact details indicated here will be also entered in the Grant Agreement. The contact address may differ from the official address of the Applicant.

The fields with grey background are filled in automatically based on the registration data stored in the profile of the organisation. It is the contact information of the person who downloads the Grant Application Form from PRIAMOS.

Please take note that the Commission would appreciate that all communication between the Commission and the contact person is carried out in English, for the sake of efficiency.

1.5. Information about the Partners

You must provide here information about the Partners involved in the project. The list of Partners should also be included in sheet *Beneficiaries* of the Annex 2 - Budget Form. Please make sure that you list them in the same order.

Additional information on the Partners and their role in the project should be included in the Annex 1 - Project Description and Implementation Form - field 1.8 and also be presented by the Partners themselves in the Partner Declaration form.

In Column ***Value of EU Contribution Expected*** you should present the estimated share of the grant per Partner.

How to calculate the amount to be indicated?

Total cost to be incurred by the Partner *(Total of A+B+C+D+E+F for the Partner)*	-	*Own contribution of Partner* *(Total of K for the Partner)*	=	*Value of EU Contribution Expected,* *i.e. estimated share of the grant for the Partner*

1.6. Information about Associate Partners

You must provide here the basic information concerning the Associate Partners participating in the implementation of the project.

Additional information on the Associate Partners and their role in the project should be included in the Annex 1 - Project Description and Implementation Form - field 1.8 and also presented by the Associate Partners themselves in the Partner Declaration form.

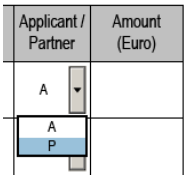
2. INFORMATION CONCERNING OTHER GRANTS/PROCUREMENT

2.1. Grant applications or offers submitted under other grant/procurement procedures by the applicant to EU institutions in the current year

List the EU grant applications (both operating and action grants) and procurement offers **submitted or expected to be submitted by the Applicant in the current year** (the year when the current application is submitted). In these fields you should list only proposals which are still at application stage, i.e. for which the results (if the application is awarded or

rejected) are not yet published at the time of submission of your application.

The Applicant is required to inform DG Justice without any delay of any funding awarded by the Commission, other EU institutions or agencies, after the submission of the application, using the functional mailbox indicated in the call.



You should indicate your role in the grant application/procurement offer (Applicant/Partner): If your organisation submitted the offer as applicant/coordinator/consortium leader etc. please select "A" from the drop down menu. If your organisation was participating as a member of a partnership/consortium select "P".

When entering the amount, indicate only the amount of the EU contribution your organisation is likely to receive, if the grant application/procurement offer is accepted, and not the entire budget of the project/contract in question.

There are 20 lines provided in the Grant Application Form. If the provided lines are not sufficient, please list the first 19 applications in the table and use line 20 to indicate that an additional Annex with the remaining information is attached to the Grant Application Form. You should name this additional Annex clearly (e.g. "Application Form 2.1.- additional information").

2.2. EU grants or contracts awarded to the applicant in the last 4 years.

Please list all the EU grants (both operating and action grants) and EU procurement contracts obtained by the Applicant during the previous 4 years.

When entering the amounts, indicate only the actual amount specific for your organisation, similarly to the table 2.1.

Example:

Your organisation participated in a consortium that obtained a grant in July 2011 for a 2 year period. The total grant amount was EUR 250.000 and the share of your organisation from this grant was 75.000 EUR.

The payment of the grant was foreseen in three instalments. In 2011 you have received 30.000 EUR pre-financing, in 2012 you have received 25.000 EUR as interim payment and finally in 2013 you received 20.000 as final payment.

At the stage of submitting your current application the financial accounts of your organisation for the financial year 2013 were not closed, therefore you submit as Annex 5 the official annual financial statements for the financial year 2011 & 2012 (being the last closed financial year for your organisation).

*In this case you should indicate in the column "**Amount received by applicant during the year of the latest certified accounts**" the amount 25.000 EUR and in the column "**Total amount of grant**" 75.000 EUR.*

There are 20 lines provided in the Grant Application Form. If the provided lines are not sufficient, please list the first 19 grants/procurement contracts in the table use line 20 to indicate that an additional Annex with the remaining information is attached to the Grant Application Form. You should name this additional Annex clearly (e.g. "Application Form 2.2. - additional information").

3. BUDGET

Under these fields of the Grant Application Form you should present the budget estimate of the project per category of costs and incomes.

The amounts indicated here should be identical to the ones indicated in the sheet *Forecast Budget Calculation* of the Annex 2 - Budget Form. Therefore, we suggest that you fill in these fields only after you have completed and finalised the Budget Form. In case of discrepancy the information presented in the Budget Form will prevail.

Please note that the fields with grey background are calculated automatically on the basis of the information that you put in the rest of the fields.

All amounts should have only two decimals.

4. PROJECT SUMMARY

In this field you must provide the reader with a clear understanding of the proposal's objectives, as well as of activities to be carried out. You must also provide information about the type and number of persons benefiting from the project, the expected results and the concrete outputs. This field will contain your project's "business card" and will be used for publication/dissemination purposes, if your project is awarded a grant.

The number of characters in this field is limited to 4000 characters with spaces.

Applicants are requested to present this information in bullet points using the structure indicated in the Grant Application Form.

For operational reasons the summary should be drafted in English, French or German.

The summary (the same text) should be copied into **Part 1 field 1.1.** of the ***Annex 1 - Project Description and Implementation Form*** and into the relevant field on **sheet *Identification Form - ID form*** of the ***Annex 2 - Budget Form***.

5. QUANTITATIVE REPORTING ON POLICY-RELATED OUTPUTS (INDICATORS)

In the field *Main type of activities* of the Grant Application Form you are asked to identify the *main* type of the activities you will implement. In part 5 of the Grant Application Form you are asked to provide more information on the outputs of all types of activities you will implement, *including* the main type of activity.

In part 5 of the Grant Application Form the requested information is mainly quantitative and should focus on the final outputs of your activities.

Activities that could be co-financed are organised in four groups. The activities to be implemented may fall under one or more or all groups. It is not mandatory to include information under all types of activities; only the information in the boxes relevant for the project activities should be fill out.

While filling out this part, the following should be taken into account:

- **You should count each output only once**. If you consider that an output meets the criteria of more than one category, you should count it under the category that is most relevant to its objectives.
- You should group your outputs in the most appropriate way taking into account the objectives of the respective activities.
- You should be as specific as possible (e.g. in defining types of reports, groups of

professionals etc.).

- Drop-down menus are provided for indicating the different types of reports/events/material or the groups of persons. These categories should be able to cover most types of outputs produced by your project. You should try to identify the most relevant category for each output. Only if it is clearly impossible to allocate an output to a category, you can indicate yourself an additional category in the relevant box.
- You should avoid abbreviations, unless commonly used.
- You should be realistic in the level of your ambition: a successful application does not need to foresee outputs under each type of activity; neither should the number of these outputs be excessively high.
- You should not count in this part reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project4 . Also interim and final reports requested by the Commission as part of the reporting on the implementation of your Grant Agreement should not be counted in this part.

More specific information on each category is indicated below:

5.1. Analytical activities

Under 5.1. you are asked to indicate the type of documents/reports to be produced by your project.

Under the column *Type of document/report,* you should indicate the category of the document/report and not its specific title. You should choose the relevant type from the drop-down menu and, if necessary, you can provide additional information in the second column.

As already mentioned above, reports of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project or interim and final reports requested by the Commission should not be counted here.

Reports documenting how different activities were implemented are also considered as documents of internal nature and should not be counted here (e.g. conference report, seminar report, etc.).

5.2. Training activities

Under 5.2 the requested information refers to every type of training you will provide.

You should differentiate 5.2 (*training*) from 5.3 (*mutual learning, exchange of good practices, cooperation*): Under 5.2 you should count formal training activities, where a trainer aims to provide the participants with one specific set of information (knowledge, working tools etc.). Under 5.3 you should count activities where the participants come together bringing their different practices and aim to learn from each other. These activities may include at the end a learning aspect for the participants, however you should count them only once under 5.3.

Under 5.2.1 you should identify the *number of training events* to be organised. Each event addressing the same group of people with the same content should be counted as one,

4 This information should be included in Annex 1 - Project Description and Implementation Form, but it is not relevant for this part.

regardless of how many days this event may last.

Under 5.2.2 you should identify *the number of persons to be trained per group of persons*. It is possible to identify up to three different groups of persons for the whole project: if you will provide training to more than three different sub-groups, please identify three wider groups and count the number of participants accordingly.

Under 5.2.3 you should count specific and practical training packages which include specific information/tools/methods, can be used as the basis to train others, can be reproduced in more than one event and can be used by trainers or organisations other than those of your organisation. It should not be an internal product limited only to the needs of your organisation or network.

You should count these training modules in terms of content: you should not count as separate training modules the different language version of the same training module, unless the content of each language version is different. Also you should not reflect here the number of copies of each training module.

5.3. Mutual learning, exchange of good practices, cooperation

Under 5.3.1 you should identify the *number of events* to be organised. Each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last.

Under 5.3.2 you should identify *the number of participants per group of persons*. It is possible to identify up to three different groups of persons for the whole project: if your activities will address more than three different sub-groups, please identify three wider groups and count the number of participants accordingly.

Under 5.3.3 you should indicate the total number of eligible countries from which the participants come from. The eligible countries are identified in the relevant call.

Under 5.3.4 you should reflect, if applicable, any result of the mutual learning/exchange of good practices/cooperation which will be sustained after the end of your project. These outputs should not fall into any other of the remaining categories. They should be concrete and tangible and they should be maintained in the long-term after the end of your activity in a sustainable way.

5.4. Awareness-raising, information and dissemination

The events to be counted under 5.4 should focus on raising awareness, providing and disseminating information, i.e. spreading a specific message or piece of information to the wider public or to a specific group of persons (as appropriate). Events which focus on the exchange of views, on mutual learning, on development of cooperation should be counted under 5.3 and not under 5.4. In most cases the events to be counted under 5.3 would be more focused and more limited in terms of participants in comparison to the events to be counted under 5.4. A conference on the results of the project would usually qualify as an activity to be counted under 5.4.

Under 5.4.1 you should identify the *number of awareness-raising/information and dissemination events* to be organised. Each event with the same content should be counted as one, regardless of how many days this event may last. If you organise an awareness raising campaign in many countries, you should count each country campaign separately.

Under 5.4.2 you should identify *the group and the number of persons to be reached*. It is

possible to identify up to three different target groups for the whole project: if your activities have multiple target groups, please identify up to three wider target groups and count the number of participants accordingly.

Under 5.4.3 you should count all types of awareness raising material that you will produce. You should group them in up to three groups and count them accordingly.

6. DECLARATION BY THE APPLICANT

The declaration of the Applicant is an integral part of the Grant Application Form. **This declaration is a binding commitment on behalf of the Applicant.**

The **date** is a mandatory box and must be filled out by the Applicant.

The **name and the title of the legal representative** are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application is submitted. Please always verify the data stored in your profile in PRIAMOS before downloading the Grant Application Form. For further information on the update of the PRIAMOS profile, please consult the PRIAMOS Guide at http://ec.europa.eu/justice/grants/priamos/index_en.htm.

The Grant Application Form contains a notice on data protection and data handling issues. Applicants are advised to read it carefully.

! Note

NO blue ink signature is required!

There is no need to print and sign a paper copy of the Grant Application Form. You may do so for your own records, but the Commission does not require that you attach a scanned copy of any part of the Grant Application Form to the electronic version.

4. Annex 1 – Project Description and Implementation Form

The **Project Description and Implementation Form** (a Microsoft WORD document) is an Annex to the Grant Application Form and constitutes the main description of activities that will be undertaken within the project. This document will provide the evaluators with the detailed information about the project such as specific activities, dissemination, follow-up, evaluation, etc., and will be the main basis for evaluation.

The template is a fill in enabled Word document. You can enter text only under the non-protected fields. The length of the text is not limited; however, there are indications concerning the recommended length under each question.

When filling in the template try to avoid repeating information under the different fields and always keep in mind that the evaluation of your application is solely based on the information provided in the Application Package.

Although the structure of the document may initially seem complex, it is guided by a few simple rules. It requires Applicants to have carefully thought over and developed their proposal.

The Form is divided into two parts:

4.1. Part 1 – General description of the project and Applicant organisation

This part is intended to allow the Applicant to describe the background of the project, its general concept, the expected results and methodology, the timeline of the proposal and the partnership implementing it.

In addition to the general aspects of the project and the description of the activities also some specific issues should be detailed under this part like innovation, EU added value, ethical issues and risks related to the project, the dissemination strategy and follow-up of the project.

The questions are intentionally general in nature, in order to give Applicants an opportunity to present the project in the most appropriate way and to write what they think are the strong points of the proposal. Nevertheless, Applicants should always be as detailed and specific as possible and avoid presenting information which is not relevant, for example, their usual activities and other information not directly linked with the proposal.

> **! Note**
>
> In field 1.1 of the **Project Description and Implementation Form** the Summary of the project should be included. Please use the same text as in part 4 of the Grant Application Form.

4.2. Part 2 – Description of workstreams and activities

Contrary to the Part 1, which gives considerable freedom as to the form and content of the presentation, Part 2 is detailed and structured in order to ensure that Applicants provide a detailed and concrete description of what they are going to do.

In order to achieve the overall goal and the main project objectives (as they are specified in Part 1), specific activities should be planned. These activities should be grouped together under separate **WORKSTREAMS**. All workstreams must present a clear, logical link to the objectives of the project and to the other workstreams. Each workstream then constitutes a sub-part of the project, a step leading to the achievement of the project's overall goal. Each

workstream must contain activities grouped together in a logical, consistent and structured way.

The activities should be grouped according to each Applicant's own approach. However, the activities within each workstream should be clearly linked to each other and the logic should be coherent and consistent throughout the project. A well drafted proposal should show a clear link between each activity within a workstream and demonstrate how each activity contributes to the overall goal and the main objectives of the project.

The Applicant should always keep in mind that the primary objective of the workstream concept is to divide the project in a logical way and to allow evaluators to clearly see what results will be produced and how the Applicant will organise this work.

Each project will have a minimum of two workstreams: workstream 0 with the management and coordination activities and workstream 1 with outputs related to the objective of the project. It does not necessary mean that a project with only two workstreams will obtain a low score. The division in workstreams should be logical and be guided by the different concrete outputs of activities. The form contains boxes for projects with **up to 5 workstreams (including workstream 0 - management and coordination)**. If you think your project has more than 5 workstreams, please try to group them in such as way so as to be able to present them in the space provided.

WORKSTREAM 0 –Management and Coordination

At the beginning of part 2 the Applicant will find **workstream 0**. This workstream allows the Applicant to enter all activities related to the general management and coordination of the project. The Applicant can also include here activities that do not relate to any of the workstreams leading to a specific result, but which are directly linked to the project as a whole.

> **! Note**
>
> Applicants are strongly advised to limit the costs of management and coordination to those necessary for the implementation of the project and focus the expenditure of the project on the activities necessary to achieve the project results.

WORKSTREAMS 1 - 4

For each workstream you must identify its **objective(s)**, you must describe concretely the **activities** to be implemented and you must identify the **output(s)** to be produced. Outputs can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) or tangible (manuals, leaflets, websites, articles, training material packages, books).

Under each workstream you must identify the expected outputs. You must be as specific as possible when defining their characteristics, including e.g. the title/content of a seminar; the duration of a training; the format of a publication (e.g. printed/electronic); the languages of a leaflet; etc. You are also requested to use a quantitative description where applicable, e.g. number of seminars; number of participants; number of printed copies of a manual in each language; etc.

