



4. FINANCIAL PROVISIONS

4.A. GENERAL FINANCIAL CONDITIONS APPLICABLE TO ALL ACTIONS

The decision to award a grant in respect of an action is formalised either through a Grant Agreement to be signed by the two parties (the Agency and the grant beneficiary) or through a unilateral Decision of the Agency, notified to the grant beneficiary.

This Agreement or Decision shall contain the payment arrangements as well as the bank account or sub-account to which funds will be transferred.

Each project may give rise to the award of only one grant from the Community budget. The grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be awarded retrospectively for activities already completed at the time of the submission of the grant application.

A grant may under no circumstances exceed the amount initially requested and may be below the amount requested by the applicant.

A grant is an incentive to carry out a project or activity which would not be feasible without the financial support of the European Union and is based on the principle of co-financing.

The Grant Agreement will lay down the arrangements and time limits for modification, suspension and termination of the Agreement or the Decision. Beneficiaries found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or be subject to financial penalties.

Grant Agreements or Decisions may be amended only by additional written Agreements or Decisions. Such additional Agreements or Decisions shall not have the purpose or the effect of making changes that would call into question the decision to award the grant or be contrary to the equal treatment of applicants. An additional Agreement or Decision cannot be issued after the end of the eligibility period of costs and activities specified in the initial Grant Agreement or Decision.

4.B. TYPES OF FINANCING

Please note that in the context of financial support provided by the European Union (EU), and throughout this document, the term "project" is understood to mean any of the Activity Types as described in section 1.B.



EU support may take the form of a lump sum¹⁴, a flat-rate¹⁵ grant based on a scale of unit costs, or the reimbursement of a percentage of eligible costs. Depending on the grant type, a combination of all or some of these types of grant support is possible. The budget for a project has to be drawn up accordingly.

- In the case of grants awarded as a lump sum, the beneficiary has to be able to prove that the activity for which grant support is awarded has really taken place, rather than the actual amount of expenditure. If the supported activity is realised in a satisfactory manner, the full grant amount is acquired. In the case of underperformance, reimbursement of (part of) the grant awarded will be normally required on the basis of the criteria laid down for each decentralised action.
- In the case of flat-rate grants using scales of unit costs (for example maximum daily rates for subsistence), the beneficiary does not have to justify the costs incurred but has to be able to prove the reality of activities resulting into the entitlement to a specific grant amount (for example the number of days spent abroad determine the maximum amount to which one is entitled for the stay).
- In the case of (the part of) a grant awarded on the basis of real costs, the beneficiary shall keep and be able to produce upon request all proofs of expenditure related to the expense items based on real costs.
- Eligible costs: the type of expenditure that is considered to be eligible within a budget for a project that is co-financed with European Union funding. The rules presented in this Guide are used as the basis to review the estimated expenditure presented in an application. In the event that expenditure fails to comply with these rules, all or part will be deemed "ineligible" (i.e. not the subject of European Union co-financing). At the end of the analysis the approved project budget will include only the eligible items.
- Reimbursement of a percentage of eligible costs: the applicant will define his expenditure in terms of real costs (where maximum eligible rates may apply). European Union financing will be calculated by applying a percentage to real eligible expenditure. The contribution will be reduced pro rata if, at final reporting stage, the project is not fulfilled or is only partially fulfilled or funds have been spent on ineligible expense items. Where the reported costs are less than foreseen, the contribution will be reduced by applying the percentage fixed in the Grant Agreement. Details will be included in the documentation provided for managing Grant Agreements.

4.C. MOBILITY GRANTS AWARDED FOR INDIVIDUALS

Mobility grants are based on various components of costs. The rates proposed below represent maximum amounts.

¹⁴ "Lump sums shall cover in global terms certain costs necessary for carrying out an action, or for the annual operation of a beneficiary, in accordance with the terms of the agreement and on the basis of an estimate." (Financial Regulation, Article 108a(a), point (b) and Implementing Rules to the Financial Regulation, Article 180a, point 2.

¹⁵ Flat-rate financing shall cover specific categories of expenditure which are clearly identified in advance either by applying a percentage fixed in advance or by the application of a standard scale-of-unit cost." (Financial Regulation, Article 108a(1), point (c) and Implementing Rules to the Financial Regulation, Article 180a, point 3.

