

Financial information on your project administration

Frank den Hartog Deventer, Dec. 12 & 13, 2022

EKFI PLUS

Innovation through cooperation



Erasmus+

Contractual obligations

- Reporting (by coordinator to agency)
- The money €€€€€
- Budget shifts & amendments
- Hour registration:
 - Project Management & Implementation
 - Intellectual outputs
- Costs registration:
 - Partner meetings (travel, subsistence)
 - Exceptional costs (budgeted, like expert costs)

(Pre)payments:

The maximum amount of the grant is: € 250.000,00

- First years prepayment: 35%
- Second year prepayment: 35%, based on budget activities and work done, after approval of interim report and 70% of costs made
- Final payment: 30% after project ending, after approval of final report.

Reporting (by coordinator)

The Project runs for 24 months starting on 1-9-2022 and finishing on 31-8-2024

- Progress report: 30-09-2023 = implementation of the Project's first year and at least 70% of the first pre-financing payment has been used
- Final Report: 31-10-2024 = 60 days after the end date of the Project (covering 36 months); including upload of all project results.

Final payment :

Final report = request for payment of the balance of the grant. Last payment of the National Agency to Stivako and from Stivako to the partners:

- Final payment NA to Stivako: under normal circumstances latest 60 days after submission of final report and its approval (max = 31-12-2024).
- Last payment Stivako to partners: latest 60 days after payment NA to Stivako (max = 01-03-2025).
- Stivako has to send proof of all payments to NA.

Budget shifts:

Transfer of 20% is allowed between the different budget categories without requesting an amendment, as follows:

- From: Project management and implementation Transnational Project Meetings Intellectual Outputs Multiplier Events Exceptional costs
- To: Transnational Project Meetings Intellectual Outputs Multiplier Events

Shifting budget to Project management and implementation and to Exceptional costs is not allowed.

Amendment

- Change of partners
- Major changes in workplan
- other specific (organisational) changes
- submission is latest one month before the end of the project, with consent of all partners.

Justification of staff employment:

Proof of the nature of the relationship between the person and the beneficiary concerned:

- type of employment contract: temporary, indefinite, 0-hour contract, voluntary, SME ownership, etc.
- Proof of contract: **send it to the coordinator**


Justification of staff / hour registration:

Proof of the staff time invested in the production of the intellectual output in the form of:

- Time sheet(s) per person, identifying: * the name of the person, * the category of staff (in this project: teacher/trainer/researcher * the dates and worked hours per day * description of activities per days worked * total of days worked per intellectual output and management.
- Daily rate: see budget!

| | | 7.270,00 | | 7.270,00 | | 10.680,00 | | 4.785,00 | | 2.485,00 | | 10.680,00 | | 45.170,00 | |
|-------------|------|----------|------|----------|------|-----------|------|----------|------|----------|------|-----------|-----------|-----------|--|
| | | rate | | rate | | rate | | rate | | 190 | | rate | | | |
| daily rate: | days | 241 | days | 137 | days | 74 | days | 214 | days | 241 | days | 137 | | | |
| | 40 | 9.640 | 20 | 2.740 | 20 | 1.480 | 20 | 4.280 | 20 | 4.820 | 60 | 8.220 | 31.180,00 | | |
| | 40 | 9.640 | 10 | 1.370 | 10 | 740 | 10 | 2.140 | 100 | 19.000 | 10 | 1.370 | 34.260,00 | | |
| | | | | | | | | | 10 | 2.410 | | | 2.410,00 | | |
| | 10 | 2.410 | 40 | 5.480 | 60 | 4.440 | 65 | 13.910 | 10 | 2.410 | 40 | 5.480 | 34.130,00 | | |