You should be realistic in the level of your ambition: a successful application has to include relevant and appropriate outputs, which can be realistically produced within the project duration. It is important that the scope of the project is large enough in order to make a

difference; however, it does not need to foresee an excessively high number of outputs.

! Note

The workstreams do not include predefined categories of outputs; each project is free to define and present the outputs according to the project's logic. However, the information included under the workstreams must be consistent with the information included under part 5- Indicators of the Grant Application Form.

In Annex 1 under the workstreams you are requested to describe in a detailed way **all outputs of each workstream**, including their name, description, target group, quantitative information, etc. These outputs should include all final outputs of your project, and also – if relevant – outputs of internal nature (i.e. those necessary for the management, coordination, monitoring of the project), outputs of intermediate stages, before the final output is produced (e.g. questionnaires for a survey, the results of which are included in the final publication of the project), etc. The information that you provide in this part is essential for the evaluation of your proposal and for the implementation of your project.

In the Grant Application Form under part 5- Indicators you are requested to provide in a structured way an overview/summary **only of the final outputs of your project**. You are requested to provide quantitative information and organise your input according to the types of activities and types of outputs included in the respective drop-down menus. The information that you provide in this part will be used for statistical purposes and must be consistent with the information provided in Annex 1 under workstreams.

! Note

Annex 1 must be submitted using the mandatory template, which is attached to the blank Grant Application Form that the Applicant will download from PRIAMOS. The Applicant will need to fill out and attach this file to the Grant Application Form in its original format (Word). Please do not change the format and **do not print and scan this document** for the purpose of submitting it.

5. Annex 2 – Budget Form

The **Budget Form** should include specific and clear financial information which will facilitate the evaluation of the proposal. It will be read together with the Grant Application Form and its Annexes. Inconsistencies between the forms, either in the planning of the action (e.g. number or place of meetings, allocation to Workstream etc.), or in the terms used to describe each activity, will be evaluated unfavourably.

The Budget Form is an Excel document that is meant to be used during the whole lifetime of the project (application, evaluation, selection for funding, implementation, final reporting).

The Budget Form consists of six worksheets:

Only the part of the Budget coloured green (ID form, Beneficiaries, and Forecast Budget Calculation) is relevant for the application stage and should be filled in by the Applicant.

The document is protected and you may enter data only in the fields that you are supposed to fill in. These fields have **white background.**

The Budget Form is only accepted for evaluation if:

- the standard Budget Form template is used;
- the sheets *'ID Form', 'Beneficiaries' and 'Forecast Budget Calculation'* are filled in providing a detailed breakdown in Euro of the project's estimated expenditure and income.

5.1. Sheet *Identification Form - ID form*

This sheet includes general identification information on the project and the Applicant. Please fill out all fields.

Please fill out:

- the ***title*** of the project (please state the full title of the project as indicated in the Grant Application Form and in Annex 1);
- the ***legal name of the beneficiary/coordinator*** (this information should be the same as in the field 1.1.1 of the Grant Application Form);
- the *legal* ***address*** of the Applicant which will be implementing the project (this information should be the identical to the information provided when registering the Applicant in PRIAMOS system);
- the ***eligibility period*** of the costs incurred by the project, i.e. the duration of the project and its activities (this information should be consistent with the information provided in the Grant Application Form under Planned start date of the project and Planned end date of the project);
- the ***banking details*** of the Applicant which will be coordinating the project (this information should be the same as in the field 1.2 of the Grant Application Form);
- the ***summary of activities*** (this information should be the same as in the part 4 of the Grant Application Form and in the field 1.1 of Annex 1-Project Description and Implementation Form.

The last field ***Total amount requested from the Commission*** is automatically filled out based on the information filled out in the sheet ***Forecast Budget Calculation***.

5.2. Sheet *Beneficiaries*

The ***legal name of beneficiary/coordinator***, i.e. of the Applicant which will be coordinating the project, is automatically filled out on the basis of the information filled out in the relevant cell of the sheet ***ID form***. Please indicate the country where the Applicant is legally established.

Please fill out the ***legal name of Co-beneficiaries,*** i.e. of the organisations which participate as Partners and receive a share of EU funding (this information should be the same as in field 1.5 of the Grant Application Form and the organisations should appear in the same order). Please indicate the country where each Partner is legally established.

The Associate Partners should not appear in this list.

5.3. Sheet *Forecast Budget Calculation*

This sheet should include all specific **costs** necessary for the implementation of the project. It should also include all sources of project **income** (funds), both the amounts contributed by the Applicant and Partners (Beneficiary and Co-beneficiaries) and the funds contributed by any other third party (Donor and Associate Partners).

Costs and income must be presented in Euro and must be in balance, i.e. total project expenditure must be equal to total income.

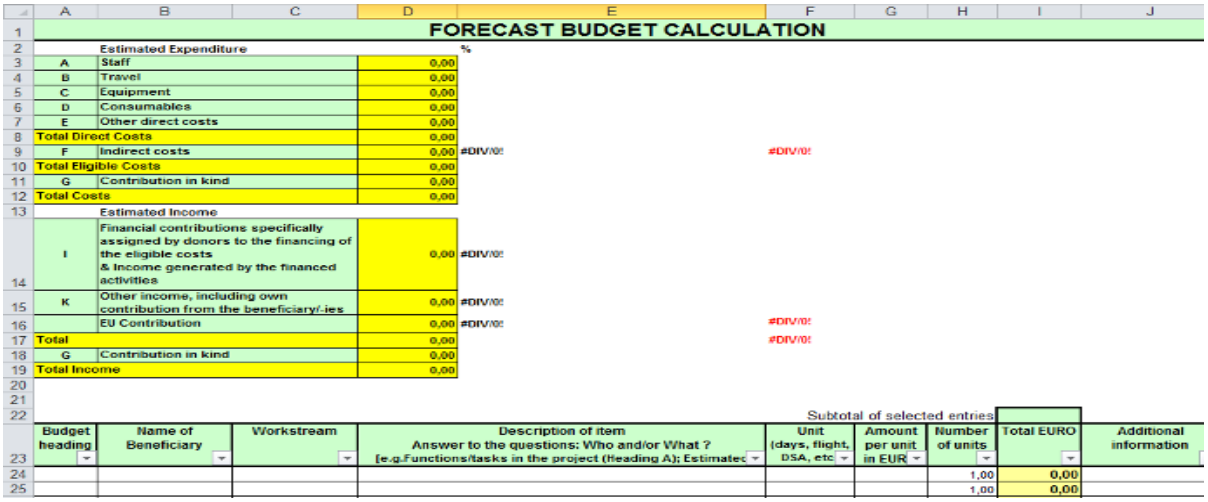
100% of Estimated Expenditure		**100% of Estimated income**
Eligible direct costs A = Staff B = Travel C = Equipment D = Consumables E = Other direct costs + F =Eligible indirect costs (overheads)	=	Grant: EU contribution + Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities + Other income, including own contribution from beneficiary/ies

You should fill out all necessary information in the white part of the sheet from line 24 onwards. You should fill out the information both for costs and for incomes in the same table.

All the eligible costs must be listed under headings A to F. The EU grant co-finances up to 80% of these costs. The remaining percentage must be secured from other sources of funding.

There are specific rules concerning the eligibility of costs. For detailed rules on the eligibility of costs, please consult section V. ELIGIBILITY OF COSTS of this Guide.

5.3.1. General information on the Budget Columns



1	FORECAST BUDGET CALCULATION									
2		Estimated Expenditure		%						
3	A	Staff	0,00							
4	B	Travel	0,00							
5	C	Equipment	0,00							
6	D	Consumables	0,00							
7	E	Other direct costs	0,00							
8	Total Direct Costs		0,00							
9	F	Indirect costs	0,00	#DIV/0!		#DIV/0!				
10	Total Eligible Costs		0,00							
11	G	Contribution in kind	0,00							
12	Total Costs		0,00							
13		Estimated Income								
14	I	Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities	0,00	#DIV/0!						
15	K	Other income, including own contribution from the beneficiary/-ies	0,00	#DIV/0!						
16		EU Contribution	0,00	#DIV/0!		#DIV/0!				
17	Total		0,00			#DIV/0!				
18	G	Contribution in kind	0,00							
19	Total Income		0,00							
20										
21										
22							Subtotal of selected entries			
23	Budget heading	Name of Beneficiary	Workstream	Description of item Answer to the questions: Who and/or What ? [e.g.Functions/tasks in the project (Heading A); Estimates		Unit (days, flight, DSA, etc	Amount per unit in EUR	Number of units	Total EURO	Additional information
24								1,00	0,00	
25								1,00	0,00	

5.3.1.1. Overview tables: *Estimated Expenditure and Estimated Income*

The background of these tables is coloured. This means that you may not fill them out directly. They are automatically filled out on the basis of the information that you will input in the white cells of this sheet (from line 24 onwards).

These tables present the total sum of the costs and incomes that you include. This presentation is shown per heading (A, B, C, D, E, F, G, I, K). This overview of the costs and incomes aims to assist you in filling out the white part of this sheet.

No letter is indicated for the amount of EU contribution. **You cannot specify yourself the amount of EU contribution** that you request. The table calculates it automatically on the basis of the estimated costs and estimated income that you present in the table.

Total Eligible Costs *(A+B+C+D+E+F)*	−	*Financial contributions specifically assigned by donors/associate partners to the financing of the eligible costs & Income generated by the financed activities* *(I)* + *Contribution from beneficiary/co-beneficiaries* *(K)*	=	*EU Contribution*

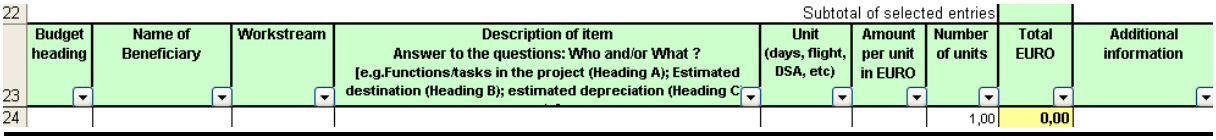
Specific checks are included in this table in the form of error messages. They will warn you that there is an error, if:

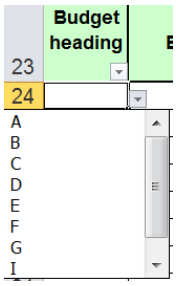
- The Indirect costs exceed 7% of the Total Direct Costs.
- The EU Contribution exceeds 80% of the Total Eligible Costs.

– The EU Contribution is lower than EUR xx.xxx,xx (ONLY if relevant to your call)[5].

Once the error is corrected, the error message will disappear.

5.3.1.2. Column *Budget heading*





A drop-down menu helps you to fill out this column. For each item (i.e. for each line) you must specify the type of cost/income by indicating the relevant letter in the column ***Budget heading*** (A, B, C, D, E, F, G, I, K).

For a quick reference to the meaning of each letter you may consult the overview tables Estimated Expenditure and Estimated Income on the top of the sheet.

Every cost or income must be classified under one of the categories foreseen.

The column ***Budget heading*** has an inbuilt reminder to ensure that it is filled out: if an amount is foreseen in the column ***Total EURO***, the relevant cell in the column ***Budget heading*** will turn red and it will remain red until the relevant letter (A, B, C, D, E, F, G, I, K) is filled out in the column ***Budget heading***.

You cannot specify yourself the amount of EU contribution. The table calculates automatically the EU Contribution on the basis of the estimated costs and estimated income that you present on the table.

5.3.1.3. Column *Name of Beneficiary*

In the column *Name of Beneficiary* you should allocate each item (i.e. each line, i.e. each cost or income) to one organisation.

Costs: Each cost may be allocated to **only one** organisation, the one that will incur the cost. It should be the organisation that will pay for this cost and will include this cost in its official accounts. It may be either the Applicant/Coordinator or one of the Partners/Co-beneficiaries.

Income: For each source of income, the relevant organisation should be indicated. It may be either the Applicant or one of the Partners or one of the Associate Partners or it may be any other third organisation (Donor).

> **! Note**
>
> Please make sure that every time you refer to an organisation you use the same name/same spelling/same abbreviation) throughout the document (for every cost or income item that you allocate to it). If you are consistent in this reference, then you may use the filter in the column ***Name of Beneficiary*** and you will be able to select and review easily all entries that refer to this organisation.

[5] If there is a minimum threshold for the EU contribution, it will be clearly mentioned in the call. This error message will not appear if it is not relevant to your call.

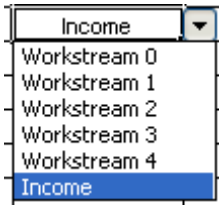
It is suggested that, instead of the name or the abbreviation for each organisation, you use the references used in the sheet ***Beneficiaries*** (e.g. Coordinator, Co-beneficiary 1, Co-beneficiary 2 etc. or Applicant, Partner 1, Partner 2). Please ensure that you use the references in a consistent way!

5.3.1.4. Column *Workstream*

Costs: The column *Workstream* should indicate the relevant Workstream with which each cost is linked.

Under Workstream 0 you should enter all coordination and management costs that will be incurred by the Applicant and all its partners, as well as other costs that are linked to the general implementation of the project rather than to a specific workstream.

All indirect costs/overheads (F) should be allocated to Workstream 0.



Income: When entering an item (i.e. line) referring to an Income (Budget headings I or K), you should NOT indicate any Workstream.

You should select *Income* from the drop-down menu.

5.3.1.5. Column *Description of item*

Costs: In the column *Description of item* you should provide a concrete description of each cost. The Budget aims at providing clear financial information, and this column should therefore not be filled out referring vaguely to activities (e.g. Training, Website, Leaflet etc.), but each entry should be a very specific cost (e.g. Salary for X trainers for X days, lay-out of website, airplane ticket for X persons from X place to X place, accommodation of X people for X days in place X, maintenance of website, lay-out of leaflet of X pages, printing of leaflet in X copies in X languages, translation of X document from X language to X language etc.). For detailed rules on each cost category, please consult section V.*2. Detailed Provisions on Eligible Expenditure* of this Guide.

Income: Please give additional information on the sources of income. Especially in case that you foresee under **I** income to be generated by the project activities, you should provide details on the type of income and the way of calculation of the total amount.

5.3.1.6. Columns *Unit, Amount per unit in EURO* and *Number of units*

In these columns, you should present a detailed calculation of the cost with reference to the appropriate unit. These costs must be calculated on the basis of actual historical data, wherever possible. As a general rule, lump sums should be avoided.

5.3.1.7. Column *Total EURO*

In order to facilitate your work, this cell contains a formula for the calculation of the total amount *(**Amount per unit in EURO x Number of units**)*.

! Note

This formula is not protected and may be deleted. It is your responsibility to ensure that the total amount per item (i.e. line) as stated in this cell is calculated correctly.

Please also note that the box ***Subtotal of selected entries*** does not show the total cost of the project. It is activated only if you use the filter under a column and it indicates each time the total amount of the filtered/selected entries.

> **! Note**
>
> All amounts should be indicated with two decimals.
>
> e.g. 1.235,56

5.3.1.8. Column *Additional information*

Applicants may provide here any necessary additional information. For public entities, see also section V.1.4. Eligibility of VAT of this Guide on VAT.

5.3.2. Instructions on how to present specific categories of entries

Information on how to estimate direct costs – headings A, B, C, D and E - and detail them in the *Forecast Budget Calculation worksheet* is included in section V.*2. Detailed Provisions on Eligible Expenditure* of this Guide.

(F) Indirect costs - Overheads (F):

Indirect costs should be included in the list of costs. The amount should be calculated as a lump sum of **maximum 7%** of the Total Direct Costs (headings A+B+C+D+E).

If the total amount of Indirect costs exceeds 7% of the Total Direct Costs, an error message will appear on the top of the table.