The budget for mobility activities is based on (a combination of) subsistence costs, travel costs and other costs. Where costs are based on scales of unit costs or on real costs, the general criteria for eligibility (see below) apply.

For short duration mobility (except Grundtvig Workshops) travel cost is based on real cost. In the case of mobility with a duration of 13 weeks or more, as well as in the case of Grundtvig Workshops, travel costs are deemed to be covered within the subsistence lump sum and no additional grant for travel is awarded.

A. Subsistence Costs

For all mobility actions, the contribution to subsistence costs will be a flat-rate grant calculated on the basis of daily, weekly¹⁶ or monthly rates. Subsistence costs cover accommodation, meals, local travel, the cost of telecommunications, including fax and Internet, insurance and all other sundries.

For mobility actions with a duration of up to and including 12 weeks (except Grundtvig Workshops), the awarded grants do not cover travel costs; these costs will be reimbursed on the basis of real costs. For mobility actions of a minimum duration of 13 full weeks, the awarded grants will be considered a global flat-rate contribution to cover all costs, including travel costs.

Support to subsistence costs is calculated on the basis of scales of unit costs of the host country.

Persons with special needs may benefit from specific financing measures: the grant towards both subsistence and travel costs will be assessed case-by-case and based on real costs incurred. In such case, the grant may provide for the subsistence and travel costs of an accompanying person if justified. In some Actions, the grant level awardable under these circumstances is subject to a maximum.

NOTE: Applicants should note that the amounts indicated in the following tables refer to the absolute maxima allowable across all countries participating in the programme. The actual amounts awarded by specific National Agencies vary from country to country and from one action to another, and may in some cases be significantly lower than the maximum amounts indicated in them. In determining the actual amounts to be awarded, National Agencies take into account in particular the total budget available to them, the volume of demand in their respective country and the need for equitable treatment of all beneficiaries in their country. Applicants are therefore strongly advised to consult the website of the relevant National Agency in their country, in order to ascertain the actual amounts which they would be likely to receive if their application is successful.

Comenius

Applicants for Comenius initial teacher training mobility within Comenius multilateral projects must consult the Subsistence Costs table on the website of the EACEA in order to ascertain the maximum eligible amounts per week.

¹⁶ In this context, a week is equivalent to a mobility period of seven full consecutive working days, including travel.

Table 1a: Lifelong Learning Programme - Mobility - Subsistence - Maximum rates (in EUR) per host country and duration of stay. (For Erasmus mobility exceeding 12 weeks see Table 1b)

	Excluding travel and visa costs								Including travel and visa costs		
	Total amounts first week						Total amount		Additional amount per week (wks 3 - 12)*	Total amount for 13 full weeks **	Additional amount per week (wks 14 - 45)*
	1 day	2 days	3 days	4 days	5 days	6 days	One week (7 days)	Two weeks			
BE	210	420	630	840	1.050	1.260	1.470	2.007	196	4.504	196
BG	130	260	390	520	650	780	910	1.243	122	2.796	122
CZ	180	360	540	720	900	1.080	1.260	1.720	168	3.860	168
DK	290	580	870	1.160	1.450	1.740	2.030	2.772	271	6.224	271
DE	210	420	630	840	1.050	1.260	1.470	2.007	196	4.504	196
EL	170	340	510	680	850	1.020	1.190	1.625	159	3.650	159
EE	200	400	600	800	1.000	1.200	1.400	1.912	187	4.294	187
ES	210	420	630	840	1.050	1.260	1.470	2.007	196	4.504	196
FR	250	500	750	1.000	1.250	1.500	1.750	2.389	234	5.368	234
IE	260	520	780	1.040	1.300	1.560	1.820	2.485	243	5.580	243
IT	240	480	720	960	1.200	1.440	1.680	2.294	224	5.148	224
CY	190	380	570	760	950	1.140	1.330	1.816	178	4.082	178
LV	160	320	480	640	800	960	1.120	1.529	150	3.438	150
LT	160	320	480	640	800	960	1.120	1.529	150	3.438	150
LU	210	420	630	840	1.050	1.260	1.470	2.007	196	4.504	196
HU	160	320	480	640	800	960	1.120	1.529	150	3.438	150
MT	190	380	570	760	950	1.140	1.330	1.816	178	4.082	178
NL	230	460	690	920	1.150	1.380	1.610	2.198	215	4.936	215
AT	220	440	660	880	1.100	1.320	1.540	2.103	206	4.726	206
PL	160	320	480	640	800	960	1.120	1.529	150	3.438	150
PT	190	380	570	760	950	1.140	1.330	1.816	178	4.082	178
RO	140	280	420	560	700	840	980	1.338	131	3.006	131
SI	180	360	540	720	900	1.080	1.260	1.720	168	3.860	168
SK	180	360	540	720	900	1.080	1.260	1.720	168	3.860	168
FI	240	480	720	960	1.200	1.440	1.680	2.294	224	5.148	224
SE	240	480	720	960	1.200	1.440	1.680	2.294	224	5.148	224
UK	290	580	870	1.160	1.450	1.740	2.030	2.772	271	6.224	271
IS	240	480	720	960	1.200	1.440	1.680	2.294	224	5.148	224
LI	250	500	750	1.000	1.250	1.500	1.750	2.389	234	5.368	234
NO	290	580	870	1.160	1.450	1.740	2.030	2.772	271	6.224	271
TR	160	320	480	640	800	960	1.120	1.529	150	3.438	150

