



Tempus

# Project management rules

# Useful Definitions

- **Coordinating institution:** Main *partner institution* who applies, grant-holder, lead partner having power of attorney
- **Legal Representative:** The *person* from the coordinating institution who signs the grant agreement (e.g. Rector, Vice-Rector)
- **Coordinator:** The *person* at the coordinating institution who manages the project on a day-to-day basis and has contact with EACEA
- **Beneficiary :** *partner institution* (not lead partner)
- **Contact person:** The *person* at each beneficiary institution who takes lead responsibility for the project from that institution (but shouldn't be the only person involved!)

		I. PROJECT COSTS €	CONDITIONS
<b>Direct costs</b>			
1	Staff costs	<b>284.496,00</b>	<i>Cannot exceed 40% of the total eligible direct costs</i>
2	Travel costs and Costs of Stay	<b>202.164,00</b>	
3	Equipment	<b>297.000,00</b>	<i>Cannot exceed 30% of the total eligible direct costs</i>
4	Printing and Publishing	<b>46.200,00</b>	
5	Other costs	<b>175.000,00</b>	
<b>Total Eligible Direct Costs</b>		<b>1.004.860,00</b>	
<b>Indirect Costs</b>		<b>70.340,20</b>	<i>Flat rate funding of 7% of the total eligible direct costs or 0.</i>
<b>TOTAL ELIGIBLE COSTS</b>		<b>1.075.200,20</b>	<i>Must equal <b>total project finance</b> below</i>

		II. PROJECT FINANCE €	
A	<b>Tempus Grant Requested</b>	<b>967.680,18</b>	<i>Cannot exceed 90% of the total eligible costs</i>
B	<b>Co-financing</b>	<b>107.520,02</b>	<i>Must be at least 10% of the total eligible costs</i>
<b>TOTAL PROJECT FINANCE (A+B)</b>		<b>1.075.200,20</b>	<i>Must equal <b>total eligible costs</b> above</i>

# Budget amendment

**For any increase of more than 10% → budget amendment needed**

- The request to amend the budget (Annex II) must be submitted to EACEA before the changes are implemented and at the latest **one month** before the end of the eligibility period.
- The request must indicate:
  - financial details of the requested modification (e.g. modified Annex II)
  - reasons and impact on the activities
  - the expected outcomes of the modification

The **ceilings for equipment and staff costs** (30% and 40% of the total eligible direct costs shown in Annex II) **are not subject to negotiation.**

Indirect Costs are not subject to budget modification/amendment (flat rate)

# Special conditions

- A pre-financing payment of 60% of the maximum amount shall be paid to the coordinator
- A second pre-financing payment of 30% of the maximum amount shall be paid to the coordinator, subject to having used at least 70% of the previous pre-financing installment paid
- the balance (Max 10%) shall be paid to the coordinator, subject to the receipt of the documents requested
- External audit report required (other costs)



# General conditions

- Any communication from the Agency to the beneficiaries shall be made via the coordinator
- Subcontracting may only be considered for specific project related tasks which can not be performed by the Consortium members
- In case the costs for subcontracting exceed a total of EUR 10 000, prior written authorization from the Agency must be obtained
- at least three suppliers must be obtained for all purchases in excess of EUR 25 000
- Taxes, duties and charges (such as customs and import duties) are considered ineligible for all equipment purchased and the provision of services in the Partner Countries



# I. Staff costs

## Point 3. Guidelines for the use of the grant

### Purpose

To cover the costs of staff directly necessary for the achievement of the results and not covered by other sources (3.1 Guidelines):

- ✓ Administrative or academic tasks
- ✓ Course development, maintenance of online courses/website, etc.
- ✓ Language / IT courses, translation services, evaluation activities when performed by internal staff (if sub-contracted → Other costs)

Replacement costs for EU staff can also be covered (3.3 of Guidelines)

### Contractual rules

- **Salaries and fees** should reflect the **employing institution's usual policy** on remuneration and **respect local salary rates**
- **Maximum** reference daily **rates** per country: Guidelines/Annex 3
- **Total expenditure** for Staff Costs **cannot exceed the 40% ceiling** (plus 10 % flexibility) - Co-financing is also subject to the 40% ceiling

## Maximum rates for daily staff costs

	I category Manager	II category Teacher, professionals	III category Technical	IV category Administrative
LV	81	66	52	38
HU	107	86	65	44
RO	124	95	74	47
LT	75	62	47	34
MD	80	70	50	35

to calculate the hourly rate - divide by 7.5



# Staff categories

according to the International Standard Classification of Occupations (ISCO-88 (COM))

- **I Manager**

This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO-88 (COM)).