Indirect costs should be included in Workstream 0.

(I) Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities (I)

(K) Other income, including own contribution from the beneficiary/-ies (K):

Any funding that should cover the costs of the project other than the grant requested from the EU should be indicated in the sheet ***Forecast Budget Calculation***. This funding should be at least **20%** of the total eligible costs and may come from the Applicant, a Partner or another organisation.

If the total amount of I+K is less than 20% of the Total Eligible Costs an error message will appear on the top of the table.

You should include separate entries for each source of co-financing and you should bear in mind the following clarifications:

- **(I) Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities:**

Under **I** you should include financial contributions from donors, only if they are specifically assigned to cover eligible costs included in the *Forecast Budget Calculation.*

You should also include under **I** any income foreseen to be generated by the project activities, such as participation fees for a conference, etc.

- **(K) Other income, including own contribution from the beneficiary/co-beneficiaries:**

Under **K** you should include the contributions that the Applicant and the Partners decide to allocate to the project, in order to ensure that EU co-financing is not higher than 80% of the total eligible costs. Other income, such as financial contributions not specifically assigned by donors to the financing of the eligible costs, but that will be used for the project, should also be included under K.

(G) Contribution in kind (G)

Contributions in kind are not taken into account for the calculation of the co-financing and are not considered as eligible costs.

For more information, please consult section V.2.7. Contributions in Kind (heading G) of this Guide.

5.3.3. Functions inserted in the sheet

- **Use of filters:**

Each column has a filter, which allows you to sort the entries (using the relevant arrow inserted in the title line). Sorting under multiple parameters is possible by using the filter-buttons of more than one column. The box ***Subtotal of selected entries*** on the top of the page is activated only if you use the filter and it indicates each time the total amount of the filtered/selected entries.

- **Use of functions: Copy-paste, Cut-paste, Insert line, delete line**

Only the upper part of the sheet is locked and this allows you to copy, cut, insert and delete lines and cells. While using these functions (especially the cut-paste and insert), the formula in the column ***Total EURO*** is not reproduced in the new line. It is your responsibility to ensure that the calculation remains correct.

- **Printing of the Budget:**

For submitting the Application Package you do **not** need to print the Budget Form (only the electronic version should be attached to the Grant Application Form). However, if - for your personal use - you need to print the form, please note that the print area for the sheet *Forecast Budget Calculation* is pre-set covering only lines 1-100. If you need to print a larger part of the sheet, you may reset the print area.

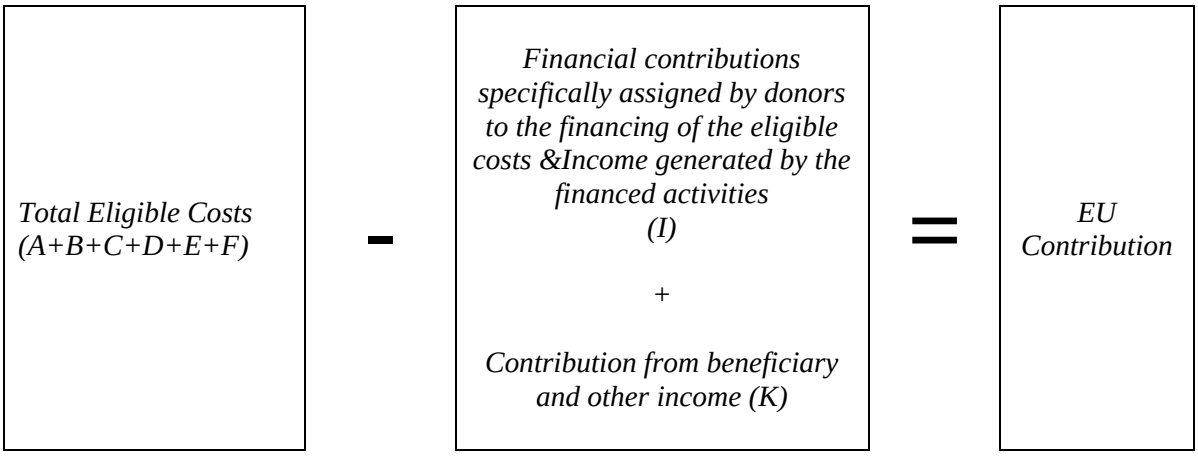
- **Pivot tables:**

The locking parameters of this sheet prevent the table from generating a Pivot Table directly from this sheet. However, if – for your personal use – you wish to create a Pivot Table on the basis of this data, you may insert an additional sheet and generate the Pivot Table there. Generating Pivot tables is not mandatory!

5.4. Sheet *Budget & Execution Summary*

This sheet is not active for the Applicants, but can be used for their information.

Only the part of the table coloured green is relevant for the application stage. This part is a mirror of the summary table on top of the sheet ***Forecast Budget Calculation*** and presents the totals per Budget heading. As already explained above, the EU Contribution is automatically calculated by deducting all Estimated Income (I+K) from the Total Eligible Costs (A+B+C+D+E+F).



The parts of the table coloured blue and orange are not relevant at the application stage. They will be used for the final reporting and for the calculation of the final grant, only if your project will be selected for funding. They should remain empty at the application stage.

5.5. Sheet *Detailed Budget Execution* & Sheet *Cost Claim*

These sheets (coloured blue and orange) are not relevant at the stage of application. You should not fill out these sheets, but please remember that these sheets will be used for reporting and the final calculation of the grant, if your proposal gets selected.

! Note

Annex 2 must be submitted using the mandatory template, which is attached to the blank Grant Application Form that the Applicant will download from PRIAMOS. The Applicant will need to fill out and attach this file to the Grant Application Form in its original format (Excel). Please do not change the format and **do not print and scan this document** for the purpose of submitting it.

6. Partner Declaration Form

The Partner Declaration serves as a proof of commitment of both Partners and Associate Partners to the implementation of the project and it should contain all necessary information about the Partner/Associate Partner organisation as an entity and about its involvement in the project.

The Declaration is a binding commitment on behalf of the Partner/Associate Partner organisation. Therefore, the representatives of the Partner/Associate Partner organisations should make sure that they have read the terms and conditions governing the grants provided under the relevant call, that they have consulted and agreed with the Applicant concerning every aspect of their contribution – including the financial contribution (if applicable) – to the project.

The information provided in other parts of the Application Package concerning the contribution of the Partner/Associate Partner organisation should be identical to the content of the Partner Declaration.

> **! Note**
>
> Each Partner and Associate Partner mentioned in the Grant Application Form must fill in a separate Partner Declaration Form.
>
> The Applicant does not have to fill in a Partner Declaration Form.

The Partner Declaration(s) have to be submitted using the Partner Declaration Form provided by the Commission. The template is a fill-in enabled, protected Microsoft Word Form. The template should not be altered. The template is attached to the blank Grant Application Form that the Applicant will download from PRIAMOS. Only declarations submitted on this template will be accepted.

Partners need to fill out all fields of the form and their authorised representative must sign the template under the heading marked with a red colour and titled **Declaration of PARTNER.**

Associate Partners need to fill out only fields 1. - 10. of the form and their authorised representative must sign the template under the heading marked with blue colour and titled **Declaration of ASSOCIATE PARTNER.**

Experience shows that collecting the signed Declaration Forms may be time consuming especially in case of larger partnerships. Therefore, Applicants are advised to circulate the template in due time, so that the Partners/Associate Partners can make the necessary arrangements for its completion and signature.

Once completed, a printed original has to be signed by the authorised legal representative of the Partner/Associate Partner and sent to the Applicant. Under no circumstances should the Partners/Associate Partners send the form to the Commission directly.

A complete (including all pages), duly filled and signed Partner Declaration Forms for each Partner/Associate Partner must be attached to the Grant Application Form by the Applicant.

The Applicant shall keep the original signed versions for his records and be able to present them upon request.

GOOD PRACTICE ☑

After you have scanned the originals save them on your computer in one folder and rename the files in a way that you can recognise which declaration is which once you attach them to the Grant Application Form. Some good examples:

Annex3_MinistryJustice_FR
Annex3_ABC NGO_BG
Annex3_Cobenef1
Annex3_AssocPartner2

This way you will have a good overview and you can see easily if there is something missing.

Do not scan each page separately: **1 Declaration =1file**. Try to use a file format that does not generate too large files, but still allows good readability; the signature should be visible.

This also allows easier and faster handling of the application both for you and for the evaluators.

If you have several project applications and a partner is participating in more than one of these projects, you should make sure that the correct declaration is attached to the correct Application Package.

III. HOW TO IMPLEMENT A PROJECT

1. Introduction

This section of the Guide is intended to serve as a management tool for Beneficiaries of action grants awarded within the framework of financial programmes managed by DG Justice. The text should provide useful guidance on the procedures foreseen in the Grant Agreement, as well as the procedures and working practices of DG Justice applicable to grants.

The main objectives of this section are to:

- Help the Beneficiaries run projects efficiently;
- Provide further guidance on rights and obligations arising from the Grant Agreement and its Annexes;
- Provide practical information about dealing with a range of circumstances that might arise during the lifetime of a project;
- Provide guidance for the Beneficiaries on handling the financial side of projects in such a way that financial statements can be readily drawn up when required for interim/final reporting purposes;
- Ensure the smoothest possible relations between the parties involved by:
  - setting out an operational framework for the project in advance;
  - providing guidance about the way in which the Commission can/cannot assist the Beneficiaries during the lifetime of their project;
  - informing the Beneficiaries about the principles applied for the assessment of their projects' outputs.

! Note

The Commission shall presume that all parties to the relevant Grant Agreement have taken note of the contents of this Guide.

2. Legal and Administrative aspects of Grant Management

2.1. General Legal Framework

The Grant Agreement is a standard agreement and its terms and conditions may not be altered or be subject to negotiation. There are two types of Grant Agreements:

The **Mono-beneficiary Grant Agreement** is concluded between the Commission and one entity, the Beneficiary. This entity undertakes full contractual and financial responsibility for the implementation of the project.

The **Multi-beneficiary Grant Agreement** is concluded between the Commission and more than one beneficiary (the Coordinator and the Co-beneficiaries), all of whom will share contractual and financial responsibility for the implementation of the project.

All projects shall be carried out in accordance with the following documents (in order of precedence):

- The Grant Agreement, including its Annexes;
- The Call for Proposals;
- The Guide for Action Grants (the present document).

2.2. Roles and obligations of the parties to the Grant Agreement

Both the Coordinator and the Co-beneficiaries are parties to the Multi-beneficiary Grant Agreement and share contractual and financial responsibility towards the Commission for the proper and timely implementation of the action.

2.2.1. The Beneficiary/Coordinator

The Beneficiary/Coordinator is the organisation which signs the Grant Agreement in its own name and on behalf of the Co-beneficiaries, and oversees the implementation of the project. This organisation is the single point of contact and correspondent for the Commission. Moreover, the Beneficiary/Coordinator is in charge of reporting directly to the Commission on the technical progress and financial aspects of the project.

The Beneficiary/Coordinator alone is entitled to receive funds from the Commission directly and is obliged, in the case of a Multi-beneficiary Agreement, to distribute the amounts corresponding to the Co-beneficiaries' participation in the project with due financial prudence, but without unnecessary delays. Payments to the Coordinator discharge the Commission from its payment obligations.

2.2.2. The Co-beneficiaries

The Co-beneficiaries are exclusively those organisations identified as such in the Grant Agreement concluded with the Commission. They are recipients of funding and are committed to the project implementation in the same way as the Coordinator. In particular, they should provide the Coordinator as soon as possible with all requested documents or information (technical and financial). They should also immediately inform the Coordinator of any events or circumstances that may affect the implementation of the project.

The Co-ordinator may sign the Grant Agreement only after having received all the required Mandates from the Co-beneficiaries (referred to as Partners at the stage of application)

allowing him to sign on their behalf. All grant amounts will be transferred to its accounts and the Co-ordinator will be responsible for transferring funds to Co-beneficiaries of the project.

In addition to signing the mandates, which are an integral part of a Multi-beneficiary Grant Agreement, the Coordinator and the Co-beneficiaries may wish to formalise their partnership by signing bilateral/multilateral agreement(s). This could enable them to:

- Detail any rights and obligations of the parties in the project;
- Clarify issues like intellectual property rights on the outputs of the project;
- Define clearly the timing and procedure of payments from the Coordinator to Co-beneficiaries;
- Define the tasks and expected results relevant to each Co-beneficiary.

The above list is non-exhaustive. The Commission does not interfere in these agreements as these are internal to the partnership committed to implement a co-financed project (no template is foreseen and the Commission does not prescribe or in any way influence the content of such agreements). It should be noted that the provisions of the Grant Agreement (insofar as the mandates have been signed) are fully binding for the Co-beneficiaries and take precedence over any other agreement between the Coordinator and the Co-beneficiaries. For this reason it is suggested that partnership agreements also reflect them.

The Co-beneficiaries do not report directly to the Commission on the technical and financial progress unless explicitly requested to do so by the Commission. However, according to the provisions of the Grant Agreement, the Beneficiaries (Coordinator and Co-beneficiaries) are irrevocably and unconditionally, jointly and severally responsible for any amount due to the Commission by one of them which could not be honoured by the latter.

> **! Note**
>
> Only costs incurred by the Beneficiaries listed in the Grant Agreement, i.e. the Co-ordinator and the Co-beneficiaries, are considered eligible under the EU grant.

2.2.3. The Associate Partners

Associate Partners are not parties to the Grant Agreement concluded with the Commission. As such, they have no contractual obligation towards the Commission.

Nevertheless, the Coordinator/Beneficiary and (where applicable) the Co-beneficiaries are responsible for ensuring that the activities of Associate Partners are implemented as their involvement forms part of the project proposal and, later on, part of the conditions of the Grant Agreement.

Costs incurred by Associate Partners are *not* eligible and cannot be part of the project's budget. If any costs of limited amounts are necessary for their participation in the activities (e.g. travel costs, accommodation costs), such costs must be incurred by the one of the Beneficiaries. Staff costs for Associate Partners are *not* eligible.

2.2.4. The European Commission

2.2.4.1. Support

The daily management of the Beneficiary’s or Coordinator’s activities remains his sole responsibility, but it is the Commission's aim to give advice and answer questions regarding

the Grant Agreement. The name of the project officer responsible for the file is communicated to each Beneficiary/Coordinator upon signature of the Grant Agreement.

All queries should be addressed to the functional mailbox indicated in the Grant Agreement, quoting the reference of the Grant Agreement in the subject of the message.

Besides the electronic version, all official correspondence, including the transmission of reports, must also be sent by standard or registered mail to:

European Commission
Directorate-General Justice
Directorate A
Unit A4: Programme Management
MO59 04/021
B-1049 Brussels
Belgium

! Note

All correspondence, including transmission of reports, must bear the project reference number (number indicated in the Grant Agreement).

2.2.4.2. Control

The Commission will monitor projects through a variety of methods, so as to ensure that the Beneficiary/Coordinator submits technical and financial reports in accordance with the reporting requirements. These checks are in addition to any ex-post controls that may be carried out up to five (5) years from the date of any final payment or recovery of over-paid pre-financing.

The Commission shall ensure that the amount of its financial contribution to a project is reduced or recovered if it finds irregularities, including non-compliance with the provisions of the Grant Agreement or with other aspects of the legal framework, or if it transpires that the action has been subjected to a substantial change without the Commission's approval having being sought in due time.

Finally, preventive measures shall be put in place against fraud, corruption and any other illegal activities and, if irregularities are detected, effective, proportional and dissuasive penalties shall be applied in accordance with the Financial Regulation.