* For weeks 3-12 and 14-45, additional full weeks are counted on the basis of the amount indicated in the columns 'Additional amount for weeks 3-12 and 14-45'.

** This includes a special amount covering travel and visa costs as they are included from week 13 onwards.

The calculation method for an "incomplete" week is the number of additional days multiplied with 1/7 of the amount indicated in the columns 'Additional amount per week' for weeks 3-12 and 14-45. An exception is made for the second incomplete week for which the basis for calculation is the number of additional days multiplied by 1/7 of the difference between the amounts for one week and two weeks.

**Table 1b: Lifelong Learning Programme 2009 - Erasmus - Mobility Subsistence - Maximum rates (in EUR) per host country including travel**

HOST COUNTRY	Monthly rate 3 to 12 months
Belgique/Belgie – BE	780
Bulgarija – BG	500
Česká republika – CZ	665
Danemark – DK	1.075
Deutschland – DE	780
Eesti – EE	620
Ellas – EL	728
España – ES	799
France – FR	922
Eire/Ireland – IE	952
Italia – IT	877
Kypros – CY	713
Latvija – LV	597
Lietuva – LT	590
Luxembourg – LU	780
Magyarország – HU	594
Malta – MT	706
Nederland – NL	859
Österreich – AT	833
Polska – PL	597
Portugal – PT	717
Romania – RO	504
Slovenija – SI	676
Slovensko – SK	687
Suomi – FI	911
Sverige – SE	896
United Kingdom – UK	1.086
Island – IS	896
Liechtenstein – LI	937
Norge – NO	1.086
Türkiye – TR	582

B. Travel Costs

For mobility actions with a duration of up to and including 12 weeks (except Grundtvig Workshops), the NA will reimburse travel costs, on the basis of real costs incurred including any costs for entry/exit visas as required, either in total or in part only (by applying a ceiling or a maximum covering percentage). Any other costs related to the travel are ineligible.

If individuals reside in one of the overseas countries and territories listed in the Decision 2001/822/EC of the Council (see [Countries](#)) or have one of these territories as destination, real incurred travel costs shall – except in the case of Grundtvig Workshops – be reimbursed in total, independent of the duration of the mobility activity.



When travel costs are allocated on the basis of real costs, the same rules apply as for travel costs for multilateral projects, networks, accompanying measures, studies and comparative research, except that travel insurance and any cancellation costs are deemed to be included in subsistence costs.

C. Other costs

COMENIUS AND GRUNDTVIG

A contribution on the basis of real costs will be made, up to a maximum of 150 Euros per day, for course or seminar fees for Comenius In-service training for school education staff and for course or seminar fees for Grundtvig In-service training for adult education staff.