- **II Researcher, Teacher, Trainer**

This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).

- **III Technical staff**

This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).

- **IV Administrative staff**

This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).

# I. Staff costs

FAQ No. 55

Supporting  
documents

In all cases the beneficiary shall **retain** with project accounts:

- **Staff Conventions (Guidelines/Annex 1) + timesheets**

For audits and to justify salary rates the following documents should also be available:

**A. If staff is remunerated by the project directly** (full-time, part-time, occasional or top-up of regular salary):

- Employment contract
- Proof of payment (i.e. bank transfer)

**B. If staff is remunerated through its normal salary** (i.e. Tempus related tasks are part of the regular assignment at the university):

- Employment contract
- Proof that the tasks is part of regular assignment (i.e. general time-sheets, declaration of the institution, etc.)
- Salary slips
- Proof of payment (i.e. bank transfer)

**The beneficiary shall provide with final report:** explanation & supporting documents (i.e. salary slip) **if salary rates exceed the Tempus ceilings** (Guidelines/Annex 3).

# Travel and stay costs

- Only people under official contract in the beneficiary institutions may benefit from the mobility grant
- travel can be carried out on the premises of the project beneficiaries
- Expenses for travel by private car - either a rate per km in accordance with the internal rules of the organization concerned up to a maximum of EUR 0.22; or the price of a rail, bus, plane (equivalent of a first-class fare for the same distance)
- For hire cars (maximum category B or equivalent)
- Daily allowance: to cover costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance etc.

## II. Travel costs and costs of stay – Staff

*Point 4.3 Guidelines for the use of the grant*



### Purpose

To cover the costs of travel and subsistence allowances of staff for mobilities mainly linked to:

ppt\_tempus\_inner.jpg

- teaching/training assignments, retraining
- update of courses
- practical placements
- short visits for coordination and planning
- language training
- Dissemination

N.B. Travel for research activities is not allowed

### Contractual rules

The budget for Travel Costs and Costs of Stay should:

- **cover only actual travel costs** (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified)
- **cover the daily allowance:** the ceilings per person (per day/week) indicated at point 4.3.3 of the Guidelines must be respected

# Eligible expenses for staff costs of stay

- to provide each person participating in a mobility program with a daily allowance to cover costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance etc.

Duration	Costs of stay for international mobility or within	Costs of stay for Partner Country staff within their own country
1 day	150	100
2 days	292	190
3 days	434	280
4 days	576	370
5 days	718	460
6 days	860	550

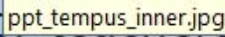
## II. Travel costs/Staff: eligible activities and mobility directions

### Point 4.3.1 Guidelines

\* General principle: mobilities only between the participating institutions

#### Activity

#### Direction

Assignments for  /trainers*	⇒	PC → EU and PC / EU → PC
Re-training and up-dating courses*	⇒	PC → EU and PC
Practical placements	⇒	PC → EU and PC
Short visits for coordination and management meetings	⇒	ALL (PC and EU)
Language training	⇒	Within the PC itself or outside if combined with another mobility PC→EU/PC
Visit for dissemination purposes	⇒	Mobility is allowed to other institutions in the participating Partner Countries

**Specific EACEA authorisation is needed for any destination different from the above ones**

## II. Travel costs and costs of stay

*Point 4. Guidelines for the use of the grant*

### Supporting documents

**The beneficiary shall retain with project accounts:**

- a SIGNED & filled-in Individual Mobility Report for each mobility using the standard form (Guidelines/Annex 2)
- readable copies of travel tickets, invoices, boarding passes, receipts, etc.