2.2.5. On-the-spot Visits and Audits

In addition to internal and external evaluation that may be carried out or commissioned by the Beneficiaries within the project as part of the project's activities, the Commission may organise external monitoring, ex-post evaluation or audit of projects supported by its funding Programmes.

2.2.5.1. Monitoring visits

Projects may receive, during the implementation phase, a visit from a Commission official or an expert hired by the Commission. The main aim of these visits is to help and give advice to the Beneficiaries.

2.2.5.2. Evaluation visits

Following the completion of a co-financed project, the Commission may decide to carry out an evaluation visit. These typically take place some months after the project has ended and aim to assess the project impact and outcomes.

Unlike monitoring visits, which aim to contribute to the project during its implementation, the ex-post evaluation is also a review of the overall impact of the action with a view to assessing the overall impact of the funding Programme in any given year and to constantly improve the Programme.

2.2.5.3. Audits[6]

The Commission or any representative authorised by the Commission may audit the Beneficiary/Coordinator or any Co-beneficiary at any time during the project implementation period and up to five years after the final payment of the Union's contribution (or recovery of overpaid pre-financing). The aim of the audit is to verify the use made of the Union's financial contribution by the Beneficiaries.

The Commission or any authorised representative shall have access to the following documentation required to ascertain the eligibility of individual project-specific cost items: invoices, payroll extracts, purchase orders, proofs of payment, timesheets and any other documents used for the calculation and presentation of costs. This list is not exhaustive.

The Commission shall take appropriate steps to ensure that its authorised representatives treat confidentially the data to which they shall have access or which shall be provided to them.

The Court of Auditors may also verify the use made of the Union's financial contribution in the framework of this Grant Agreement on the basis of its own procedures.

6 Not to be confused with an audit certificate for which costs may have been included in Annex III to the Grant Agreement - Estimated Budget of the Action.

3. Operational & Substance-related aspects of Grant Management

3.1. General Management Culture

Each organisation has its own management culture that the Commission respects. However, this should not be discriminatory or otherwise contrary to the principles and values of the funding programme or provisions of law.

The Commission strongly encourages participatory decision-making processes, as well as the active involvement of Co-beneficiaries and other stakeholders in the implementation of the project. These approaches promote both 'ownership' of the project and identification with its aims, which in turn contribute to the sustainability of project results and help maximise their impact.

3.2. European Added Value

Funding within the framework of financing programmes managed by DG Justice and covered by this Guide is only available to activities with a clear European added value. This means that activities must transcend national or local interests to become truly 'European' with European relevance, coverage and/or impact. The European added value is further defined in the call and in the financial programmes.

3.3. Visibility of Union Funding

Projects co-funded by the EU are expected to give appropriate visibility to the European Union. Any communication or publication by the Beneficiaries about the activities of the project, including through websites, in print, at conferences or seminars, shall indicate that the project has received funding from the European Union and shall display the European Union emblem. In the absence of such indication the costs related to this activity shall not be taken into account when establishing the value of the final grant.

Project beneficiaries should follow the guidelines of the graphic chart and should implement the EU visual identity on all layouts and products.

A guide on "The use of the EU emblem in the context of EU programmes" is available at: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

The preferred option to communicate about EU funding is to write "Funded by the "name" Programme of the European Union" or "Co-funded by the "Name" Programme of the European Union" as appropriate next to the EU emblem on the communication material.

If you have any technical questions regarding the use of the EU emblem in the context of EU programmes, please write to: comm-visual-identity@ec.europa.eu .

! Note

Although it is a requirement to acknowledge adequately the financial support provided to the project, it is essential to avoid any confusion between your project name (and activities) and the funding programme. Thus, to avoid potential confusion with the programme and its related websites and contact details, you should not use the programme's name in your project title or project's e-mail addresses.

! Note

All publications have to include the following clearly visible disclaimer: *"This publication has been produced with the financial support of the xxxxx Programme of the European Union. The contents of this publication are the sole responsibility of <name of the author/contractor/implementing Beneficiary> and can in no way be taken to reflect the views of the European Commission."*

3.4. Project Modifications

The Beneficiary and, in the case of a multi-beneficiary Agreement, both the Coordinator and Co-beneficiaries must implement the project as stipulated in the Grant Agreement and its Annexes. Modifications of the project should only be made if they are justified and essential or an improvement in the implementation of the project. Any significant modification of the project requires an amendment of the Grant Agreement subject to the formalities described below[7].

The Grant Agreement contains several Annexes, but only two Annexes, Annex I-Description of the Action and Annex III - Estimated Budget of the Action, could be the subject of modifications.

Any request for modification of the project must be addressed to the Commission by the Beneficiary/Coordinator's legal representative or contact person in sufficient time before the changes would take effect. No request for modification to a project will be accepted within the final month of implementation.

All modifications to the project must be duly explained and justified. The Beneficiary/Coordinator must clearly outline the management and financial implications of the modification requested or proposed.

The Commission will examine the request for modification of the project and inform the Beneficiary/Coordinator by e-mail or in writing as to whether the request for modification is accepted or rejected.

Where necessary, a written amendment to the Grant Agreement to be signed by both parties will be issued. Under no circumstances will either party be contractually bound by any verbal agreement. Any request for changes that fundamentally alters the overall objectives of the project or that calls into question the decision to award the grant shall be rejected.

Below is a non-exhaustive list of changes in a project's circumstances that must be communicated to the Commission, with the supporting documents that should be submitted. It may be that, after review, the Commission shall request additional documentation or clarification before communicating its decision.

[7] Unauthorised changes may prompt the Commission to terminate the Grant Agreement and request reimbursement of payments already made or to disallow all related costs when establishing the amount of the final grant.

	Type of Modification	Procedural Requirements & Supporting Documents
I. Administrative Changes	**Change of legal representative**	• Formal letter (with signature of the new representative); • Official proof of nomination.
	Change of contact person/contact address	• Informal notification.
	Change of legal address	• Formal letter; • New Legal Entity form *http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm*; • Extract from the register, mentioning the new address or copy of the official gazette in which the change of address is published.
	Change of bank account	• Formal letter listing all the projects managed by DG Justice affected by the change; • A Financial Identification form signed by the bank or accompanied by a bank statement *http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm*
	Change of name, change in legal personality of one of the Beneficiaries	• Formal letter, listing all the projects managed by DG Justice affected by the change; • New Legal Entity Form *http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm* • Extract from the register mentioning the change. In case of a merger or take-over this official document must stipulate that all assets and liabilities of the former organisation are transferred to the new entity.
II. Staff Changes	**Key staff changes**	• Informal notification; • New CVs; • Revised estimated budget.

III. Change in Partnership	**Addition, withdrawal or replacement of a Co-beneficiary** NB.: A request involving the withdrawal of a Co-beneficiary may only be accepted if it does not affect the transnational character and European added value of the co-financed project. NB: Replacement of the Coordinator will not be allowed.	• Formal request explaining the reasons of the change signed by the legal representative of the Coordinator; it should also certify, on behalf of all the other Co-beneficiaries, that they agree with the proposed amendment; • Withdrawal letter signed by the former Co-beneficiary; • Acceptance letter signed by the new Co-beneficiary; • New mandate signed by the legal representative of the new partner; • New Partner Declaration form signed by the legal representative of the new partner • Legal Entity form of the new Co-beneficiary; • Revised Annexes I and III (adapted to reflect the new situation, with all modifications highlighted and explained).
	Addition, withdrawal or replacement of an Associate Partner	• Formal letter signed by the legal representative of the Coordinator • New Partner Declaration Form signed by the legal representative of the new Associate Partner (if applicable)
IV. Change to the Timescale of the Project	**Extension in duration of the project or change in starting date.** N.B.: Requests for an extension of project duration may be accepted only in exceptional and unforeseen circumstances.	• Formal letter justifying and explaining the reasons for the extension requested and proposing a new timetable to completing the outstanding activities; • Where applicable, revised Annexes I and III to the Grant Agreement.
	Change to the reporting schedule	• Informal notification explaining why the report cannot be submitted in time and proposing new reporting dates.

IV. Budget Modifications	**Modification of budget estimate involving transfer(s) between headings below 20% of a budget heading**	• Informal communication of the intended modification (by e-mail) explaining and justifying the changes; • Revised Annex III highlighting the changes
	Modification of budget estimate involving transfer(s) between headings exceeding 20% of a budget heading	• Formal letter explaining the changes and the reasons together with the value-added factors of the change • Revised Annex III highlighting all changes.
V. Change(s) to the Content of the Project (i.e. to the Activities)	**Non-substantial changes in the activities contained in Annex I to the Grant Agreement**	• Informal communication explaining the nature of changes, as well as the need for them. • A revised version of Annex III highlighting the financial impact of such changes (if applicable). • Any requests for key staff changes must also be accompanied by the relevant CVs and are subject to (at least tacit) approval by the Commission.
	Substantial changes in the activities contained in Annex I to the Grant Agreement. N.B.: Requests for substantial changes to the co-financed activities may only be granted where these changes clearly improve the European value added of the project and do not affect the attainment of any of the objectives outlined in the original application.)	• Formal letter outlining the reasons as to why this change is essential to provide added value to the original outcome of the project as presented in the application; • Revised Annexes I and III highlighting all the changes to the co-financed activities and their financial impact.

4. Financial aspects of Grant Management

4.1. General Principles

The amount of the grant foreseen in the Grant Agreement is a maximum amount.

The final amount of the grant is determined by applying the percentage of EU contribution indicated in the Grant Agreement to the actual eligible costs incurred by the Beneficiary/ies subject to three limitations namely:

1) The absolute value of the grant may not exceed the amount indicated in the Grant Agreement (however, based on the actual eligible costs, the final amount may be lower than the maximum amount indicated in the Grant Agreement).
2) The percentage of the total eligible costs covered by the EU grant may not be higher than the maximum percentage foreseen in the Grant Agreement.
3) In case the action generated a profit, the final amount of the grant will be reduced. Profit shall mean a surplus of the receipts over the eligible costs of the action. The receipts to be taken into account are the consolidated receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up, which fall within one of the following two categories:
    - Income generated by the action;
    - Financial contributions specifically assigned by the donors to the financing of the eligible costs of the action.

The Commission reserves the right to suspend or reduce the payment of the outstanding balance of the grant or even to require reimbursement of pre-financing amount already paid if the action carried out does not conform to the conditions, activities and outputs, as described in the application for the grant awarded, as well as the terms and conditions of the Grant Agreement, or if the total eligible costs are not sufficient to justify the pre-financing payment.

! Note

The EU grant is intended to co-finance the project for which it has been awarded as a whole. Therefore all project-specific expenditure and income shall be reported in the financial statement and not only the expenditure covered by the EU grant.

! Note

Whenever a Beneficiary reduces its financial contribution, the Coordinator, in agreement with the other Co-Beneficiaries, will have to find the necessary resources to ensure correct implementation of the project. In no case shall the Commission increase its contribution or the rate of co-financing.

4.2. Payment schedule

As a general rule, the co-funding is provided in two instalments:

- a pre-financing payment of up to 80% of the Commission's contribution (amount of the grant) may be made available. If so, then it is paid within 30 calendar days following

receipt by the Commission of the signed grant agreement and in the case of multi-beneficiary grant agreements, upon receipt of the original signed mandates of the Co-beneficiaries.

- a final payment, that is the payment of the balance to be paid after receipt and approval by the Commission of the final technical report, final financial statement and a certificate on the financial statement (if applicable).

However based on an individual risk assessment (weak financial capacity), the Commission may:

- lower the percentage of the pre-financing;
- introduce a second pre-financing or an interim payment;
- request financial guarantees from the Co-ordinator covering the amount of the pre-financing payment(s) until the final balance has been paid;
- give no pre-financing at all.

These additional conditions will be communicated to the Co-ordinator together with the notification on awarding a grant and will be set out in the grant agreement.

The level of pre-financing may also be lowered to respond to a shortage of payment appropriations, imposed by the budgetary authority.

4.3 Bank Account

The Commission shall transfer funds due into the account specified in the Grant Agreement. This account must be:

- In the name of the Beneficiary organisation (applicable to mono-beneficiary Agreements) or the organisation acting as Coordinator (applicable to multi-beneficiary Grant Agreements). Under no circumstances are personal accounts or accounts of any third party organisation accepted;
- The account may be a project-specific or a general account.

> **! Note**
>
> Where a general account is used, the Beneficiary/Coordinator must ensure that the project-specific funds paid by the Commission (or other sources), as well as the project-related expenditure are clearly identifiable.

4.4. Accounting and Internal Control

The Beneficiary and, in the case of a multi-beneficiary Grant Agreement the Coordinator and individual Co-beneficiaries, must establish an analytical accounting system as well as an adequate internal control system to ensure that:

- Source(s) of funding (income) for the project is/are identified;
- The project expenditure incurred and charged against the project during the contractual implementation period is identifiable and verifiable, duly recorded and authorised;
- Insofar as no project-specific bank account is opened, it is strongly recommended that the Beneficiaries, set up a project specific cost-revenue centre in their accounting system so as to have a clear segregation enabling easy tracking between the ledger entry

references and references used in the final (Excel) reporting table to be submitted to the Commission.

All transactions, for activities or services rendered during the project implementation period, relating to actual project specific expenditure/income must be recorded systematically in the Beneficiaries' accounts.

All expenditure must be duly supported by adequate documentation. Any cost item entry not documented or not adequately supported including those of the Co-beneficiaries cannot be taken into account when establishing the final amount of the grant. Under the terms of the Grant Agreement all records and supporting documentation must be kept for a period of five (5) years after the date of the payment of the final balance or recovery of over-paid pre-financing. This date is counted as from the date of debit from the accounts of the European Commission (for final payments) or from the date on which recovered funds are credited to the Commission account specified in the debit note (in the event of a recovery of over-paid pre-financing by the Commission).

IV. HOW TO REPORT

1. Introduction

The level and frequency of reporting is determined in the articles of the Grant Agreement, as is the content of each reporting package. No report is required for a standard pre-financing. In case of a modified payment schedule (cf. section V.4.2), reporting requirements are also specified in the grant agreement.

2. Progress report

A progress report is not linked to any payment. It needs to be submitted when the project duration is equal to or greater than 24 months. It must be sent in hard copy and electronic format within 15 days following the first 12 months of project implementation.

This report is part of the monitoring process. It provides the Commission with an overview of the progress attained in implementing the project in comparison to the activities and timeline presented in Annex I of the Grant Agreement.

> **! Note**
>
> The progress report should be very concise and outline the progress to-date, activities completed, started, any unforeseen problems encountered, delays, etc. It should also highlight and explain any divergence between the actual progress of the project and the activities/timing foreseen in Annex I.
>
> This will enable all parties, if appropriate, to take timely corrective action leading to the successful achievement of the objectives of the project.

Templates for reporting are published on the call for proposals webpage.

3. Final report and request for final payment

The request for final payment should be accompanied by a final report. The final report consists of:

- The signed final technical report;
- The final financial statement, including the signed cost claim;
- A certificate on the financial statements, if applicable;
- Final outputs;
- Quantitative reporting on policy-related outputs (Indicators).

The complete final report shall be submitted in one paper copy and one electronic version within 60 calendar days following the end of the eligibility period.

> **! Note**
>
> The final report is considered received when the complete set of documents has been received by DG Justice in both hard copy and electronic format.

> **! Note**

The Applicants must ensure consistency within and between all documents submitted as part of the Final Report.

3.1. Final technical report

In the final technical report the Beneficiary/Coordinator must provide detailed information on the implementation of the activities and the results achieved by the project. This document will be used in two ways. Firstly, to evaluate the project results against the content of Annex I to the Grant Agreement in order to verify that the results correspond in terms of both quality and content to what was described when applying for the grant. Secondly, to ensure coherence between the financial statement and the activities undertaken during the project implementation.

