



Erasmus+

Project Title: Behavioral Assessment to improve School Environment
Project Period: 01.09.2017 – 31.08.2020
Financial management

Programme: Erasmus+

KA2 - Cooperation for Innovation and the Exchange of Good Practices

KA201 - Strategic Partnerships for school education

Project Code: 2017-1-RO01-KA201-037460

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1. Budget items

| Budget items | Total Grant |
|---------------------------------------|--------------------|
| Project Management and Implementation | 92,769.24 |
| Transnational Project Meetings | 71,840.00 |
| Intellectual Outputs | 238,760.00 |
| Multiplier Events | 25,000.00 |
| Total Grant | 428,369.24 |

ANNEX II - KA2 - Agreement Number: 2017-1-RO01-KA201-037460

| | Conditions for the eligibility (art II.19.1 from contract - General conditions) |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contributions per unit (scales) | units to be actually used during the period mentioned in art. I.2.2; units to be necessary for the project implementation; the number of units must be identifiable and verifiable, in particular by the records and documentation specified in Annex III. |

1.1. Project Management and Implementation

- **Triggers:** The grant condition is that the beneficiary implement the activities and produce the results, to be covered by this budget category in accordance with the grant application approved by the NA. There are sporadic payments.
- **Supporting documents:** evidence of the activities and the results produced will be provided in the final report in the form of a description of these activities and outcomes. Additionally, the results will be uploaded by the Platform Coordinator Erasmus + dissemination and, depending on their nature, will be available for audits. For all financial documents is mandatory to write on “ settled by the project 2017-1-RO01-KA201-037460”
- **Reporting:** the coordinator should report, on behalf of the project as a whole, on the final distribution of the amounts and on the activities carried out and the results products.
- **Input:** monthly timesheet; invoices, Internal decision with the team involved in the project (names, responsibilities)

Eligible costs within this budget category may include:

- Staff costs for project team members dealing with the general management of the project (planning, financial management, coordination, communication between partners);
- Achieving small learning / teaching / training materials;
- Virtual cooperation and local activities of the project;
- Information, promotion and dissemination of the project (brochures, leaflets, website)

1.2. Transnational Project Meetings

- **Triggers:** The grant condition is that the participant has actually participated in the transnational project meeting.
- **Supporting documents:**
 1. For meetings taking place between the place of the sending organization to the receiving organization: evidence of participation in the activity, in the form of a statement signed by the receiving organization, specifying the name of the participant, the purpose of the activity, as well as the start date and the end date thereof. ([Certificate of attendance, Declaration Transnational project meetings, Participants list](#))
 2. In the case of a movement from a place other than that in which the organization is located sending and / or moving to a place other than that in which it is based receiving organization, and causing a change in the distance approved travel itinerary must be justified with travel or travel tickets with invoices stating the place of departure and the place of destination.

3. Proof of participation in the transnational project meeting in the form of a the participants signed by them and the receiving organization in which they are specified the name of the activity, the date and place of the transnational project meeting, and for each participant: the name and signature of that person, the name and address of the organization sending. ([Participants list](#))

4. Detailed agenda and any other documents used or distributed at the meeting transnational project.

For all financial documents is mandatory to write on “ settled by the project 2017-1-RO01-KA201-037460”

- **Reporting:** The coordinator must report the venue, the date and the number of participants. Beneficiaries must be able to demonstrate a formal relationship with people participating in transnational project meetings. For all financial documents is mandatory to write on “ settled by the project 2017-1-RO01-KA201-037460”
- http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en
- the distance between the place of departure and the place of destination must be at least 100 km according to the online distance calculator
- The amount allocated to the project meetings is flat-rate and includes all the costs that it is involves transportation (transport and subsistence), as follows:
 - € 575 / participant / reunion for journeys between 100 and 1999 km.
 - € 760 / participant / meeting for journeys of 2000 km or more

Input: Certificate of attendance, Declaration Transnational project meetings, Participants list, travel tickets, invoices, detailed agenda, others.

1.3. Intellectual Outputs

- **Triggers:** the event conditional on the grant is that the result / intellectual product should be achieved and be of a qualitative level acceptable, this being determined by the NA evaluation. There is not a person dedicated only for the task to achieve intellectual outputs.
- **Supporting documents:**
 1. proof of intellectual products that will be uploaded to the Erasmus + dissemination
 2. proof of the time invested by staff for the realization of the intellectual product, in the form of an individual time sheet, containing the name of the person, the category personally according to the 4 categories mentioned in Annex IV, the data and the total number of working days of that person for the realization of the intellectual product;
 3. proof of the nature of the professional relationship between the person and the Beneficiary concerned as recorded in the Beneficiary's official documents. In any case, Beneficiaries must be able to demonstrate the official link with the person in question.