**The beneficiary is not requested to ~~send any~~ supporting documents with the Final report.**

ppt\_tempus\_inner.jpg



# III. Equipment

## Point 5. Guidelines for the use of the grant

### Purpose

To cover the costs of equipment directly relevant to the project's objectives such as:

- IT equipment (hardware and software) including costs for installing internet connection and laboratory supply (teaching purposes)
- books, e-books, publications
- access to database
- equipment insurance/ transport/ installation, maintenance of equipment

*Prior authorisation required for hire of equipment*

### Contractual rules

The equipment must:

- be exclusively for PC Higher Education Institutions (HEIs) included in the partnership (JP)
- be exclusively for PC HEIs /institutions/organisations included in the partnership (SM) *Not public administration!*
- be recorded in the inventory of the institution where it is installed
- comply with the rule of origin

Total expenses for equipment cannot exceed the 30% ceiling (plus 10% of flexibility). Co-financing is also subject to the 30% ceiling.

Deductible VAT is not eligible.



# III. Equipment

Point 5. Guidelines for the use of the grant

## Supporting documents

**The beneficiary shall retain with project accounts:**

- All invoices for all equipment declared costs
- Proofs of tendering procedure (min. 3 quotations) for purchases above EUR 25,000
- Certificate of origin for equipment of a unit cost above EUR 5,000
- Proof that VAT is not deductible (if VAT exemption is not obtained and VAT costs are charged to the project budget)

**The Beneficiary shall provide with the final report:**

- Readable copies of invoices if the purchase is above EUR 25,000.
- Names of the firms consulted (min. 3) have to be indicated in the *Financial statement* of the final report.

## IV. Printing & Publishing

Point 6. Guidelines for the use of the grant



### Purpose

Printing & Publishing budget heading can cover:

- paper and electronic productions (electronic form)
- photocopying of teaching materials/documentation

*General photocopying → Indirect Costs*

### Contractual rules

VAT ineligible unless the beneficiary can show that VAT is not deductible

Internal staff costs cannot be covered by this budget heading

## IV. Printing & Publishing

Point 6. Guidelines for the use of the grant

### Supporting documents

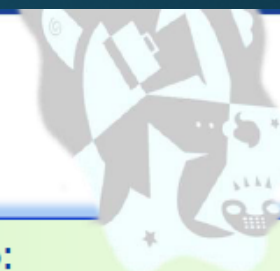
**The beneficiary shall retain with project accounts:**

- all invoices
- (3 quotation for costs above EUR 25,000)
- Proof that VAT is not deductible (if VAT exemption is not obtained and VAT costs are charged to the project budget)

*N.B. Internal invoices to be issued for in-house printing and publishing*

**The Beneficiary shall provide with the final report:**

- Copies of invoices if the costs are above EUR 25,000 (3 quotation to be retained)
- The names of the firms consulted (min. 3) have to be indicated in the *Financial statement* of the final report



# V. Other costs

Point 7. Guidelines for the use of the grant

## Purpose

**"Other costs" budget heading** can cover costs related to:

- dissemination of information (advertising in media, promotional materials such as pen, bags, posters, etc.)
- Inter-project coaching (maximum of EUR 2,500)
- Bank charges (including bank guarantee charges where requested)
- External audit fees
- Costs of sub-contracts (specific and time-bound tasks)
- Hire of premises only for dissemination events (prior EACEA authorisation needed).

## Contractual rules

**For sub-contracts: prior autorisation needed when total value > EUR 10,000**

Amongst ineligible costs (**see point 10.2 Guidelines**):

- hospitality costs
- costs related to the use of materials & equipment incurred by institutions when hosting students/staff
- registration fees for courses/conferences
- exchange losses
- deductible VAT

# V. Other costs

Point 7. Guidelines for the use of the grant

## Supporting documents

**The beneficiary shall retain with project accounts:**

- Invoices
- Sub-contracts
- Travel related supporting documents for mobilities of sub-contracted experts
- Bank statements, etc.
- Proof that VAT is not deductible (if VAT exemption is not obtained and VAT costs are charged to the project budget)