The reporting template is published on the website of DG Justice, on the specific webpage for the respective call for proposals and contains detailed instructions; no other format is accepted. It consists of a series of questions meant to help the Beneficiary/Coordinator provide a clear focussed report that can be easily understood. The report (or any part thereof) may also be ultimately published by the Commission. As a consequence, the report should provide information enabling any reader to:

- Understand the project – why it was implemented, how it was implemented (methodology), etc.;
- Understand the results of the project, its added value and the lessons learned from it;
- Understand what problems or difficulties were encountered and how they were overcome;
- Be guided to further sources of information in the area covered by the project.

3.2. Final Outputs

The final outputs can comprise:

- One sample of each finalised output produced by the project: e.g. reports, surveys, publications, flyers, posters, promotional material, such as T-shirt, mugs, caps, training material;
- Agendas/programmes and signed attendance lists of meetings, conferences etc.;
- Minutes of meetings, presentations and proceedings of conferences, etc. (preferably in electronic format);
- Results of the evaluations/feedback given by participants and facilitators/trainers at the end of a seminar/training/conferences;
- Evaluation reports (if applicable);
- A certificate on the financial statements, original hard copy (if applicable).

The final outputs should be presented in their actual format (e.g.: books and promotion materials should be physically included in the package and wherever possible also in electronic format).

3.3. Final Financial Statement

Before finalising the Final Financial Statement, Beneficiaries are invited to read carefully section V. ELIGIBILITY OF COSTS.

The template of the final financial statement is included in Annex III to your Grant Agreement.

The Beneficiaries must fill out the sheets *Detailed Budget Execution* and *Cost Claim for Final Payment*, i.e. the sheets coloured blue in the Excel workbook that was used during the implementation of the activities. The last version of this Excel workbook, reflecting the changes of the last amendments (if any), must be used. The filled out workbook needs to be submitted in its Excel format, not in a PDF or a scanned format.

The document consists of six worksheets:

The first three worksheets (in green) have been filled at application stage.

The Coordinator should fill in the last two ones (in blue) at the reporting stage. The file is protected and data may only be entered in the fields that have a white background.

The "Budget & Execution Summary" worksheet (in orange) is calculated automatically on the basis of data entered in the other worksheets.

Additionally, it is strongly recommended that the Beneficiaries fill out and submit the additional sheet *Staff Cost Calculation*.

3.3.1. Sheet *Detailed Budget Execution*

3.3.1.1. General principles

The final financial statement should reflect all project related expenses registered in the official account of the Beneficiaries during the period of eligibility of the project. It includes clear financial information relevant to the project implementation, consistent with the Beneficiaries' official accounts and with the agreed budget.

The costs should be presented following the layout of the original budget (Annex III of the Grant Agreement), as this helps in the examination of their eligibility. The *Detailed Budget Execution* will be read together with the *Forecast Budget Calculation*, the Annex I of the Grant Agreement and the final technical report. Any major deviations between the costs foreseen (amount or type) and those implemented should be explained in the final technical report.

> **! Note**
>
> All deviations between budgeted and actual costs must be explained and insofar as they exceed 20% of the relevant budget heading (the heading for which the transferred amount is intended), they are subject to prior approval of the Commission within the framework of an amendment (see modification procedure). Insofar deviations above 20% have not been previously communicated to the Commission and approved in a formal amendment, they will not be considered eligible.
>
> All costs have to be declared under the same budget heading as foreseen in the most recent approved version of Annex III of the Grant Agreement.

Each individual cost should be reported separately which means that each line must correspond to only one specific accounting entry within the Beneficiary ledger. (The only exceptions are related to staff costs, see below.)

Individual costs may be presented in sequence by activities (e.g. Conference X, Publication Y, Website Z) and if possible by Workstream within each budget heading (with the exception of staff costs – cf. section 4.3.1.8 below).

Every line must be duly filled in. When the final report package is submitted, only the final outputs are required (see section IV.4.4.). Supporting documentation for the final financial statement (copies of invoices, salary slips, proofs of payments, etc.) is not requested at the time of submission of final report, but may be requested afterwards by the Commission. Therefore financial supporting documentation needs to be numbered according to the accounting references given in the financial statement.

3.3.1.2. Column *Budget heading*

A drop-down menu helps you fill out this column. Only the letters contained in this drop-down menu are allowed to be indicated here. Those letters refer either to a given category of cost (headings A to F) or of income (headings I and K). The pre-financing received (J) should also be indicated here.

For a quick reference to the meaning of each letter you may consult the overview table on the top of the sheet.

Every cost or income must be classified under one of the categories foreseen.

The column ***Budget heading*** has an inbuilt reminder to ensure that it is filled out: if an amount is foreseen in the column ***Amount in currency***, the relevant cell in the column ***Budget heading*** will turn red and it will remain red until the relevant letter (A, B, C, D, E, F, G, I, K, J) is filled out in the column ***Budget heading***.

This budget heading is very important as it is the sorting base for the calculations of the consolidated amounts appearing in the worksheet "Budget & Execution Summary".

3.3.1.3. Column *Name of the Beneficiary incurring the Cost*

The Coordinator should ensure to report in this column the Beneficiary that has registered the expense in its accounting books.

NB: For income (headings I and K), please indicate the relevant Beneficiary receiving the income, the earmarked contribution from a third party organisation or providing its own contribution.

! Note

Please make sure that every time you refer to an organisation you use the same name/same spelling/same abbreviation) throughout the document (for every cost or income item that you allocate to it). If you are consistent in this reference, then you may use the filter in the column ***Name of Beneficiary*** and you will be able to select and review easily all entries that refer to this organisation.

It is suggested that, instead of the name or the abbreviation for each organisation, you use the references used in the sheet ***Beneficiaries*** (e.g. Coordinator, Co-beneficiary 1, Co-beneficiary 2 etc. or Applicant, Partner 1, Partner 2). Please ensure that you use the references in a consistent way!

3.3.1.4. Column *Workstream*

The Coordinator should indicate the Workstream to which the expense is related. However, a specific reporting by Workstream is not always possible and, if this column remains empty, the Commission will not request additional information.

3.3.1.5. Column *Activity/Output*

This column is meant to establish a clear link between costs reported in the final financial statement and the activities and outputs described in the final technical report. It should include short descriptions such as:

- First management meeting in X;
- Steering Committee meeting in X;
- Conference in X;
- Publication on topic X;
- Leaflet on topic X;
- Website;
- On-line survey;
- etc.

3.3.1.6. Column *Accounting reference*

The internal accounting reference of the Coordinator/Co-beneficiaries must be reported here. This column is very important for the Commission and the Beneficiaries as it allows to link individual cost declared with the beneficiaries' official accounts. It also allows beneficiaries to quickly identify and provide any justifying accounting documents requested by the Commission.

3.3.1.7. Column *Name of supplier/employee to whom the amount was paid*

For staff costs (A): name of the employee to whom the salary was paid.

For travel costs (B): name of the employee to whom the travel and subsistence costs were reimbursed, name of the agency were the travel ticket was bought, etc.

For all other categories: name of the supplier of goods, the sub-contractor or the service provider.

3.3.1.8. Column *Date/period or duration when the activity took place*

For staff costs (A) paid in EURO: The whole period of work of a given person during entire project duration should be indicated here. The corresponding total cost (salary + social charges) referring to that period should be summed up in the column ***Amount in currency***.

For staff costs (A) paid in other currencies than EURO: the reporting of the staff cost must be done per person on a monthly base, to ease the conversion to EURO.

For travel and subsistence costs (B): The dates when the travel/meeting took place should be indicated here. Travel costs relating to the same activity (meeting, conference, etc.) should be presented in sequences by specific activities and then by person making the distinction between travel cost and subsistence costs.

For all other categories: The date to be reported here is the date of delivery of goods, or when the action (services) took place (and not the date when the invoice was issued or when the payment was made).

3.3.1.9. Column *Description of item*

For cost categories A, B, C, D, E: This column is meant to provide a concrete description of the type of costs incurred. Please refer to Section V.*2. Detailed Provisions on Eligible Expenditure* for detailed instructions on how to fill out this column for each cost category.

This description must be precise and clear, as it should allow the Commission to assess the relevance of the cost to the project. It should also correspond as much as possible to the cost descriptions foreseen in the ***Forecast Budget Calculation***.

For Income I - Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities: You should mention here financial contributions from donors, only if they are specifically assigned to cover eligible costs of the project, as well as income generated by the project activities (e.g. sale of book, conference fees, etc.).

For Income K - Other income, including own contribution from the beneficiary/-ies: All other incomes, including those of Co-beneficiaries, have to be declared here. Other income, such as financial contributions not specifically assigned by donors to the financing of the eligible costs, but that are used for the project, should also be included under K.

For Indirect costs F (Overheads): Indirect costs should be included in the list of costs. The amount should be calculated as the maximum percentage indicated in the Grant Agreement of the total Direct Costs (headings A+B+C+D+E). If the Indirect costs are split among the Coordinator and the Co-beneficiaries, then you should enter one item (i.e. one line) per Co-beneficiary and indicate the relevant amount for this Co-beneficiary.

3.3.1.10 Column *Date of payment*

This column must show the date when the expense was paid by the Beneficiary. It will be used to define the correct exchange rate.

3.3.1.11. Column *Amount in currency*

Costs must be reported in the currency in which they were originally incurred.

The actual amounts duly justifiable through relevant accounting documents must be reported here. Only the actual amounts duly justifiable through relevant accounting documents must be reported here.

Where applicable only the depreciation of cost for equipment should be indicated.

For indirect costs the amount to be indicated here is calculated as a lump sum.

3.3.1.12. Column *Currency*

Please indicate the ISO code of the currency used for payment.

The list of the ISO codes of the different currencies can be found in the InforEuro website (http://ec.europa.eu/budget/inforeuro)

3.3.1.13. Column *Exchange rate*

Unless otherwise specified in the Grant Agreement, conversion into EUR should be made at the monthly exchange rate established by the Commission and published on its website (http://ec.europa.eu/budget/inforeuro) for the month during which the declared costs were **paid** by the Beneficiaries.

Beneficiaries holding their accounts in EUR shall convert cost incurred in another currency into EUR according to their usual accounting practice.

3.3.1.14. Column Total EURO

This cell contains a formula for the calculation of the total amount (*Amount in currency x rate).*

> **! Note**
>
> This formula is not protected and may be deleted. It is the Coordinator's responsibility to ensure that the total amount per item (i.e. line) as stated in this cell is calculated correctly.

3.3.1.15. Column *Additional information*

Any necessary additional information and clarifications should be included here. Deviations from the ***Forecast Budget Calculation***, if any, may be explained here.

Where applicable, the equipment's full purchase price and the depreciation rule applied should be detailed here.

3.3.1.16. Functions inserted in the sheet

- **Use of filters:**

Each column has a filter, which allows you to sort the entries (using the relevant arrow inserted in the title line). Sorting under multiple parameters is possible by using the filter-buttons of more than one column. The box ***Subtotal of selected entries*** on the top of the page is activated only if you use the filter and it indicates each time the total amount of the filtered/selected entries.

- **Use of functions: Copy-paste, Cut-paste, Insert line, delete line**

Only the upper part of the sheet is locked and this allows you to copy, cut, insert and delete lines and cells. While using these functions (especially the cut-paste and insert), please note that the formula in the column ***Total EURO*** is not reproduced in the new line. It is your responsibility to ensure that the calculation remains correct.

- **Printing of the Budget:**

Please note that the print area for the sheet Forecast Budget Calculation is pre-set covering only lines 1-100. If you need to print a larger part of the sheet, you may reset the print area.

- **Pivot tables:**

The locking parameters of this sheet prevent the table from generating a Pivot Table directly from this sheet. However, if – for your personal use – you wish to create a Pivot Table on the basis of this data, you may insert an additional sheet and generate the Pivot Table there. Generating Pivot tables is not mandatory!

3.3.2. Sheet *Cost Claim*

The Coordinator should fill in all cells with a white background. Cells with a yellow background are automatically filled in with the data already entered in other sheets.

The Coordinator should indicate here the details of the bank account where it wants the Commission to transfer its final payment. If this bank account differs from the one indicated in the Grant Agreement or its subsequent amendment, a specific form should be attached to your request for payment. This form is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

The name, title and function of the legal representative of the coordinating organisation must be indicated.

> **! Note**
>
> The Coordinator should not forget to print the Cost Claim and have it signed by its legal representative.

3.4. The sheet *Staff Cost Calculation*

The sheet *Staff Cost Calculation* is a *separate* excel document available on the website of DG Justice, on the specific webpage for the respective call for proposals. It is not a compulsory document as such, but contains the minimum requirements accepted by DG Justice in terms of staff costs reporting. It is therefore strongly suggested to use it and attach it to your final reporting package, as it will ease and accelerate the final payment.

The sheet *Staff Cost Calculation* is meant to facilitate the calculation of daily/hourly rates and costs to be reported for staff members spending only part of their time working on the project. For further explanations on the calculation method for staff costs, please consult section V.2.1.3.1 of this Guide.

Beneficiaries should fill in one table/worksheet per person and per year, and therefore copy the table/worksheet as many times as needed.

In the first part of the worksheet, Beneficiaries should indicate general data regarding the staff member concerned by the calculation:

- Grant Agreement number;
- Name of the Beneficiary (employer);
- Employee's name;
- Employee's function;
- Year for which the calculation is made;
- Time unit: days or hours to be selected from a drop-down list depending on the time unit used for the timesheets.

The second part of the worksheet includes a table that should be filled in regardless of whether the employee worked for the project throughout the year or only during a few weeks. All lines, from January to December, should be filled in with the following data:

Calculation of staff annual cost

Beneficiaries should indicate amounts in the currency in which they were paid:

- column C: gross salary, as shown by the payslip of that month;
- column D: holiday allowance, as shown by the payslip of that month, when applicable;
- column E: employer's contribution to statutory pension scheme;
- column F: employer's contribution to social security;
- column G: other employer's statutory staff costs not included in the previous columns, when applicable (a description should then be provided in the box below the table).

The employer's total cost in local currency (column H) is automatically calculated by the table.

Calculation of annual productive hours worked

Beneficiaries should indicate working time in days or hours as shown by the timesheets:

- column I: time worked on this project;
- column J: time worked on other activities or other projects.

The total working time for that year (column K) is automatically calculated by the table.

Calculation of project related staff costs

Beneficiaries should indicate the exchange rate applicable for that month as per InforEuro (column M).

The total statutory cost related to the project per month, in local currency (column L) and the total statutory cost related to the project per month, in EURO (column N) are automatically calculated by the table.

The third part of the worksheet includes a small table (highlighted in yellow) summarising the calculation of the daily/hourly rate applicable for the given year. It is blocked and contains formulas based on the data introduced in the other parts of the worksheet.

V. ELIGIBILITY OF COSTS

1. General Provisions on Eligible Expenditure

The Commission can co-finance only those costs which are eligible according to the Grant Agreement signed between the Commission and the Beneficiaries.

1.1. Eligible costs

Eligible costs are those actually incurred by the Beneficiaries listed in the Grant Agreement which meet the following criteria:

- they are incurred during the eligibility period, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents (i.e. final reports and audit certificates);

> **! Note**
>
> Where the output of co-financed activities includes a publication the Beneficiary must ensure that sufficient time is allowed within the implementation period to be able to complete this action.