COMENIUS, GRUNDTVIG, LEONARDO DA VINCI

A contribution to pedagogic, linguistic and cultural preparation can be granted up to a lump sum of maximum 500 € per participant, with the exception of the Senior Volunteering Projects under Grundtvig (for which the "Other costs" relating to individual participants are covered in section 4.D below).

4.D. GRANTS FOR ORGANISATIONS IMPLEMENTING MOBILITY (ERASMUS, LEONARDO DA VINCI AND GRUNDTVIG)

In the case of Erasmus, Leonardo da Vinci and some Grundtvig mobility actions, the mobility activities are organised by institutions, such as for example Higher Education institutions, VET / adult education organisations. These Mobility actions require the clear commitment from the sending or hosting organisation to ensure quality in all dimensions (pedagogic as well as logistic) of the mobility period. These organisations are responsible for managing the mobility grants to the individuals. The levels and rules for the grants for participants are described above. Additionally, the organisations receive a contribution to the costs for organising the mobility activities. This support is given for the organisation, not the individual.¹⁷

ERASMUS AND LEONARDO DA VINCI

Grant to sending institutions/consortia for the Organisation of Mobility

A maximum scale of unit costs applies to calculate the grant to sending institutions/consortia for the Organisation of Mobility. Scales are defined per group of outgoing persons and, in the case of Erasmus, for incoming invited teaching staff from enterprises. For the first 25 persons out of the total concerned mobilities scale 1 applies, then the next scale for the 26th to 100th person etc.

¹⁷ All amounts are in EUR per person/beneficiary unless otherwise indicated.



Table 2: Erasmus and Leonardo da Vinci - Maximum scale of unit costs to apply to calculate grants to higher education institutions and placement consortia to ensure quality of the mobility arrangements for students and staff, including Erasmus student placements

Scale 1 (1st to 25th person)	390 €/beneficiary
Scale 2 (26th to 100th person)	315 €/beneficiary
Scale 3 (101th to 400th person)	225 €/beneficiary
Scale 4 (> 400th person)	180 €/beneficiary

ERASMUS AND GRUNDTVIG

Grants to institutions for organising Erasmus Intensive Language Courses (EILC), Erasmus Intensive Programmes (IP) and Grundtvig Workshops

The grant is awarded as a lump sum amount. The basis maximum amount is established for EILC at EUR 6.160 and for IP and Grundtvig workshops at EUR 7.180 for Belgium which is determined in such a way that the beneficiary organisation is supposed to bring in own sources of financing. The maximum amount for the other countries is obtained by applying the Eurostat Cost of Living Index [AS: for the latest year available] (see **Table 3a** below).





Table 3a: Erasmus and Grundtvig - Maximum lump sum amounts (in EUR) for organising Erasmus Intensive Language Courses (EILC) and Intensive Programmes (IP) and Grundtvig Workshops

Country			Erasmus EILC	Erasmus IP and Grundtvig Workshops
Belgique/Belgie	BE	Belgium	6.160	7.180
Balgarija	BG	Bulgaria	3.950	4.600
Česká republika	CZ	Czech Republic	5.250	6.130
Danemark	DK	Denmark	8.500	9.900
Deutschland	DE	Germany	6.170	7.190
Ellas	GR	Greece	4.900	5.710
Eesti	EE	Estonia	5.750	6.700
España	ES	Spain	6.300	7.340
France	FR	France	7.280	8.490
Eire	IE	Ireland	7.520	8.760
Italia	IT	Italy	6.930	8.080
Kypros	CY	Cyprus	5.620	6.560
Latvija	LV	Latvia	4.730	5.510
Lietuva	LT	Lithuania	4.650	5.420
Luxembourg	LU	Luxembourg	6.160	7.180
Magyarország	HU	Hungary	4.690	5.470
Malta	MT	Malta	5.580	6.510
Nederland	NL	Netherlands	6.790	7.910
Österreich	AT	Austria	6.560	7.650
Polska	PL	Poland	4.720	5.500
Portugal	PT	Portugal	5.660	6.600
Romania	RO	Romania	3.990	4.650
Slovenia	SI	Slovenia	5.350	6.230
Slovensko	SK	Slovakia	5.430	6.330
Suomi/Finland	FI	Finland	7.180	8.370
Sverige	SE	Sweden	7.080	8.250
United Kingdom	GB	United Kingdom	8.590	10.010
Island	IS	Iceland	7.060	8.230
Liechtenstein	LI	Liechtenstein	7.410	8.640
Norge	NO	Norway	8.580	10.000
Türkiye	TR	Turkey	4.600	5.360