**The Beneficiary shall provide with the final report:**

- Copies of sub-contracts and invoices if the costs are above EUR 25,000 (3 quotation to be retained)
- The names of the firms consulted (min. 3) have to be indicated in the *Financial statement* of the final report

# SUB-CONTRACTING

*Grant Agreement - Annex VI, Art II.9 and II.10  
FAQs No. 6 and 50*

- **PRIOR APPROVAL BY EACEA** is needed if the total value of the sub-contract is higher than EUR 10,000 (even if the sub-contract was already planned and budgeted in the application)
- **Only specific and time-bound tasks** that cannot be performed by the beneficiaries can be subcontracted (**no core activities!**)
- Related costs always to be charged to **"Other Costs"** budget heading (including travels of sub-contracted experts)

# VI. Indirect Costs

European  
Commission



Point 8. Guidelines for the use of the grant

## Purpose

**"Indirect Costs" budget heading** can cover the costs incurred by the project for:

- stationary, office supplies, general photocopying
- postage and telecommunication
- use of internet/communication software/etc.

## Contractual rules

- They are **eligible for flat-rate funding of 7%** of the total eligible direct costs (see Art. I.3 and II.19.3 of the Grant Agreement).
- At the end of the project, the Indirect Costs incurred and declared will be considered eligible as long as they:
  - do not exceed the absolute amount shown for Indirect Costs in Annex II of the Grant Agreement (approved budget)
  - do not represent more than 7% of the total actual eligible direct costs following the financial assessment

## VI. Indirect Costs

*Point 8. Guidelines for the use of the grant*

**Supporting  
documents**

**NO supporting document is required**

**N.B. Co-financing is NOT permitted  
under this budget heading**



# Tendering Procedure

*Art. I.10.1 Grant Agreement + Guidelines for the use of the grant*

The beneficiary shall apply the tendering procedure for the purchase of  
**any kind of goods or services**  
**WHENEVER** the amount of the purchase or sub-contract is  
**above the threshold of EUR 25,000**

- ✓ To be sent with the Final Report: **copy of the invoice (+ sub-contract for services)**
- ✓ To be listed in the final financial statement of the Final Report: **Names of the providers consulted** (min. 3)
- ✓ To be retained with the project accounts: proof of awarding procedure (at least 3 quotations)

*The **purchase cannot be split** into smaller contracts with individual amounts lower than the threshold*

*The selection criterion for the offers should be the **best value for money***



# Rule of origin

Art. I.10.1 Grant Agreement + Guidelines for the use of the grant  
FAQ No. 51

**All equipment** purchased by the project shall comply with the rule of origin and shall therefore **originate from any EU Member State or from an eligible country** (as defined in the relevant EU Regulations).

- ✓ **A certificate of origin** shall be kept with the project accounts for any equipment item of a unit cost above EUR 5,000.

*Certificate of origin: document made out by the competent authorities of the country of origin of the equipment (such as Chamber of Commerce) – it is to be asked to the supplier.*

## Summary table: supporting documents

[No Title]

Budget heading	Supporting documents	
	To be submitted	To be kept with project accounts (upon request of EACEA, the beneficiary should be able to send the supporting docs)
I. Staff Costs	Formal justification for higher salary rates	<ul style="list-style-type: none"> <li>▪ <b>Staff Conventions</b> (Annex 1/Guidelines)+ <b>timesheets</b> for staff members</li> <li>▪ <b>Proof of payment</b> (financial transaction)</li> <li>▪ <b>Employment contract/salary slip</b></li> </ul>
II. Travel Costs & Costs of Stay	None	<b>Individual mobility reports</b> (Annex 2/ Guidelines) and all copies of travel tickets, boarding passes, invoices, receipts.
III. Equipment	For purchases above € 25,000 - <i>Ref. slide on tendering</i>	<ul style="list-style-type: none"> <li>▪ All invoices</li> <li>▪ Three estimates / quotations for equipment purchases above € 25,000.</li> <li>▪ Certificate of origin for items of unit costs above € 5,000.</li> </ul>