For all financial documents is mandatory to write on “settled by the project 2017-1-RO01-KA201-037460”

- **Reporting:** The Coordinator should report all the activities carried out and the results obtained. The coordinator must include period date information of the intellectual product, number of working days per category of staff for each of the Beneficiaries who have directly collaborated on the realization of intellectual products (based on time sheets prepared for each person).
- **Input:** Internal decision with the team involved in the project (names, responsibilities), intellectual products, timesheet template, declaration staff costs
Intellectual Outputs

1.4. Multiplier Events

- **Triggers:** The grant condition is that the result / intellectual product should be achieved and be of a qualitative level acceptable, this being determined by the NA evaluation. This event is without outsourcing.
 - **Supporting documents:**
 1. Description of the multiplication event in the final report.
 2. Proof of participation in the multiplication event in the form of a participants, signed by them, stating the name the event, date and venue and, for each participant: the name and the signature of that person, the name and address of the sending organization. ([participants list](#))
 3. Detailed agenda and any documents used or distributed in the event multiplication.
- For all financial documents is mandatory to write on “ settled by the project 2017-1-RO01-KA201-037460”
- **Reporting:** The Coordinator should report all the multiplier events made, the intellectual products result, coordinating organizations and attendance, meeting venue and number of local and international participants.
 - The grant is used to organize the event: room rental, services translation, catering, etc
 - **Input:** Description of the multiplication event , participants list , Detailed agenda and any other documents

2. Budget transfers

- Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between themselves and between the different budget categories, if the *action* is implemented as described in Annex II. Under no circumstances, the amounts allocated to budget categories Management and implementation can not increase and also transfers between budget categories refer to the consolidated budget of the project.
- Article I.3.3 of the contract Special Conditions mentions the strict conditions to be met when making these transfers:
 - It can reduce the budget category from which the transfer is made by up to 20% of the amount allocated to that budget category;
 - Can increase the budget category to which the transfer is made by up to 20% of the amount allocated to that budget category([Grant Agreement Amendment Request Form](#))

2. Exchange rate

- The euro conversion of costs incurred in other currencies will be made at the monthly rate set by the European Commission (Inforeuro) and published on its applicable website on the date on which the financing contract is signed by the National Agency.
- (date of contract signed = October 2017)
- http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

3. Value Added Tax

- Value-added tax is an eligible project cost only if this fee is not deductible and can not be recovered by the Beneficiary under national law applicable. If VAT is an expense declared in the final report, the Beneficiary must complete a declaration certifying that it can not recover VAT. ([VAT¹ declaration form](#))

4. Payment methods

- The NA will make the following payments to the Coordinator:
 - payment of the first advance;
 - payment of the second advance, made on the basis of the request under Article I.4.3;
 - payment of the balance, made on the basis of the request referred to in Article I.4.4.

5.1. Interim report

- Until 02.05.2019, the Coordinator must complete an interim report on the implementation of the Project, covering the reporting period from the start of the Project implementation referred to in Article I.2.2 to 03/02/2019.
- If the interim report shows that the Beneficiaries will not be able to use the amount maximum funding specified in Article I.3.1 during the contractual period referred to in Article I.2.2, the NA shall issue an additional act reducing accordingly the maximum amount of funding and, if the reduced amount of funding is more lower than the advance transferred to that date to the Coordinator, will recover the amount transferred in excess pursuant to Article II. 26 of the General Conditions.

5.2. Final report and balance payment request

- Within 60 calendar days of the completion of the Project referred to in Article I.2.2, the Coordinator must complete a final report to implement the Project and upload all the results of the project into The Erasmus + Project Results Platform. Payment of the balance is intended to reimburse or cover the remaining part of the costs eligible costs incurred by the Beneficiaries for the implementation of the project.

6. Annex

- Certificate of attendance Transnational project meetings
- Declaration Transnational project meetings/ Learning teaching training activities
- PARTICIPANTS LIST -Transnational project meeting
- Declaration staff costs Intellectual Outputs
- Timesheet template
- PARTICIPANTS LIST - Multiplier event
- VAT¹ declaration form
- Financial progress plan

Thank you!