GRUNDTVIG – SENIOR VOLUNTEERING PROJECTS

Organisations sending and hosting volunteers receive a single grant, consisting of the following components:

1. sending costs:

- a) a flat-rate grant, based on the number of outgoing volunteers, to cover organisational costs, as well as the cultural, linguistic and personal preparation of the volunteers they send out and costs related to the follow-up of their experience upon return (see **Table 3b** below)
- b) a variable grant for the travel costs of the volunteers they send out, based on and to be accounted for as real costs (see Section 4C above);

2. hosting costs:

- a) a flat-rate grant, based on the number of incoming volunteers, to cover organisational costs as host organisation (see **Table 3b** below)
- b) a flat-rate grant per volunteer based on scales of unit costs, to cover board and lodging, insurance, local travel and support to the incoming volunteers during their volunteering period (see **Table 1a** above).

Table 3b: Grundtvig Senior Volunteering Projects – Maximum scale of unit costs for organising mobility of senior volunteers

	Per volunteer
Sending organisation	800 €
Hosting organisation	390 €

4.E. PARTNERSHIPS

Partnerships are (often small-scale) projects for practical cooperation between organisations from at least 3 countries, with the exception of Bilateral Partnerships under Comenius which involve only two countries. One institution / organisation per Partnership is the “coordinator”; the others are “partners”. The Partnership application is jointly prepared by all the institutions participating, but each institution receives its grant from its own National Agency. Partnership grants are awarded for a 2-year duration.

The activities of Partnerships consist of **local activities** in a partner's own organisation (learning activities, fieldwork, research, etc) and **mobility activities** to visit partner institutions abroad (project meetings, study visits, staff exchanges, class exchanges etc.).

The rules for Partnership projects are broadly the same, no matter under which programme they are implemented (Comenius, Grundtvig, Leonardo da Vinci), though the grants awarded may vary to some extent from one country or programme to another.

Lump sums

Each participating institution receives a project grant in the form of a lump sum as a contribution towards all its project costs: travel and subsistence during mobility periods and costs linked to local project activities. Grants are defined on the basis of a minimum number of “mobilities” that the participating institution intends to carry out during the agreement period. One “mobility” corresponds to one trip abroad carried out by one person in the framework of the Partnership. The Grant Agreement defines the types of eligible mobility activities. At Final Report stage, beneficiaries are not requested to submit proofs of expenditure, but they will need to provide evidence that the activities foreseen in their application have been carried out in a full and satisfactory manner.

Nota bene:

To take account of the needs of staff or pupils/learners with special needs, or if mobility is planned to or from partners located in one of the territories listed as "Overseas Countries and Territories" (see the section 1.C. "Which countries participate in the programme?"), the minimum number of mobilities may be reduced by up to 50%. For example, an institution which anticipates major additional costs linked to mobility activities with participants with special needs can ask its National Agency for a reduction of the minimum number of mobilities linked to grant amount requested. If the National Agency accepts the request, the grant amount stays the same but the minimum required number of mobilities will be lower.

Table 4: Comenius, Leonardo da Vinci and Grundtvig – maximum lump sum amounts for Partnerships

The table below shows the maximum grant amounts for each Partnership type, based on the number of planned mobilities. The actual amounts awarded by National Agencies vary from country to country and may in some cases be significantly lower than the maximum amounts indicated below. Applicants are strongly advised to consult the website of the relevant National Agency in their country, in order to ascertain the actual amounts which they would be likely to receive if their application is successful.