## Summary table: supporting documents

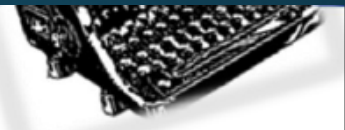
Budget heading	Supporting documents	
	To be submitted	To be kept with project accounts (upon request of EACEA, the beneficiary should be able to send the supporting docs)
IV. Printing & Publishing	For purchases above € 25,000 - <i>Ref. slide on tendering</i>	<ul style="list-style-type: none"> <li>▪ All invoices</li> <li>▪ For invoices above € 25 000, docs on the tendering procedure (min 3 quotations).</li> </ul>
V. Other Costs	For purchases above € 25,000 - <i>Ref. slide on tendering</i>	<ul style="list-style-type: none"> <li>▪ All invoices, bank statements</li> <li>▪ Sub-contracts, invoices and travel supporting documents for external staff</li> <li>▪ For a sub-contract above € 25 000, docs on the tendering procedure (min 3 quotations).</li> </ul>
VI. Indirect Costs	None	None

**An Audit Report on the action's financial statement and underlying accounts must be submitted with the Final Report**

# Final Financial Report

*Annex IV of the Grant Agreement*

European  
Commission



- To be submitted with the Final Report on Implementation of the Project. It is made up of two parts:

## **A. "Financial statement and request of final payment"**

- ✓ *Includes indication of costs incurred under each budget heading // bank interests not to be declared anymore*
- ✓ *Is to be signed in original by the Legal Representative*

## **B. "Financial tables" (excel sheets)**

- ✓ *must be filled-in in detail for each budget heading to justify*

### **General advice:**

- Collect the required supporting documents as soon as the expenditure is incurred
- Keep the financial statement/tables up to date (form available on the website)
- Feel free to provide detailed explanations in the financial statement
- Contact EACEA in case of doubt



**Obligatory for  
all grants**

## **External Audit Report**

*Art. I.4.1 Grant Agreement*

- To be submitted with the Final Report on Implementation of the Project

**WHAT IS?** Verification whether costs are declared correctly and truthfully and backed by proper supporting documents, in accordance with the provisions of contractual documents.

**BY WHOM?** By a nationally certified auditor with the linguistic competences (report to be written in the project language).

**HOW?** Mandatory use of EACEA audit certificate template

**RELATED COSTS?** Estimated between EUR 5,000 and 12,000 to be charged to "Other Costs" budget heading

*Check FAQ No. 3 and audit certificate template on our website!*



# Exchange rates

*Art. I.10.2 Grant agreement*



**All transactions  $\neq$  EUR must be converted and reported in EUR** in the Financial Statement of the Final Report

ppt\_tempus\_inner.jpg

**Only 2 exchange rates should be applied:**

**1. From the start of the eligibility period until the date of receipt of the second pre-financing: the rate of the month you receive the first pre-financing**

**2. From the date of receipt of the second pre-financing until the end of the project: the rate of the month you receive the second pre-financing**

The rate to be applied is the monthly accounting rate established by the Commission and published on its website: <http://ec.europa.eu/budget/inforeuro>

## The Co-financing

Point 9. Guidelines for the use of the grant

- The co-financing **should represent at least 10%** of the total eligible costs at the end of the project
- **The co-financing percentage is specific for each project** (and it is indicated in Art. I.3 of your Grant Agreement)

### Actual co-financing (minimum 10%):

- ➔ Can only cover **direct** eligible costs (no "Indirect Costs")
- ➔ Cannot cover costs which are not eligible for Tempus funding
- ➔ Same supporting documents as for expenditure paid by the Tempus grant
- ➔ Should be declared in the Final Financial Report
- ➔ Will be considered and assessed for the calculation of the total eligible costs at the end of the project



## The Co-financing

Point 9. Guidelines for the use of the grant

- The co-financing **should represent at least 10%** of the total eligible costs at the end of the project

### Actual co-financing (minimum 10%):

- ➔ Can only cover **direct** eligible costs (no "Indirect Costs")
- ➔ Cannot cover costs which are not eligible for Tempus funding
- ➔ Same supporting documents as for expenditure paid by the Tempus grant
- ➔ Should be declared in the Final Financial Report
- ➔ Will be considered and assessed for the calculation of the total eligible costs at the end of the project