- they are indicated in the estimated budget of the project annexed to the Grant Agreement;
- they are incurred in connection with the project and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the relevant Beneficiary (i.e. the Beneficiary which has incurred the cost) and determined according to the applicable accounting standards of the country where this Beneficiary is established and with the usual cost accounting practices of this Beneficiary;

> **! Note for the final reporting**
>
> The costs reported in the documentation provided in support of a request for a final payment must correspond to actual payments made by the Beneficiaries (supported by invoices or accounting documents of equivalent value) in exchange for the provision of goods or performance of services. Payment must have taken place at the latest at the time of the final report. Claims related to the estimated value of goods provided or services rendered without payment shall not be taken into consideration for the purpose of calculating the total eligible costs and the final value of the grant. Where national taxation and accounting rules do not require an invoice, an accounting document of equivalent value shall be supplied, i.e. any document that is produced in order to prove that the accounting entry is accurate and that complies with the applicable accounting law.

- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;
- as a rule, they relate to activities taking place in an eligible country.

> **! Note on eligible countries**
>
> As a rule, the expenditure must also relate to activities taking place in an eligible

country. Specific information concerning the eligible countries is provided in the relevant call for proposals**.** Any costs relating to activities undertaken outside of the eligible countries will normally be considered as out of scope of the funding programme and thus as non-eligible, as the funding programmes of DG Justice concern internal EU policies. Only where the Beneficiaries can adequately justify that these activities are vital for the implementation of the project and maximise its European added value, and where they contribute to achieving the objectives of the funding programme, could such costs be accepted as eligible (subject to prior explicit approval by the Commission).

1.2. Eligible direct and indirect costs

"Direct costs" of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs.

Indirect costs" are those costs which are not specific costs directly linked to the implementation of the project and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs. Eligible indirect costs shall be declared on the basis of a flat rate of maximum 7% of the total eligible direct costs.

Specific provisions on eligible expenditure are further detailed in the grant agreement and in section V.*2. Detailed Provisions on Eligible Expenditure* of this Guide.

1.3. Ineligible costs

In addition to any other costs which do not fulfill the conditions set out under section V.1.1. above, the following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- the insurance premium against risk of exchange rate losses;
- costs of transfers from the Commission charged by the bank of a Beneficiary;
- costs declared by a Beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget);
- excessive or reckless expenditure;
- deductible VAT: if, for a specific cost, a Beneficiary can deduct VAT on its sales, this VAT is not eligible under the grant as it does not consist in a cost for the beneficiary;

- VAT for costs generated by activities engaged in by public bodies (State, regional or local government authority or other public body) acting as a public authority is not eligible, even if it is not recoverable[8];
- Taxes for which the contractor is liable in its capacity as a business entity (e.g. IRAP in Italy, Gewerbesteuer in Germany). Especially when the tax itself is not a part of the salary or the payroll for staff assigned to the action, or other legal costs included in the remuneration. That kind of tax is actually payable by the entity or by the person subject to its productive activity in general. Therefore, it is not a necessary cost for the implementation of the action and is not considered as eligible;
- expenditure incurred outside the eligibility period;
- travel, subsistence and any other fees for any staff or elected representative of any EU institutions/agencies;
- gifts and presents;
- recreational/touristic/cultural activities;
- costs incurred in relation to activities not foreseen in Annex I;
- costs not entailing a cash flow for the Beneficiaries;
- costs incurred for the production of communication material, including notice boards and websites, not mentioning that the Beneficiary has received funding from the relevant funding programme;
- contributions in kind from third parties;
- costs incurred by a third party to the Grant Agreement;
- indirect costs exceeding the percentage or value agreed in the Grant Agreement;
- indirect costs declared by any organisation receiving an operating grant from the EU budget.

1.4. Eligibility of VAT

When you purchase a good or a service necessary for the implementation of an activity supported by an EU grant and pay value added tax (VAT) on this purchase, the VAT paid as part of the purchase price can be considered as an eligible cost, except where the activity falls within one of the following categories:

- activities for which VAT is **deductible**: taxed activities or exempt activities with right of deduction.
- activities engaged in by bodies governed by public law of a Member State (State, regional or local government authority or other public body), acting as a **public authority**.

! Note

The eligibility of VAT has to be assessed by activity and by Beneficiary, not necessarily for the grant as a whole.

[8] For additional information, please see section V.1.5.

1.4.1. Deductible VAT

VAT paid by a grant Beneficiary on purchases necessary for the implementation of taxed activities can be deducted from VAT charged by the grant Beneficiary on its sales. It does not constitute a cost for the Beneficiary and may therefore not be eligible.[9]

For exempt activities without right of deduction the VAT is always eligible.[10] The same is true for activities outside the scope of VAT (i.e. non-economic activities), unless the activity is an activity engaged in as a public authority.

1.4.2. Activities engaged in as a public authority

To prevent any risk of unequal treatment between private and public entities as beneficiaries of DG Justice grants in situations where both public and private entities can theoretically implement the same activities under national legislation of the relevant Member State, the eligibility of VAT is not based on the legal status of the beneficiaries (i.e. it does not depend on whether they are private or public entities).

For public entities, VAT is therefore only ineligible in situations where it may not have a distortive effect between publicly and privately funded bodies, i.e. in case of public power prerogatives which can only be exercised by public bodies under their special legal framework. This encompasses activities engaged in by bodies governed by public law of a Member State under the special legal regime applicable to them (e.g. powers of police, powers of justice, fight against counterfeiting of banknotes and coins, national statistics, definition and enforcement of public policies), thus not including activities pursued by public entities under the same legal conditions as those that apply to private economic operators.

According to Article 13(2) of the VAT Directive[11], Member States may transpose the VAT Directive by stating in their national VAT legislation that some exempted activities are, where carried out by public bodies, to be considered as activities engaged in as public authorities. To ensure equal treatment of all beneficiaries and avoid distorting effects depending upon the national transposition process, according to the Rules of Application of the Financial Rules applicable to the general budget of the Union, those activities shall not be regarded as activities engaged in as public authorities, independently from the content of the national VAT legislation. Therefore, VAT paid by beneficiaries in relation to the implementation of those activities is eligible.

1.4.3. Application of these rules to the calls of DG Justice

The following examples can serve as a reference for beneficiaries when assessing the eligibility of VAT within the framework of their project, but they are not an exhaustive list. They have been established without prejudice to the applicable national law in the individual Member States (which may define other/additional public power prerogatives and activities falling under a special legal framework) and should therefore always be applied to your particular project in the light of the general rules laid out above, in particular where activities engaged in by public authorities are concerned. Beneficiaries that are public law bodies are responsible to verify compliance with the public authority criterion.

[9] The same applies to exempt activities with right of deduction (e.g. exports), which are however not activities typically financed in the framework of DG Justice's programmes.

[10] Including for public entities – these activities are never to be considered as activities engaged in as a public authority.

[11] Directive 2006/112/EC, as revised.

Activities engaged in as public authority (VAT ineligible):

- Development and operation of infrastructure and IT systems to interconnect public registers or databases managed by public entities under a special legal framework;
- Cooperation in the area of detention, e.g. on the transfer of prisoners or on probationary services, between public entities responsible for these activities;
- Drafting of public policies and laws by governmental bodies of Member States is an activity engaged in as public authorities. Therefore, VAT incurred in relation to the organisation of meetings of public policy-makers with the aim of drafting, harmonising or reviewing legislation in the area of justice is not eligible. On the other hand, a conference organised by public entities with the aim of informing stakeholders and disseminating knowledge about a particular issue does not qualify as activity engaged as public authority, as the same conference could also be organised by a private entity (VAT eligible).

Training activities for judges are not in principle activities carried out as a public authority, unless the national legislation designates a public body as the sole entity having such a competence. The nature of the activities to be taken into account is training, even though the target population is judges and the sector relates to sovereign powers. In this case the VAT is eligible.

Exempt activities without right of deduction, including activities referred to in Art. 13(2) VAT Directive (VAT eligible):

- hospital and medical care and closely related activities undertaken by bodies governed by public law or, under social conditions comparable with those applicable to bodies governed by public law, by hospitals, centres for medical treatment or diagnosis and other duly recognised establishments of a similar nature;
- the provision of children's or young people's education, school or university education, vocational training or retraining, including the supply of services and of goods closely related thereto, by bodies governed by public law having such as their aim or by other organisations recognised by the Member State concerned as having similar objects;
- the supply of certain cultural services, and the supply of goods closely linked thereto, by bodies governed by public law or by other cultural bodies recognised by the Member State concerned.

Activities out of scope (VAT eligible)

Activities and services provided by a non-governmental organisation (NGO) free of charge (e.g. free counselling services, awareness-raising activities, etc.) involve no economic transaction and are therefore not subject to VAT.

Taxed activity (VAT ineligible)

Actions funded by Union grants which include taxed activities are expected to be revenue-generating actions. For example, a project includes the publication of a book by an NGO on an issue relevant under the call. The books will be sold in shops and will contain advertising space sold to companies. The sale of advertising space and the sale of goods for a charge are taxed activities. The VAT paid by the NGO on any supply needed for the publication of the book (e.g. paper, design services, printing services, distribution services) will be deductible from VAT charged by the NGO to the buyers of the advertising space and the books. The NGO will therefore not be allowed to declare this VAT as eligible under this action.

1.4.4. Conclusion for preparation of the estimated budget and final financial statements

Applicant need to identify if VAT is an eligible cost in the light of the above instructions at application stage. This will have an impact on the final amount of the grant. By submitting the estimated budget, applicants declare that the estimated costs only include eligible VAT. In case your proposal is retained for funding, this amount will be used by the Commission as the maximum amount of total eligible costs which will not be further discussed.

If the applicant or one of the partners is a public entity, you should also identify in the sheet *Forecast Budget Calculation* of the Budget Form any cost items you consider as incurred in the framework of activities engaged in as public authority (with the consequence that VAT is ineligible and should not be included in the cost). This should be indicated in the column *Additional information* for the relevant cost items (with the mention: "public authority"). Since only the supply of goods and services can be subject to VAT, this is only relevant for those cost categories which imply procurement from your side, e.g. costs of travel, of equipment, of consumables, supplies, etc.

When submitting the final financial statements, the coordinator is responsible for ensuring that VAT is declared in accordance with the above rules.

1.5. Award of contracts

1.5.1. General rules

Procedure for award

Where the implementation of the project requires the procurement of goods, works or services, the Beneficiaries shall award the contract to a third party ensuring that they respect the following principles:

- they must select the tender offering best value for money or, as appropriate, the tender offering the lowest price;
- they shall avoid any conflict of interests.

The Beneficiaries are allowed to organise the tender procedure according to their internal practices, provided that they can demonstrate that the two abovementioned principles are respected. Beneficiaries acting in their capacity of contracting authorities within the meaning of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities within the meaning of Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors shall abide by the applicable national public procurement rules.

The Beneficiaries shall retain sole responsibility for carrying out the project and for compliance with the provisions of the Grant Agreement.

The Beneficiaries or the Associate Partners cannot act as subcontractors in the project.

Contracts

The Commission is *not* party to such agreements between any of the Beneficiaries and a goods/service provider. To this effect the Commission has no liability towards any of the parties under these agreements and is bound solely by the terms of the Grant Agreement.

The Beneficiaries must undertake the necessary arrangements to ensure that the goods/service provider waives all rights in respect of the Commission under these agreements.

The Beneficiaries must also ensure that the conditions applicable to them under Articles II.3, II.4, II.5, II.8 and II.27 of the Grant Agreement are also applicable to the contractor.

Typically, these contracts should include the following terms:

- Goods/services to be provided and their links to the project;
- Dates on which the contract begins and ends;
- Price to be paid (breakdown and description of the costs);
- Detailed description of the tasks/work schedule/completion phases;
- Detailed description of the costs on which the price is based;
- Payment arrangements (one or more advance payments, staggered payments, etc.);
- Clauses in respect of non-performance or late completion.

1.5.2. Implementation contracts

These contracts refer to the procurement of ordinary services, goods or equipment needed to carry out the project (e.g. dissemination of information, evaluation, audits, translations, reproduction, purchase of tickets, renting of rooms and accommodation, purchase of consumables and supplies, etc.). These contracts do not, contrary to subcontracting, imply any externalisation of the project activities described in the proposal.

Such contracts have to comply with the provisions specified above under section V.1.5.1. General rules. No additional conditions need to be complied with.

1.5.3. Subcontracting of tasks forming part of the project

A "subcontract" is a procurement contract which covers the implementation by a third party of tasks forming part of the action as described in Annex I (contrary to implementation contracts described above).

Beneficiaries may subcontract such tasks provided that, in addition to the conditions specified above under section V.1.6.1, the following conditions are complied with:

- subcontracting only covers the implementation of a limited part of the action;
- It is not acceptable for any of the Beneficiaries to subcontract all or a majority of the project activities, as this distorts both the concepts of the partnership and of the ownership of the project. The Beneficiary/Coordinator may not subcontract the management and general administration of the project and the Co-beneficiaries may not subcontract all or most of the activities for which they are responsible.

  Additional limitation to the subcontracting allowed for projects (e.g. the amount allocated to subcontracting cannot exceed X% of the total eligible costs of the project) may be specified in calls for proposals, in the section on financial provisions.
- recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation;

At the time of application the Applicant is requested to specify in Annex 1 to the Application Form the tasks that will be subcontracted and to duly explain the added-value of such subcontracting and the reasons for the lack of the relevant expertise within the Partnership.

- the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- after the grant is awarded, any recourse to subcontracting which is not described in the Applicant's proposal and is not included in Annex I of the Grant Agreement, must be communicated by the Coordinator and approved by the Commission.

2. Detailed Provisions on Eligible Expenditure

2.1. Staff (heading A)

2.1.1. General provisions

To ensure the successful implementation of the tasks related to the project activities, appropriate human resources should be allocated to the project. Their costs are part of the eligible costs, under the conditions and modalities described below.

Remuneration rates

The costs shall be calculated on the basis of the actual gross salary or wages plus obligatory social charges and any other statutory costs included in the remuneration.

> **! Note**
>
> The rates at which staff is charged to the project must correspond to the relevant Beneficiaries' normal remuneration policy (documented by salary grids, long-term work contracts, etc.) and should not significantly exceed the rates generally applicable in the relevant area, both geographically and with respect to the profile of the staff concerned. Failure to respect this principle may lead to the costs being classified as reckless and excessive expenditure at any moment: during the evaluation of the proposal, during the project implementation or at the time of final payment analysis. The difference between the current market rates/rates documented as compliant with the Beneficiary's long-term remuneration policy and the higher rates actually paid may be considered as ineligible cost.

Time allocated to the project

Personnel costs shall be charged in respect of the actual time of the staff concerned.

Where a staff member (or assimilated) works full-time for one of the Beneficiaries, but is allocated only part-time to the project, only the equivalent part of his/her salary is an eligible cost for the project. This amount cannot exceed the daily/hourly gross cost to the employer[12] multiplied by the number of days/hours worked for the project. In these cases the time, which each employee spends working on the project, shall be recorded using timesheets or an equivalent time registration system established and certified by the employer.

Salaries (fees) of non-permanent staff (staff specifically recruited for the project) may be charged to this budget heading provided that the following conditions are fulfilled:

- the individual concerned works for one of the Beneficiaries with a contract of employment or an assimilated contract[13] explicitly linking the person to the project;
- the individual concerned works under the instructions/supervision of the Beneficiary and, unless otherwise agreed with the Beneficiary, on the premises of the Beneficiary;
- the result of the work belongs to the Beneficiary;

[12] These rates should correspond to the organisations normal remuneration policy. The inflation of rates or specific separate contracts are not considered as acceptable and can result in the costs in their totality not being taken into account when establishing the amount of the final grant.

[13] To be distinguished from a service contract, which should be regarded as an implementation contract and should comply with the general principle applicable to awarding contracts as indicated under section V.1.6.2.