Partnership type		Minimum number of mobilities per partner in a 2-year Partnership	Maximum lump sum grant per partner	Maximum lump sum grant per partner	Maximum lump sum grant per partner
			COMENIUS	LEONARDO DA VINCI	GRUNDTVIG
Multilateral Partnerships	Small number of mobilities	4	10.000 €	10.000 €	15.000 €
	Limited number of mobilities	8	15.000 €	15.000 €	17.500 €
	Average number of mobilities	12	20.000 €	20.000 €	20.000 €
	High number of mobilities	24	25.000 €	25.000 €	25.000 €
Bilateral Partnerships	Bilateral Comenius Partnerships - Small group class exchange of 10 to 19 pupils.	12	20.000 €	-	-
	Bilateral Comenius Partnerships - Large group class exchange of 20 pupils or more	24	25.000 €	-	-

Exception: Comenius Regio Grants: Comenius Regio grants consist of a lump sum funding for mobilities plus a grant based on real costs for additional expenses. The contribution to the additional costs are not included in the mobility lump sum in order to allow Comenius Regio Partnerships to conduct different activities including the organisation of larger scale conferences or the implementation of research activities and studies. The grant amount for additional project costs is limited to a maximum of 25.000 EUR.



The table below sets out the maximum lump sum amounts. The authorities of participating countries will determine the actual amount applicable in each country.

Comenius Regio Partnerships	Partnership categories		long distances (> 300 km)	Short distances (< 300 km)
	Small number of mobilities	4	4.000 €	2.000 €
	Limited number of mobilities	8	8.000 €	4.000 €
	Average number of mobilities	12	10.000 €	5.000 €
	High number of mobilities	24	20.000 €	10.000 €

Applicants are asked to present a budget for any additional costs, except costs related to mobility (which are already covered by the lump sum amount). For this budget the rules outlined under the chapter 4.F apply (eligibility of costs, equipment costs, subcontracting and other costs); National Agencies will verify the eligibility of the budget. Staff costs are **not** an eligible cost item under Comenius Regio.

4.F. MULTILATERAL PROJECTS, NETWORKS, ACCOMPANYING MEASURES, OBSERVATION AND ANALYSIS

Grant applications must include a detailed estimated budget in which all prices are given in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of the Call for proposals.

The estimated budget for the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the EC budget.

The allocated grant will not cover more than 75% of the eligible costs.

Applicants shall base the project budget:

1. on real daily staff cost rates. Under no circumstances may these exceed the maximum rates indicated in **Table 5** below. Any excess amount will be considered as ineligible. The veracity of these costs may be the subject of an audit;
2. on real daily subsistence rates. Under no circumstances may these exceed the maximum rate indicated in **Table 1a** above. Any surplus will be considered as ineligible;
3. on real costs with regard to other categories of cost, as indicated in the application form.

Eligible Costs

The general context, nature and amount of expenditure will be considered when assessing eligibility.



The following criteria apply to the cost category for which the cost is estimated and either the associated **number of units** (which will lead to the estimated cost applying the appropriate formula) or the estimated **cost as such**.

To be considered as eligible, costs must satisfy the following general criteria:

- They must relate to activities involving **countries** that are eligible to participate in the programme. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in an eligible country are not eligible unless they are necessary for the completion of the project and duly explained and justified in the application form and /or in the report;
- They must be incurred by the **legal bodies/institutions of the official consortium**¹⁸;
- They must be **connected** with the project (i.e. relevant and be directly linked to the execution of the project in accordance with the work plan);
- They must be **necessary** for performance of the project;
- They must be **reasonable and justified** and they must accord with the principles of **sound financial management**¹⁹, in particular in terms of value for money and cost-effectiveness;
- They must be **generated** during the lifetime of the project²⁰;
- They must be **actually incurred** by the beneficiary and members of the consortium and be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- They must be **identifiable and verifiable**.

The applicant's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared at the end of the project with the corresponding accounting statements and supporting documents. For scales of unit costs, this implies that the "number of units" must be recorded in appropriate documents (i.e. time sheets, presence lists, etc.).

Where national taxation and accounting rules do not require an invoice, an accounting document of equivalent value means any document produced in order to prove that the accounting entry is accurate and which complies with the applicable accounting law.

VALUE ADDED TAX

VAT is eligible **only if** the applicant can show that he is unable to recover it.