## Determination of the final grant

*Art. II.25 Grant Agreement*

The final grant will correspond to the **lowest amount** among the following three ceilings calculated at the end of the project:

- |                          |   |
|--------------------------|---|
| <b><u>Ceiling A:</u></b> | <b>% of the <u>actual</u> total eligible costs at the end of the project (as indicated in art. I.3)</b> |
| <b><u>Ceiling B:</u></b> | <b>Total <u>declared</u> expenditure minus declared co-financing amount</b>                             |
| <b><u>Ceiling C:</u></b> | <b>Maximum Tempus Grant amount, i.e. amount indicated in art. I.3</b>                                   |

# Determination of the final grant

## CEILING A



Art. I.3 (a) The total budget (incl. co-financing): ex. EUR 1,070,000

Art. I.3 Maximum EU grant in amount: ex. EUR 963,000

= 90% \* of total eligible costs

**Assumption: all declared expenditure is eligible including indirect costs**

PROJECT COSTS	Approved budget €
<b>I</b> Staff costs	400,000.00
<b>II</b> Travel costs and costs of stay	300,000.00
<b>III</b> Equipment	200,000.00
<b>IV</b> Printing and publishing	80,000.00
<b>V</b> Other costs	20,000.00
<b>Eligible direct costs (total I - V)</b>	<b>1,000,000.00</b>
<b>VI</b> Indirect costs (7% of <u>total eligible direct costs</u> )	70,000.00
<b>Total eligible costs (total I - VI)</b>	<b>1,070,000.00</b>
<b>PROJECT FINANCE</b>	
	<b>€</b>
Co-financing of at least 10% of the <u>total eligible costs</u>	107,000.00
<b>Tempus grant:</b> includes financing to a maximum of <b>90%</b> of the <u>total direct costs</u>	<b>963,000.00</b>
<b>TOTAL PROJECT FINANCE</b>	<b>1,070,000.00</b>

DECLARED PAID BY TEMPUS	DECLARED CO-FINANCED	TOTAL DECLARED EXPENDITURE €
290,000.00	10,000.00	300,000.00
250,000.00	50,000.00	300,000.00
95,000.00	5,000.00	100,000.00
35,000.00	5,000.00	40,000.00
10,000.00	0.00	10,000.00
<b>680.000,00</b>	<b>70.000,00</b>	<b>750.000,00</b>
<b>52,500.00**</b>		<b>52,500.00**</b>
<b>732,500.00</b>	<b>70.000,00</b>	<b>802,500.00</b>

\*\* = 7% of the total eligible direct costs (co-financed + covered by Tempus)

Ceiling A: 90% of 802,500 = **EUR 722,250**

Ceiling B: 802,500 - 70.000 = **EUR 732,500**

Ceiling C: **EUR 963,000**

\* = percentage varying according to each project - see Article I.3 (a)

# Determination of the final grant

**CEILING B**



Art. I.3 (a) The total budget (incl. co-financing): ex. EUR 1,070,000

Art. I.3 Maximum EU grant in amount: ex. EUR 963,000

= 90% \* of total eligible costs

**Assumption: all declared expenditure is eligible including indirect costs**

PROJECT COSTS	Approved budget €
<b>I</b> Staff costs	400,000.00
<b>II</b> Travel costs and costs of stay	300,000.00
<b>III</b> Equipment	200,000.00
<b>IV</b> Printing and publishing	80,000.00
<b>V</b> Other costs	20,000.00
<b>Eligible direct costs (total I - V)</b>	<b>1,000,000.00</b>
<b>VI</b> Indirect costs (7% of <u>total eligible direct costs</u> )	70,000.00
<b>Total eligible costs (total I - VI)</b>	<b>1,070,000.00</b>
<b>PROJECT FINANCE</b>	
	<b>€</b>
Co-financing of at least 10% of the <u>total eligible costs</u>	107,000.00
<b>Tempus grant:</b> includes financing to a maximum of <b>90%</b> of the <u>total eligible costs</u>	<b>963,000.00</b>
<b>TOTAL PROJECT FINANCE</b>	<b>1,070,000.00</b>