Timesheet

| | | | | | |
|----------------------------|---------------------------|---|---|---|--------------------------|
| KA2 Call 2018 | |  erasmus+ changing lives, opening minds | | Partner organisation | |
| | | | | Stivako | |
| Startdate | Enddate | | | | Project number |
| 1-9-2018 | 31-8-2021 | | | | 2018-1-NL01-KA202-038887 |
| First name employee | Last name employee | Category of staff <i>(employees may use different categories; in that case more timesheets are necessary)</i> | Country category (as specified in Annex III) | # working hours per day (based on fulltime) | |
| Eva | Bouwman-van Gelder | Teacher/Trainer/Reseacher/Youth worker | Tariff group 1 | 7,6 | |
| Date | # hours | # days | Output | Tasks | |
| 28-10-2018 | 8 | 1,05 | Management | technical work conference - prepare the kick off | |
| 29-10-2018 | 8 | 1,05 | Management | travel time | |
| 2-11-2018 | 2 | 0,26 | Management | write and publish article on social media | |
| 10-11-2018 | 4 | 0,53 | Output 1 | prepare the outlines for the ict tools | |
| 20-11-2018 | 2 | 0,26 | Output 1 | prepare and discuss the outlines of the research with spain (Skype) | |
| 26-11-2018 | 4 | 0,53 | Output 1 | desk research for learning materials | |

| | |
|----|------|
| 28 | 3,68 |
|----|------|

| | Output ID | Output name | #days | Grant |
|------------|-----------|--------------------|-------------|-----------------|
| Output 1 | O1 | exchange platform | 1,32 | € 317,11 |
| Output 2 | O2 | intake application | - | € - |
| Output 3 | O3 | barter system | - | € - |
| Output 4 | O4 | search robot | - | € - |
| Output 5 | | | - | € - |
| Output 6 | | | - | € - |
| Output 7 | | | - | € - |
| Output 8 | | | - | € - |
| Output 9 | | | - | € - |
| Output 10 | | | - | € - |
| Output 11 | | | - | € - |
| Output 12 | | | - | € - |
| Output 13 | | | - | € - |
| Output 14 | | | - | € - |
| Output 15 | | | - | € - |
| Management | | | 2,37 | Lump sum |
| | | | 3,68 | € 317,11 |

| Name employee | Signature | Date |
|-------------------|-----------|------|
| Bouwman-van Gelde | | |

| Name employer | Signature | Date |
|---------------|-----------|------|
| Stivako | | |

Travel & subsistence (lump sum)

- Proof of costs made: only on request of coordinator
- travel as cheap as possible (1st class train or plane not accepted) Register the costs:
 - Own transportation
 - declare per km with prints of Maps (A to B); use the amount p/km as used in your institute.
 - Invoices with boarding passes/tickets (prints)
 - Internet prints on public transportation (train/bus/etc.)
 - Travel costs is from home to end destination.
 - Keep all receipts (restaurants etc.)

PAY ATTENTION: TRANSLATION and SUSTAINABILITY

Format costs registration:

Register per partner meeting per participant:

- Travel costs (from door to door transport costs)
- Subsistence costs (local travel, food & beverages, hotel) –
- Meeting group costs divided and invoiced by Stivako
- Total amount in excel

Exceptional costs:

- Subcontracting is not covered in this project
- Other costs (out of pocket) as approved by the NA being:
 - * Expert costs
 - * Equipment / tools purchase, rental or lease costs for technical assistance, including software licenses, etc. only the amount corresponding to the project

Costs

Keep a clear record with documentation to support the costs declared. Each beneficiary must provide the following if requested:

- For actual costs (out of pocket): adequate supporting documents to prove the costs declared, such as contracts, invoices.
- For lump sum costs or lump sum contributions: keep all adequate supporting documents to prove the costs (receipts, boarding passes).

Dissemination and impact

Dissemination form and fysical proof



EKFI DISSEMINATION REPORTING FORM EVENTS AND PUBLICATIONS

| EVENT | |
|---|--|
| Name of the event: | |
| Event date and duration: | |
| Location of the event: | |
| Type of participation (papers, roll ups, brochures, exhibitor booth) | |
| Target audience | |
| Nº attendants | |
| Organizers | |
| *Attached Photos | |

| PUBLICATION | |
|---|--|
| Printed | On Line |
| Name of the publication: | Name of the publication: |
| Number and date of publication: | Web Address |
| Type of participation (article, press release, advertisement): | Type of participation (article, press release, banner, link) |
| Title of the article, press release, advert. | Title of the article, press release, banner. |

Checks & audits:

All partners may be subject to checks and audits (local NA)!

- For the final report: supply copies of supporting documents to the NA of all exceptional costs of all partners.

- If selected for a further desk check or on-the-spot check: submit supporting documents for all budget categories.

- Check EU