- the costs are reasonable and not significantly different from the costs of staff performing similar tasks under an employment contract with the Beneficiary;
- travel and subsistence costs related to such a person participation in project meetings or other travel relating to the project is directly paid by the beneficiary;
- the individual uses the Beneficiary's infrastructure (i.e. generates indirect costs for the Beneficiary).

When filling out Staff costs in the *Forecast Budget Calculation worksheet*, applicants should indicate at least the following information:
- the name of the project staff member (if known);
- his/her function in the project;
- the staff member's working status: if he/she will be recruited specifically for the project or is a permanent employee of the organisation, if he/she works under a contract other than an employment contract, if he/she will be working part-time or full-time for the project, etc.*;*
- it the staff member is a civil servant or works under a private law contract of employment;
- The number of working hours included in the daily rate.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage.**

2.1.2. Costs for permanent staff of a public organisation

This section refers to costs of permanent staff of a public organisation, meaning all public entities. It is not applicable to staff costs of universities, regardless of their status.

The salary cost of permanent staff of a public organisation may be funded only to the extent that they relate to the costs of project activities that the public organisation would not have carried out had the project concerned not been undertaken.

Salary costs of permanent staff of a public organisation are eligible only in the following cases:

a) Remuneration for overtime work

Only the cash compensation for overtime/additional hours remuneration paid for the permanent staff of a public organisation may be considered eligible, under the condition that the staff member is seconded/assigned to the project in conformity with relevant national rules.

When filling out this type of Staff costs in the *Forecast Budget Calculation worksheet*, applicants should indicate at least the following information:
- "overtime" as key-word,
- the name of the employee,
- the total number of overtime hours required to carry out the tasks linked to the project,
- the unit rate (amount of hourly remuneration). The overtime unit rate is estimated/calculated on the basis of the overall remuneration for the normal working hours plus cash compensation for the overtime work and divided by the total number of working hours (hours of normal work + hours of overtime work).

- The number of working hours included in the daily rate.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage.**

b) Costs for replacing the staff concerned for his/her usual tasks

Costs of permanent staff of a public organisation may be considered eligible in full under the condition that the person concerned is seconded/assigned in conformity with relevant national rules to tasks that are specifically linked to the implementation of the project, and that another person is specifically recruited to replace him/her for his normal tasks for the duration of the project.

When filling out this type of staff costs in the *Forecast Budget Calculation worksheet,* applicants should indicate at least the following information:

- "replaced" as key-word;
- the name of the employee;
- his/her function in the project;
- the number of working hours included in the daily rate.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage.**

c) Other permanent staff cost of a public organisation

With the exception of cases a) and b), the cost of permanent staff of a public organisation will be considered eligible up to the amount necessary to co-finance the project. The total cost of permanent staff of public organisations may not exceed the cumulated total amount of co-financing from the Applicant, the Partners/Associate Partners and from third parties (Heading I + K). The Commission will ensure that this ceiling is respected before awarding the grant, as well as at reporting stage, and may reduce the costs accordingly.

When filling out this type of staff costs in the *Forecast Budget Calculation worksheet,* applicants should indicate at least the following information:

- "covered by co-financing" as key-word;
- the name of the employee;
- his/her function in the project;
- the number of working hours included in the daily rate.

In absence of a clear indication in the Budget Form on whether the costs for permanent staff of a public organisation fall under case a), b) or c), the Commission will consider that they fall under case c).

The same level of detail is expected in the ***Detailed Budget Execution*** worksheet **at reporting stage.**

2.1.3. Provisions on reporting on staff costs

2.1.3.1. The Calculation Method

The Beneficiaries are requested to use the following method for calculating the staff costs. This method is embedded in the staff costs calculation sheet described in section IV.2.3 of this Guide. The excel template is available on the website of DG Justice, on the specific webpage for the respective call for proposals. It is strongly suggested to use this sheet as it contains the minimum requirements requested by DG Justice as described below.

The calculation of staff cost must be based on the annual gross salary including social charges and other statutory costs, the total actual annual working time units and the time actually worked on the grant, as follows:

$$\frac{\text{(a) Annual gross salary + social charges}}{\text{(b) Total actual annual productive working days or hours}} \times \text{(c) actual days or hours working on the grant}$$

Where:

(a) **Annual Gross Salary + Statutory Social Charges** = costs actually paid by the Beneficiary in the timeframe of a year, including: salary, taxes, employer's contribution for national security schemes etc.

When establishing the annual gross salary, the following elements should also be taken into consideration:

1	Annual gross salary including paid overtime and 13th and 14th salaries, if applicable. This should be done by adding up the gross salary per month as indicated on the salary slip.
+ 2	Holiday allowance, if not included in item 1 above.
+ 3	Obligatory/compulsory social charges imposed by law, such as pension schemes, health schemes, insurance schemes, contribution to labour market funds, etc.
+ 4	Statutory pension schemes established under national law. Employer's contribution to non-statutory pension schemes is not accepted as an eligible cost and should not be used in the calculation.
- 5	Less compensation received from insurance or other schemes in case of sickness and re-employment schemes to reactivate unemployed people.
Total	Annual staff cost (sum of 1 to 4 minus 5)

! Note

Forecast Budget Calculation worksheet: Actual salaries should be indicated in the ***Detailed Budget Execution*** worksheet at reporting stage.

All additional (non-statutory) and individual pension schemes and/or sickness insurances are not eligible, as well as company cars, bonuses and any other similar fringe benefits. Dividends or profit sharing are also not eligible.

The above calculation should be based on statutory documents, such as the salary slips and pay roll summary, so that the amounts taken into account for the calculation of the annual staff cost can easily be traced and verified.

(b) **Total actual annual productive time** = total time in days or hours worked in the timeframe of a year.

The calculation of the total annual productive days or hours must be done as follows:

1	Total number of days in a year	365
- 2	Less weekends	104
- 3	Less public holidays	
- 4	Less annual leave actually taken	
- 5	Less time compensation or flexitime	
- 6	Less sickness	
+ 7	Plus any paid overtime	
	Total number of productive days in the year (1 minus 2 to 6 plus 7)	

Time spent on meetings, activities, training and similar absences are considered as productive working time and should not be deducted.

Also note that long term illness and maternity leave cannot be charged to the grant. Furthermore, any amounts corresponding to such long-term absences should be deducted from the nominal amount "annual gross salary + statutory social charges", i.e. the amount "annual gross salary + statutory social charges" should only indicate the salary for the time during which the relevant staff member was not on long-term sick leave/maternity leave.

Holidays and sickness leaves are not days during which the person has worked for the project, therefore they cannot be added to the actual days worked for the project (but since they are deducted from the annual productive days, their cost is taken into account and split between the different projects for which the person has worked during the year).

(c) **Actual days/hours worked on the grant** = worked time in days or hours for the purpose of the grant. This needs to be clearly substantiated by timesheets (see provisions on time registration systems below).

When the person worked exclusively for the project, the annual productive days equal the days worked for the project and the cost to be charged to the project equals the annual cost calculated as explained above.

As shown in the above calculation, any overtime costs claimed must be calculated based on the overall remuneration for the normal working hours plus cash compensation for the overtime work and divided by the total number of working hours (hours of normal work and hours of overtime work).

! Note

For projects running over several years the calculation of the cost of salary related to the project must be done separately for each individual year using the same format as explained above.

2.1.3.2. Time Registration Systems

The purpose of recording the total time (days/hours) worked per employee is to allow the Commission services to verify that the actual rate per time unit is applied.

Timesheets are not mandatory for staff members allocated exclusively to the project.

As specified above, where a staff member works full-time for the organisation, but is allocated only part-time to the project, only the equivalent part of his/her salary is an eligible cost for the project. For this reason every Beneficiary must establish a time registration system that, as a minimum, respects the following rules:

1. The timesheets (paper or electronic) must contain at least the following information:
   - Project reference number (Grant Agreement number);
   - Name of the employer;
   - Name of the employee;
   - The timesheet should be kept on either a weekly or monthly basis and show the day, month and year. Global sheets showing for example "x" hours spent per month are not accepted as supporting documentation;
   - The number of time units (days or hours) worked on the project during the period of 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 and signature of the employee;
   - Date and signature of the manager.
2. The time worked on the project must be registered in a timely and regular manner, normally every day (timesheets established retroactively shall not be accepted as supporting document).
3. The completed timesheet for a given month should be signed by the employee and approved by the supervisor in a timely manner – ideally during the first week of the following month.

4. It is highly recommended that a description of the time registration procedure is written down for future reference.

2.2. Travel (heading B)

This heading covers costs of travel and related subsistence allowances. Only travel costs relating to specific and clearly identifiable activities are eligible for Union funding and must be made by persons directly involved in or contracted for such activities. Travel costs must be reasonable and in line with the Beneficiary's usual practices on travel costs.

Travel and subsistence costs of participants in conferences and seminars should also be included under heading B.

2.2.1. Travel costs

Travel costs should include all costs from the point of origin to the point of destination, including transfers to/from airport/train station[14]. Any travel must be shown to be relevant to the project.

! Note

When filling out Travel costs in the *Forecast Budget Calculation sheet* at Application stage, applicants should indicate:

- the reason for travelling (e.g. Second Project Meeting, Study visit, etc.);

- the places of origin and destination,

- the number and, if already known, the names of the people travelling;

- the type of unit (e.g. flights, train).

When filling out Travel costs in the *Detailed Budget Execution* sheet at reporting stage, Beneficiaries/Coordinators should indicate:

- the reason for travelling (e.g. Second Project Meeting, Study visit, etc.);

- the places of origin and destination

- the means of travel used;

- the names of the people who have travelled.

All persons travelling within the context of a grant covered by this Guide are required to make every effort to use the most economical fare and method.

For travel by rail, first class fares are accepted, whilst for air travel it is the most economical fare.

However, where air/rail travel is not economical or not possible, cost for the use of a car will be refunded as follows:

- for private vehicles (own and company cars): on the basis of the corresponding (or an equivalent) rail fare - the price of one ticket only will be reimbursed, even where several people are travelling in the same vehicle); evidence of the corresponding rail fare should be sought at the time of travel and documentation evidencing this (e.g. declaration of costs from a travel agent; on-line quote) should be readily available;
- for hire cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors i.e. time, excessive luggage);
- Only where none of the above-mentioned means of calculation can be applied, will a 'rate per mile/km' be considered; where this is the case, a full explanation should be provided as to the reason for the non-application of the above-mentioned means of calculation and full documentation should be readily available to substantiate the rate applied (to include evidence of the 'organisational' or 'national' rates per mile/km and support documentation evidencing payment of the applied rate).

[14] In some exceptional cases where public transport is not available, it may be necessary to take a taxi. Where several persons travel in the same taxi only one fare can be charged.

2.2.2. Subsistence costs

Costs for subsistence (cost of accommodation, meals, local travel within the place of mission and sundry expenses) are eligible, provided that they are reasonable. The amounts per country published under http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en give an indication of what will be considered as reasonable.

Unless otherwise indicated in the call for proposals (e.g. the European Judicial Training Call 2014) and in the Grant Agreement, these costs are eligible on basis of actual amount spent or on the basis of a per diem system. In the former case it is thus very important to keep all supporting documents (see section V.3.3.2.1). These may be requested by the Commission before making the final payment but should be kept available in any case for a possible ex-post audit/control. To be considered eligible these costs must be reasonable, conform to local prices and exclusively linked to the project.

If the place of employment/residence is within 100 km from the place of the project event, no hotel cost can be accepted. This means that for travel of less than 100 km no overnight stay will be accepted.

Evidence of the applied payment system (documentation evidencing amounts reimbursed on the basis of actual costs incurred or evidence of payment of daily per diem rates to an individual) should be readily available.

It is not recommended that reimbursement is effected through cash payments but through a bank transfer.

! Note

When filling out Subsistence costs in the *Forecast Budget Calculation worksheet*, Applicants should indicate:

- the reason for travelling (e.g. Second Network Meeting, Study visit, etc.)
- the place of travel;
- the number and if already known, the names of the people receiving the subsistence allowances.

The same level of detail is expected in the ***Detailed Budget Execution*** worksheet **at reporting stage.**

2.2.3. Per Diems

The system of per diem can be accepted only if it can be demonstrated that such a system was officially in place before the grant was awarded.

If one of the Beneficiaries as part of its corporate policy normally operates under a system of per diems (daily allowance), the per diem cannot exceed the maximum limits per country as set by the Commission. Where the costs declared exceed this threshold, the excess amount will be considered as excessive or reckless expenditure and will not be considered eligible for the calculation of the final EC contribution.

Unless there is a specific corporate policy in place, the Commission will refer to the following costs composition when assessing costs eligibility: 62% of the per diem amount is deemed to cover accommodation, the remaining 38% are deemed to cover subsistence.

The accommodation part of the per diem is accepted only when an overnight stay is required.

The subsistence part of the per diem is deemed to cover the following expenses:
15% = Breakfast
30% = Lunch
30% = Dinner
25% = Local transport and sundry expenses

Where a common lunch or dinner is provided during a project event to its participants and this is charged separately to the project (i.e. reported as a specific cost item in Annex III), the following rules should be applied:

- The relevant cost items should be reported under the " Other Direct costs" (heading E) and details of the recipients should always be indicated;
- Where one or more of the persons concerned by the common lunch/dinner (or other service that is otherwise included in the "per diem" amount) also receive the per diem amount, this amount must be reduced accordingly (and the relevant financial report should explicitly indicate such cases). Under no circumstances should the relevant amounts be charged to the project twice.

! Note

If any of these components are provided to the participants then the daily allowance must be reduced proportionally by the percentage indicated above.

! Note

Payment in cash of such a per diem is to be avoided (bank transfer must be favoured) unless it can be demonstrated through justifying accounting documents that such a payment is recorded in the official accounts of the Beneficiary.

2.3. Equipment (heading C)

2.3.1. Equipment (new or second hand)

The cost of depreciation of equipment (purchased prior to the beginning of the project) is in principle considered as part of indirect project costs ("overheads", heading F). However, if specific equipment needs to be purchased for the project activities, this equipment (computer, audio-visual equipment, etc.) can be included under the equipment category (heading C). However, applicants must respect the following rules:

- Clearly demonstrate why equipment needs to be purchased, rented or leased to carry out the project activities;
- Respect the rules on award of contracts (cf. section V.1.5), e.g. compare the prices of different suppliers to see who offers the best value for money (taking account of price and

quality). Evidence of market prospection and choice of contractor should be kept on file and made available to the Commission upon request;

- Charge to the project only the cost of equipment purchased or rented during the period covered by the Grant Agreement, at a rate that reflects the degree and duration of use for grant purposes within that period;
- Only the cost depreciated in accordance with international accounting standards and the beneficiary's usual accounting practices will be considered eligible, taking into account the rate of actual use for the purpose of the action. Example of depreciation calculation:

  Total value of equipment purchased: EUR 1.000,00
  Assumed service life: three years (36 months)
  Permissible monthly depreciation will then be EUR 1000/36 = EUR 27,78
  Duration of the eligibility for cost in Grant Agreement: 01/10/2014 to 30/09/2016 (24 months).
  Date of purchase (= date of invoice): 30/04/2015.
  The period of use will then be not more than 17 months.
  Supposing the equipment is used on a half-time basis for the project, the usage rate will be 50%.
  The total amount payable for depreciation under the grant will then be:
  EUR 27,78 x 17 months x 0,5 = EUR 236,13.

- The equipment purchased must be then itemised in the organisation in which it is installed and bear an inventory number.

! Note

When filling out Equipment costs in the Forecast Budget Calculation worksheet, Applicants should indicate the kind of equipment to be purchased, as well as the full price of purchase. However, you can only declare the equipment's depreciated value.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage.**

2.3.2. Land and immovable property:

Costs of purchase of land and immovable property are not eligible.