NON-ELIGIBLE COSTS

Under no circumstance can the following types of costs be considered as eligible:

¹⁸ The Decision establishing the Lifelong Learning programme defines for projects with a "project coordinator" and "project partners" the term "multilateral grouping", which is the equivalent for "consortium".

¹⁹ Costs shall be defined in accordance with the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness. The principle of economy requires that costs shall be defined in due time, in appropriate quantity and quality and at the best price. The principle of efficiency is concerned with the best relationship between resources employed and results achieved. The principle of effectiveness is concerned with attaining the specific objectives set and achieving the intended results.

²⁰ I.e. generated by an activity that takes place during the lifetime (duration) of the project / action. Activities taking place before or after the period specified in a Grant Agreement are not eligible for funding.



- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities (provisions for contractual and moral obligations, fines, financial penalties and legal costs);
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, **unless** the applicant can show that he is unable to recover it;
- costs declared by the applicant and covered by another action or work programme receiving a European Union grant or any other source of funding;
- excessive or reckless expenditure;
- purchase of capital assets;
- in the case of rental or leasing of equipment, the cost of any buy-out option at the end of the lease or rental period;
- costs associated with the preparation of the application for the Lifelong Learning Programme;
- costs of opening and operating bank accounts (costs of transferring funds are eligible);
- costs incurred in relation to any document required to be submitted with the application (audit reports, etc.).

ELIGIBLE DIRECT COSTS

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to performance of the action and which can therefore be booked to it directly. This document contains the definitions of a number of cost categories which are eligible, provided that they satisfy the general eligibility criteria set out above.

ELIGIBLE INDIRECT COSTS

The eligible indirect costs are those costs which, with due regard for the conditions of eligibility described above, are neither identifiable as specific costs directly linked to the project nor can be booked to it directly, but which have nevertheless been incurred in the management of the project. They may not include any eligible direct costs.

The indirect costs of the project eligible for EC funding are a flat-rate amount set at a maximum of 7% of the total amount of eligible direct costs. The corresponding costs need not be justified by accounting documents.

Indirect costs shall not be eligible under a project grant awarded to a beneficiary organisation which is already receiving an operating grant from the Commission during the period in question.

Examples of indirect costs are:

- All costs for equipment related to the administration of the project (i.e. PC's, portables, etc.)
- Communication costs (postage, fax, telephone, mailing, etc.)

- Infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out
- Office supplies
- Photocopies

Staff Costs

The following applies to all partners of a consortium, e.g. the rules on staff costs apply to all partners (including the applicant) of the consortium.

- 1) Costs relating to the following categories of staff are considered:
 - Statutory staff, having either a permanent or a temporary individual contract with a partner of the consortium. To be considered in this category, staff must report to the relevant partner organisation as an employee.
 - Temporary staff recruited through a specialised external agency by any of the consortium partners;

Costs related to staff working through subcontracting shall be included under the category "Subcontracting costs" (see below).

Staff members of Project partners are not allowed to operate in a subcontracting capacity for the project.

- 2) Applicants should base the project budget on real daily staff cost rates, which cannot exceed the maximum rate indicated in **Table 5** below. Any surplus will be considered as ineligible. The veracity of these costs may be the subject of an audit.
- 3) The rate of the country in which the partner organisation is registered will be applied, independent of where the tasks will be executed (i.e. a staff member of an organisation of Country A working fully or partly in Country B will be budgeted on the basis of the rates of Country A).
- 4) Real daily staff cost rates are based on average rates corresponding to the applicant's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non-statutory costs such as bonuses, leased car, expense account schemes, incentive payments or profit-sharing schemes are excluded.
- 5) The applicant will define the category of staff and the number of days to be worked on the project, which must be commensurate with the nature of the project and the work plan.
- 6) The estimated staff costs results from multiplying the number of days with the real daily staff cost rate.

Staff costs may be included for all programmes and for all types of projects and networks. The cost of staff assigned to the action, either by the beneficiary or by the consortium partners, comprises actual salaries plus social security charges and other statutory costs included in the remuneration.

Eligible staff costs are calculated on the basis of scales of **eligible unit costs**. **Table 5** below stipulates **the maximum eligible daily rates for each eligible country**. The

resulting amounts must be included in the budget and will be taken into account when calculating the European Community contribution.