DECLARED PAID BY TEMPUS	DECLARED CO-FINANCED	TOTAL DECLARED EXPENDITURE €
320,000.00	80,000.00	400,000.00
230,000.00	20,000.00	250,000.00
80,000.00	20,000.00	100,000.00
30,000.00	10,000.00	40,000.00
10,000.00	0.00	10,000.00
<b>670,000.00</b>	<b>130,000.00</b>	<b>800,000.00</b>
56,000.00**		<b>56,000.00**</b>
<b>726,000.00</b>	<b>130,000.00</b>	<b>856,000.00</b>

\*\* = 7% of the total eligible direct costs (co-financed + covered by Tempus)

Ceiling A: 90% of 856,000 = **EUR 770,400**

Ceiling B: **856,000 - 130,000 = EUR 726,000**

Ceiling C: **EUR 963,000**

**Final decision on payment:**

**CEILING B = EUR 726,000**

\* = percentage varying according to each project - see Article I.3 (a)

# Determination of the final grant



**CEILING C**

Art. I.3 (a) The total budget (incl. co-financing): ex. EUR 1,070,000

Art. I.3 Maximum EU grant in amount: ex. EUR 963,000

= 90% \* of total eligible costs

**Assumption: all declared expenditure is eligible including indirect costs**

PROJECT COSTS	Approved budget €
<b>I</b> Staff costs	400,000.00
<b>II</b> Travel costs and costs of stay	300,000.00
<b>III</b> Equipment	200,000.00
<b>IV</b> Printing and publishing	80,000.00
<b>V</b> Other costs	20,000.00
<b>Eligible direct costs (total I - V)</b>	<b>1,000,000.00</b>
<b>VI</b> Indirect costs (7% of total eligible direct costs)	70,000.00
<b>Total eligible costs (total I - VI)</b>	<b>1,070,000.00</b>
<b>PROJECT FINANCE</b>	
	<b>€</b>
Co-financing of at least 10% of the <u>total eligible costs</u>	107,000.00
<b>Tempus grant:</b> includes financing to a maximum of <b>90%</b> of the <u>total eligible costs</u>	<b>963,000.00</b>
<b>TOTAL PROJECT FINANCE</b>	<b>1,070,000.00</b>

DECLARED PAID BY TEMPUS	DECLARED CO-FINANCED	TOTAL DECLARED EXPENDITURE €
400,000.00	40,000.00	440,000.00
330,000.00		330,000.00
190,000.00	30,000.00	220,000.00
80,000.00	5,000.00	85,000.00
15,000.00	7,000.00	22,000.00
<b>1,015,000.00</b>	<b>82,000.00</b>	<b>1,097,000.00</b>
<b>70,000.00**</b>		<b>70,000.00**</b>
<b>1,085,000.00</b>	<b>82,000.00</b>	<b>1,167,000.00</b>

\*\* = 7% of the total eligible direct costs (co-financed + covered by Tempus) but cannot exceed the authorised amount in the GA

Ceiling A: 90% of 1,167,000 = **EUR 1,050,300**

Ceiling B: 1,167,000 - 82,000 = **EUR 1,085,000**

Ceiling C: **Maximum grant (EUR 963,000)**

**Final decision on payment:**

**CEILING C = EUR 963,000**

\* = percentage varying according to each project - see Article I.3 (a)

## Financial Audits

Art. II.27 Grant Agreement

- **Can be proposed by EACEA or organised at random**
- **During the implementation and up to 5 years after the date of the payment of the final balance**
- **Verification whether:**
  - the declared expenses have been actually incurred and registered in the statutory records of the beneficiaries;
  - the declared expenses are in accordance with the rules as laid out in the contractual documentation.



## ***Reference documents to be consulted regularly:***

- **Grant Agreement**
- **Guidelines for the use of the grant**
- **Frequently Asked Questions (FAQs)**
- **EACEA Financial Information Kit**

<http://eacea.ec.europa.eu/tempus>