Rental costs of premises necessary to carry out the project will have to be documented by a specific rental contract/lease.

! Note

When filling out costs for land and immovable property in the **Forecast Budget Calculation worksheet**, Applicants should indicate the duration of the rent in months or days and use the respective unit to calculate the cost.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage.**

2.4. Consumables (heading D)

The costs of consumables and supplies are eligible, provided that they are identifiable and exclusively used for the purpose of the project. They must be identifiable as such in the accounts of the beneficiary. When purchasing them, the beneficiary must comply with the rules on award of contracts (cf. section V.1.5). Consumables and supplies are real costs necessary to produce the outputs and strictly related to the activities of the project.

General office supplies (pens, paper, folders, ink cartridges, electricity supply, telephone and postal services, Internet connection time, computer software, etc.) are indirect costs and are covered by overheads (heading F), unless unusually high quantities of such supplies are required due to the specific circumstances and character of the project.

! Note

When filling out costs for Consumables in the *Forecast Budget Calculation* worksheet, Applicants should indicate:

- the output for which the consumables are needed (e.g. Workstream 3, output 1 – training)
- the type of consumables (e.g. USB keys, CD-Roms, conference folders)
- the number of units.

The same level of detail is expected in the ***Detailed Budget Execution*** worksheet **at reporting stage.**

2.5. Other direct costs (heading E)

In case activities included under other direct costs are subcontracted, the subcontracting rules mentioned in section V.1.6 of this Guide are applicable.

When filling out Other direct costs in the *Forecast Budget Calculation* worksheet, applicants should indicate in the column additional information:

if the corresponding activity will be implemented by one of the co-beneficiaries or by a subcontractor.

In case of subcontracting the procedure used to ensure best value for money principle should be briefly described (e.g. tendering procedure, framework contract or other).

These details are also expected in the ***Detailed Budget Execution*** worksheet **at reporting stage.**

2.5.1. Publications and dissemination

In order to be eligible for Union funding, publications must be produced specifically for the project and comply with the Guidelines on Visibility of Union Funding (section 3.3). Costs for editing, translation and printing, as well as costs for website creation and/or maintenance may be eligible and they must be separately foreseen and reported.

! Note

When filling out these costs in the **Forecast Budget Calculation worksheet**, Applicants should indicate

Publications:

- the title of the publication;

- the reference number of the output in *Annex I – Project Description and Implementation (*e.g. Workstream 4, output 3 - Conference);

- the type of publication (e.g. brochure, leaflet, etc.);

- the language(s) in which the publication will be produced;

- the number of estimated page per publication;

- the number of copies.

- the type of units (usually the number of pages or the number of copies).

Translations:

- the title of the publication;

- the reference number of the output in *Annex I – Project Description and Implementation* (e.g. Workstream 4, output 3)*;*

- the language of origin and destination (e.g. from English into Italian);

- the number of pages

- The type of unit, i.e. pages

Costs for editing, printing, translation, etc. should be entered in separate lines.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage** and on the financial supporting documents.

2.5.2. Conferences, and seminars and other events

Specific costs relating to conferences and seminars organised as part of the activities to be co-financed by the grant should be included under this heading. This should not include travel and subsistence allowances incurred by beneficiaries to cover costs for participants (to be included under Travel - heading B).

.

! Note

When filling out these costs in the Forecast Budget Calculation worksheet, detailed calculations for the relevant costs should be provided, e.g.

Renting of rooms

- the title of the event in *Annex I – Project Description and Implementation (*e.g. Workstream 4, output 1);
- the expected number of participants;
- the duration of the event (e.g. days, half-days or number of hours);

Interpretation

- the number of interpreters per day
- the number of days of interpretation
- the language of origin and destination (e.g. English/French & French/English)

- the type of unit: days of interpretation;

Catering:

- the type of catering costs (e.g. lunch, coffee break);

- the number of items;

- the number of participant;

- the unit rate: participants.

The same level of detail is expected in the *Detailed Budget Execution* worksheet **at reporting stage** and on the financial supporting documents.

Costs that are budgeted 'per participant' (e.g. meals offered or taken in common) should not include persons receiving 'subsistence allowance' for the same event, unless such costs are deducted from these subsistence allowances.

2.5.3. Costs not falling under any other heading

Typical expenditure concerned by this includes:

- Costs of sub-contracted services supplied (e.g. experts not considered as staff member, specific evaluation of the project, auditor fees);
- Conference fees; meeting registration costs;
- Charges for financial services (e.g. fees for a bank guarantee requested by the Commission;
- Purchase of information materials specific and key to the project implementation (books, studies, electronic data);
- Project specific press releases and event advertisements (one-off costs);
- Purchase of copyrights and other Intellectual Property Rights (IPR);
- Intellectual property costs connected with the publication of project materials e.g. CD-ROM;
- Other costs stemming from obligations under the Grant Agreement which are not budgeted for under another budget heading.

Such costs may be claimed under heading E, provided they are necessary and specific to the activities of the project and contribute to the value of the final project results.

2.6. Indirect Costs (heading F)

Indirect costs are synonymous with the commonly used term "overheads". These are costs that cannot be identified as specific costs directly linked to the project which could be booked to it directly. These cover general indirect costs incurred by an organisation in the implementation of a project. Typically they include:

- General rental costs or depreciation of buildings and equipment,
- Maintenance costs,
- Telecommunication and postal fees, heating;
- Water, gas, electricity, etc.;
- Office furniture;
- Supplies and petty office equipment;

- Insurance;
- Costs connected with horizontal services, such as administrative and financial management; human resources; training; documentation; IT, etc.

> **! Note**
>
> An organisation that receives an operating grant from the EU budget may not claim indirect costs in their budget estimate and in their final statement of expenditure for an action grant for the period covered by the operating grant

Eligible indirect costs are calculated on the basis of a flat rate instead of on the basis of actual costs. The flat-rate funding in respect of indirect costs means that at the stage of final reporting the costs do not need to be supported by any accounting documents. However, they have to be explainable in case of control.

The percentage that can be requested is limited to a maximum of 7% of the direct eligible costs. The actual percentage requested may be lower (or may be unilaterally reduced by the Commission prior to the signature of the Grant Agreement, based on the structure of the estimated budget, e.g. in cases where the Beneficiary/Beneficiaries strongly rely on subcontracting rather than on the use of own resources) and will be indicated in the Grant Agreement and its Annex III.

The Grant Agreement and its Annex III will also indicate the corresponding maximum amount of indirect costs (in absolute terms). After the project is finalised, the final amount of indirect costs will depend on the amount of the direct eligible costs that will be accepted by the Commission. This amount may be lower than the amount indicated in the original budget estimate or in the Grant Agreement.

2.7. Contributions in Kind (heading G)

Contributions in kind refer to **non-cash inputs from third parties**, such as:

- any donation of raw materials (i.e. paper and ink for publication purposes);
- unpaid volunteer work or unpaid provision of service;
- any other good or service provided to the project whose cost is borne by another organisation and not reimbursed by the Beneficiary.

Contributions in kind shall not be calculated as actual expenditure and shall not constitute an eligible cost. They shall not be taken into account for the calculation of total eligible costs and the final amount of the grant. However, if it is included in the budget the Beneficiary undertakes to obtain this contribution.

At the stage of evaluation of proposals, the contribution in kind will be taken into account by the Commission when assessing the activities and level of engagement and commitment of the Applicant.

> **! Note**
>
> Contribution in kind does not constitute an eligible cost. They cannot be reported either as income either under I or K.

3. Supporting Documentation

3.1. General principles

The following general principles are applicable to all categories of costs:

- No undocumented cost can be taken into account by the Commission!
- Whenever possible, all payments must be made by bank transfer, not in cash.
- Invoices related to the purchase of goods or equipment must bear the grant reference, date of purchase and delivery. Invoices related to services must also specify the date(s) on which the services were provided.

No supporting documents need to be attached to the final report. However, the Commission may request from the Beneficiary/Coordinator to provide copies of certain or all supporting documents for any cost categories. In case of a multi-beneficiary project the request may concern both costs incurred by the Coordinator and those incurred by the Co-beneficiaries. The documents must be the same as those which would be accepted by the Beneficiaries' tax authorities and may include the documents described below in respect of individual cost categories.

! Note

Only copies of supporting documents should be provided to the Commission. Originals must be kept by the Beneficiaries for accounting/tax and audit purposes.

3.2. Documentation of Staff Costs

Staff costs declared can relate to staff under variety of conditions. A non-exhaustive list of the most common cases is provided below.

3.2.1. For all staff categories

- The total cost for the employee (comprising actual salary, statutory social security charges and other statutory costs included in the remuneration) as well as the calculation of the amount allocated to the project should be clearly identifiable from the supporting documents;
- Proof of regular salaries (salary grids) of the organisation may also be requested.

3.2.2. Staff (part-time or full time) working for one of the Beneficiaries on a <u>permanent basis</u> and <u>allocated exclusively to the project</u>

- Existing contract with the Beneficiary;
- Assignment letter with specific indication of tasks, reference to the project, to the duration of allocation to the project;
- Monthly salary slips;
- Proof of payment.

! Note

Such staff must be registered in the payroll and in the accounting system of the organisation.

Timesheets are not required.

3.2.3. Staff (part-time or full time) working for one of the Beneficiaries on a permanent basis and allocated only partly to the project

- Existing contract with the organisation;
- Timesheets or equivalent system established and certified by the employer containing the minimum requirements specified in section V.2.1.3.2;
- Salary slips;
- Proof of payment;
- Calculation of the hourly or daily rate requested (for more details relating to the calculation, please refer to section V.2.1.3.1 above).

! Note

Such staff must be registered in the payroll and in the accounting system of the organisation.

Timesheets are mandatory.

3.2.4. Non-permanent staff recruited exclusively for the implementation of the project and registered in one of the Beneficiary's payroll

- Specific contract linked to the project with specific indication of tasks, reference to the project, to the duration of the contract, to the hourly/daily rate;
- Salary slips;
- Proof of payment.

! Note

Timesheets are not required.

3.2.5. Natural persons working for a Beneficiary for the implementation of the project under a contract other than an employment contract

- Specific contract linked to the project with description of tasks, reference to the project, to the duration of the contract, to the time to be allocated to the project, to the hourly/daily rate;
- Timesheets or equivalent system established and certified by the employer containing the minimum requirements specified in section V.2.1.3.2 (if the person does not work exclusively for the project);
- Invoices with indication of tasks performed, date, number of hours worked and price per hour;
- Proof of payment.

! Note

Timesheets are mandatory if the person does not work exclusively for the project.

3.2.6. Permanent staff employed by a public organisation and seconded to the project for tasks that are specifically linked to implementation of the project and that are not part of his/her normal routine

These staff costs are eligible only in the cases listed below. For more information, please consult section V.2.1.2.

This category is not applicable to persons employed by universities.

3.2.6.1. Staff member seconded to the project and working for the project as overtime work

- Secondment letter with specific indication of tasks, reference to the project, duration of allocation to the project, percentage of working time allocated to the project;
- Salary slips;
- If the permanent staff employed by a public organisation is seconded to the project only part-time, timesheets or equivalent system established and certified by the employer containing the minimum requirements specified in section V.2.1.3.2;
- Proof of payment of overtime or proof of the additional days granted by the public body for compensating the overtime worked in the project.
- Calculation of the hourly or daily rate requested (for more details relating to the calculation, please refer to sections V.2.1.3.1 and V.2.1.2.a above).

3.2.6.2. Staff member seconded to the project and replaced for his/her usual tasks by another person recruited by the organisation

- Secondment letter with specific indication of tasks, reference to the project, duration of allocation to the project, percentage of working time allocated to the project;
- Salary slips;
- If the permanent staff of a public organisation is seconded to the project only part-time, timesheets or equivalent system established and certified by the employer containing the minimum requirements specified in section V.2.1.3.2;
- Proof of payment;
- Contract of the additionally recruited person.
- Calculation of the hourly or daily rate requested (for more details relating to the calculation, please refer to section V.2.1.3.1 above).

3.2.6.3. Other cases of staff costs for permanent staff of a public organisation

! Note

The costs of permanent staff of a public organisation which do not fall under section V.3.2.6.1 or section V.3.2.6.2 are eligible to the extent to which they are covered by the project co-financing and cannot exceed it. Such costs must be declared under A (as any other staff costs), but the corresponding amount may not exceed the sum of the budget headings K + I.

For more information please consult section V.2.1.2.c.

- Secondment letter with specific indication of tasks, reference to the project, duration of allocation to the project, percentage of working time allocated to the project;
- Salary slips;
- If the public permanent staff is seconded to the project only part-time, timesheets or equivalent system established and certified by the employer containing the minimum requirements specified in section V.2.1.3.2;
- Proof of payment;
- Calculation of the hourly or daily rate requested (for more details relating to the calculation, please refer to section V.2.1.3.1 above).

3.3. Documentation of Travel:

3.3.1. Documentation of Travel costs

- Copies of travel tickets (airplane, train, bus, etc.), including boarding passes when applicable;
- Copies of invoices for flight or rail tickets (if bought through internet, email of confirmation is accepted if no invoice is available however the price paid should be available on the confirmation);
- Travel by car: reimbursement claim, explanation of the calculation of reimbursement, copy of the internal reimbursement policy, if available (maximum of the equivalent first-class rail fare);
- Proof of payment;
- Attendance list signed by the participants (for meetings and conferences).

3.3.2. Documentation of Subsistence costs

3.3.2.1. Reimbursement on the basis of real costs

- Expenses reimbursement claim form (e.g. mission expenses reimbursement claim), indicating place, date and time, signed and dated by the participant (employee) and the person authorizing the expenditure (employer);
- Proof of accommodation (hotel invoice);
- Copies of all receipts related to food and beverages, local transport and other expenses;
- Attendance list signed by the participants;
- Proof of reimbursement of the claimed costs to the participant.

3.3.2.2. Reimbursement on the basis of per diem (in application of the Beneficiary's usual policy)

- Copy of the Beneficiary's internal policy;
- Reimbursement claim;
- Attendance list signed by the participants;
- Proof of reimbursement of the claimed costs to the participant.

3.4. Documentation of Equipment

- Copies of invoices declaring when the equipment was purchased and delivered;
- Proof of payment;
- Calculation of the amount requested;
- Internal rules on depreciation.

3.5. Documentation of Consumables

- Copies of invoices clearly indicating the period when the consumables were purchased and used;
- Proof of payment.

3.6. Documentation of Other direct costs

- Invoice

  - For editing: the invoice must specify the type/name of the publication and the number of pages/words;
  - For translations: the invoice must specify the title of the publication/document, the translation languages (from-to) and the number of pages/words;
  - For printing: the invoice must specify the type/title of the publication, the number of pages and the number of copies;
  - For conferences: detailed calculations for the relevant costs should be provided on the supporting documents (e.g. the supporting document for conference room rental should indicate the number of participants and number of days/hours of the stay; supporting documents for interpretation services should be detailed and indicate the cost per interpreter per day);

- Documentation related to the procedure that was followed for the award of contracts: copies of bids received, records related to the award process (comparisons of individual bids, minutes of meetings, etc.);

  - Subcontracting agreement should include the following terms: goods/service to be provided and its links with the project (it is advisable to include a reference to the project); dates on which the contract begins and ends; price to be paid (breakdown and description of the costs); a detailed description of the tasks/work schedule/completion phases; a detailed description of the costs on which the price is based; payment arrangements (one or more advance payments, staggered payments, etc.); clauses/penalties in respect of non-performance or late completion.

- Proof of payment.

3.7. Documentation of Indirect costs

No supporting documents need to be submitted.