



Erasmus+



FINANCIAL MANAGEMENT

**INCLUSION AND EMPLOYABILITY THROUGH
ELECTRIC VEHICLES TECHNOLOGY**

Project basic rules

- Eligible costs for all project expenses must be spent within period:
01.09.2019 – 30.07.2021
- Payments for all related activities must be spent within project period.
- The outputs of the project cannot generate financial profit for the partners.
- No participants fee, no penalty for participants, no sale...
- Grant can be used only for activities directly linked to the project.
- No office rent costs, no energy costs, no outgoing costs.
- Don't forget the publicity - ERASMUS+ logos, required sentences, photo documentation, ...



Financial categories



Project management – lump–sum costs (based on project lifetime/24 months)

Transnational project meetings – lump–sum costs (based on number of participants and distance for travel)

Intellectual outcomes – daily rates for 4 positions (TEACHER, TRAINER, RESEARCHER, TECHNICAL), different in each country

Multiple events – lump–sum costs, based on number of participants

Learning activities, trainings – lump–sum costs (based on number of participants and distance for travel)



Project Management



- based on number of months of project lifetime – 24 months

- no proof needed

- every partner keeps their own evidence of these expenses (to be able to proof spending during future`s financial audit)

SUPPORTING DOCUMENTS: realisation of project activities and development of project outcomes as it is planned in project application

- APAGA will provide these documents on behalf of partnership (INTERIM REPORTS, FINAL REPORT) and upload project outcomes on dissemination platform

- Partners are responsible for creating all outputs and organising dissemination's activities.



Transnational meetings



– based on number of participants and distance for travel – details in financial tables of each partner

SUPPORTING DOCUMENTS – each participant:

certificates for participants

travel claim (form provided on Google drive)

tickets confirming travel (place of departure/arrival)

boarding tickets (if flying to/from the meeting)

participant must be able to proof working relationship with sending organization (e.g. working agreements)



SUPPORTING DOCUMENTS secured by APAGA on behalf of partnership:

list of participants

meeting programme

all relevant materials distributed on the meeting

report from meeting

PLEASE NOTE: If you travel from different town as is the official place of sending organization, consider distance for travel, if it is still eligible cost

Intellectual outcomes



– based on number of working days

daily rates for positions:

MANAGER (of activity, not project manager)

TEACHER, RESEARCHER

TECHNICAL



– management of project, financial management and accounting of project covered from PROJECT MANAGEMENT budget of each partner

SUPPORTING DOCUMENTS:

proof that intellectual outcomes have been developed

time sheets for each person and each position in each month separately
(provided to each partner)

working agreement of each person working on outcomes` development, or
proof that person is in working relations with organization

proof of payments (e.g. payrolls)

Multiplier events



- National conferences planned, in each country
- based on number of participants

SUPPORTING DOCUMENTS:

list of participants, containing name of event, place and date, name of participants, address of sending organization, signature of all participants – MANDATORY

programme of the event, lasting at least 4 hours

sample of all materials provided to participants

short report, photos from event

- list of participants must also provide information about project as such (name, contract number) and required publicity of ERASMUS+ programme (logo, text about support, ...)
- required text about general data protection rights (will be provided by APAGA)



Learning activities – short term joint staff trainings



3 training events within project:



based on number of participants and lump-sum costs for daily rate and distance calculator (specified in financial table)

e.g. 775 EUR per participants, covering travel, accommodation, food, room rent, ...

proof that person participating on training is in relation with sending organization (e.g. working agreement, voluntary agreement, ...)

grant agreement between sending organization and participants, specifying the budget for training, costs covered by sending organization, rest of grant provided to participants etc.

Learning activities – short term joint staff trainings



SUPPORTING DOCUMENTS – each participant:

certificate of participation, signed by sending and receiving organization
travel claim confirming spending the rest of grant
ticket for travel, boarding tickets, accommodation, ... – some receipts confirming
that person was on training
proof that money has been sent to participants. 2 options:
transfer of whole grant
transfer of relevant part, reduction based on expenses before the meeting (flights,
accommodation booked together,...) – must be specified in grant agreement



**SUPPORTING DOCUMENTS – secured by organizing partner (APAGA) on behalf of
partnership:**

list of participants
programme of the training
short report from the training



THANKS FOR YOUR ATTENTION 😊



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