



Erasmus+





KA2 Partnership Projects Financial Management

Information on this guide was compiled from reference documents published by European Commission (Erasmus+ Programme Guide and Erasmus+ Model Grant Agreement) and Turkish National Agency (Implementation Guide for KA2 Projects).

This guide was prepared for information purposes only.



Financial Management

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Financial Mechanism

Erasmus+ grant is regarded as a contribution to project costs and is not intended to cover the total cost of running a project. Grants are awarded under the following budget headings and cost categories.



Unit Costs

Real Costs

Unit cost budget items are calculated according to the rates set out in the annex of the grant agreement.

Unit Costs

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Travel

Individual Support

Linguistic Support

Real Costs



Special Needs Support (SNS)



Exceptional Costs (EC)

Subcontracting Costs and Special Needs Support operate on the basis of real costs. Beneficiaries need to submit invoices for these items. 75% of Exceptional Costs and 100% of Special Needs Support claimed within the project, can be reimbursed.

Eligible & Ineligible Costs



For costs to be eligible:

They must be actually used or produced in the period set out in grant agreement

Costs must be necessary for implementing the Project or produced by it

Costs must be identifiable and verifiable, in particular supported by records and documents

Eligible & Ineligible Costs



Following costs are considered ineligible according to the rules of ERASMUS+ projects

return on capital, debt and debt service chargers, interested owed, exchange losses, costs of opening and operating bank accounts (including costs of transfers from/to NA charged by the bank of the beneficiary), costs declared by the beneficiary in the framework of another Project receiving a grant financed from the Union budget, contributions in kind from third parties excessive or reckless expenditure, VAT

Project Management & Implementation

PMI budget can be used for the following;

Staff costs for general project management (planning, coordination, finances, communication etc.)

Small scale learning/teaching/training materials, tools, approaches, etc.

Virtual cooperation and local project activities

Information, promotion and dissemination (brochures, leaflets, web information, etc.)



500 EUR per month (Coordinating Organisation)

250 EUR per month (Partner Organisation)



Allocation of grant is done based on the duration of the Strategic Partnership and on the number of participating organisations involved.

e.g. for a 24-month strategic partnership project, the coordinating organisation will receive 12000 EUR ($500 \text{ EUR} * 24 \text{ months}$) while participating organisations will receive 6000 EUR each ($250 \text{ EUR} * 24 \text{ months}$)

Transnational Project Meetings

Through Transnational Project Meetings, participants get the chance to observe the working environment and facilities of the hosting organisation thus creating a stronger partnership between organisations.

TPM budget is allocated for participation in these meetings between project partners and hosted by one of the participating organisations for implementation and coordination purposes.



575 EUR per participant per meeting (100 – 1999 km)

760 EUR per participant per meeting (≥ 2000 km or more)



Applicants must justify the need for the meetings in terms of number of meetings and participants involved. Travel distances must be calculated using the distance calculator supported by the European Commission.

http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Only the personnel of partner organisations are eligible for participation in transnational project meetings.

Intellectual Outputs

For Strategic Partnership projects with Intellectual Outputs envisioned in their project design, staff costs can be claimed from Intellectual Output budget line. Intellectual Outputs are tangible deliverables of the project (such as curricula, pedagogical materials, open educational resources, IT tools, analysis, studies, peer-learning methods, etc.)

Grant calculation is done by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established.





The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for important.

Staff costs can be claimed only after the completion of the related output.



Multiplier Event

Multiplier Events aim at disseminating Intellectual Outputs produced within the project. ME budget is calculated on the basis of the number of participants (local and international) taking part in the event. Funding contributes to the costs linked to the organisation of national/international conferences, seminars, events sharing and disseminating the intellectual outputs realized by the project.



100 EUR per local participants (participants from the country where the event is taking place)

200 EUR per international participants (participants from other countries)



Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project. A project without grant support for intellectual outputs cannot receive support for organising multiplier events.

Travel and subsistence costs for representatives of partner organisations can not be covered by this budget item.

Exceptional Costs



Exceptional Costs can be used for subcontracting requirements and costs related to the depreciation of equipment. Exceptional Costs are real costs, consequently the beneficiary needs to report actual costs incurred during reporting.

Only 75% of the eligible costs under this category are reimbursed by Erasmus+ grant.

Exceptional Costs



The Exceptional Costs budget does not cover normal office equipment or equipment which you and your partners normally use, such as PCs, laptops, printers, etc. These costs belong under the Project Management and Implementation budget.

It is not possible to add additional subcontracting costs to a project after the application stage. Projects can only incur costs associated with those subcontracting activities which were included and approved within the grant application and therefore represent part of the project budget.

Budget Transfers



The beneficiaries are allowed to transfer up to 20% of the funds allocated for Project Management and Implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Exceptional Costs to any other budget category with the exception of the budget categories Project Management and Implementation and Exceptional Costs.



When transferring into eligible budget headings, the budget heading receiving the additional funding cannot increase by more than 20% of the awarded.

Project Management and Implementation and Exceptional Costs can not be increased under any circumstances.

Record Keeping

Project Management and Implementation	description of activities in Final Report on Mobility Tool+, uploading Intellectual Outputs to Erasmus+ Dissemination Platform, timesheets for personnel reimbursed within PMI, invoices and proofs of payment
Transnational Project Meetings	description of meetings in Final Report on Mobility Tool+, certificate issued by receiving organisation, boarding passes, related invoices and proofs of payment
Intellectual Outputs	description of IOs in Final Report on Mobility Tool+, uploading Intellectual Outputs to Erasmus+ Dissemination Platform (ERP), employment contracts, timesheets for personnel reimbursed within IO, proofs of payment
Learning / Teaching / Training Activities	description of LTT Activities in Final Report on Mobility Tool+, Certificate issued by receiving organisation, attendance lists, boarding passes and related invoices
Multiplier Event	description of the multiplier event in Final Report on Mobility Tool+, participant list (with name, e-mail address, signature of the person, name and address of the sending organisation of the person), detailed agenda, documents used at the multiplier event, invoices related to the organisation of the event and proofs of payment
Exceptional Costs	description of the subcontracts in Final Report on Mobility Tool+, invoices for related purchases and proofs of payment



Thank you!