Table 5: Maximum eligible daily rates (in EUR) for Staff costs – Multilateral Projects, Networks, Accompanying measures, Studies and Comparative Research

Country			Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie	BE	Belgium	376	321	260	203
Balgarija	BG	Bulgaria	79	71	55	37
Česká republika	CZ	Czech Republic	144	144	104	75
Danemark	DK	Denmark	489	419	341	267
Deutschland	DE	Germany	363	315	253	195
Ellas	GR	Greece	117	107	75	53
Eesti	EE	Estonia	267	228	187	145
España	ES	Spain	295	265	204	143
France	FR	France	424	359	235	179
Eire	IE	Ireland	479	417	348	255
Italia	IT	Italy	568	332	225	187
Kypros	CY	Cyprus	304	267	165	113
Latvija	LV	Latvia	131	107	85	57
Lietuva	LT	Lithuania	103	88	67	47
Luxembourg	LU	Luxembourg	493	423	343	267
Magyarország	HU	Hungary	141	123	93	53
Malta	MT	Malta	129	117	91	65
Nederland	NL	Netherlands	381	333	264	207
Österreich	AT	Austria	419	323	240	199
Polska	PL	Poland	161	133	103	75
Portugal	PT	Portugal	183	161	119	79
Romania	RO	Romania	155	119	93	59
Slovenia	SI	Slovenia	252	227	183	115
Slovenská republika	SK	Slovakia	133	119	95	77
Suomi/Finland	FI	Finland	361	259	213	179
Sverige	SE	Sweden	505	432	355	273
United Kingdom	GB	United Kingdom	469	443	311	224
Island	IS	Iceland	435	396	341	219
Liechtenstein	LI	Liechtenstein	395	324	251	199
Norge	NO	Norway	553	480	392	296
Türkiye	TR	Turkey	193	123	81	52

Subsistence Costs

- (1) Subsistence costs for staff undertaking travel to another participating country in the framework of Multilateral projects, Networks, Accompanying Measures and Studies and Comparative Research are eligible. The budget should be based on the maximum rate in the Subsistence Costs table published on the website of the Executive Agency. Any surplus will be considered as ineligible. The rate to be applied is the one of the country of destination, i.e. where accommodation costs are incurred.
- (2) Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities. For information on charging Subsistence Costs for non-staff members please refer to Section 'Other Costs' and 'Subcontracting Costs'.



- (3) Reimbursement is based on the existing internal rules of the Partner organisations, which may be on an actual cost (reimbursement of receipts) or daily allowance basis. In either case, proof of attendance and overnight accommodation will be required to substantiate declared costs at reporting stage.
- (4) Subsistence rates cover accommodation, meals and all local travel costs at the place of destination abroad (but not local travel costs incurred to travel from place of origin to place of destination). In calculating the number of days for which to apply the Daily Subsistence Rate it should be noted that a FULL day normally includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction (costs limited to 50% of the maximum) for accommodation.
- (5) A pro rata reduction must be applied if accommodation, meals and local travel costs are provided for by a third party.

Eligible subsistence costs are calculated on the basis of scales of eligible unit costs. The Subsistence Table published on the website of the Executive Agency comprises the maximum eligible daily rates. The resulting amounts will be included in the budget and will be taken into account when calculating the European Union contribution.

In the case of Transfer of Innovation project, the information will be available on the National Agencies websites.

Travel Costs

Travel costs are allocated on the basis of real costs.

- (1) Travel costs for staff taking part in the project are allowable, provided that they are in line with each partner's usual practices on travel costs.
- (2) Costs may be claimed only for journeys directly connected to **specific** and clearly **identifiable** project-related activities. For information on charging Travel Costs for non staff members please refer to Section "Other Costs" and "Subcontracting Costs".
- (3) Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car). Partners are required to use the cheapest means of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).
- (4) The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.
- (5) Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be refunded as follows (whichever is the cheapest):
 - Either a rate per km in accordance with the internal rules of the organisation concerned up to a max of €0.22;
 - Or the price of a rail, bus or plane ticket (see point (3) above). Only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

- (6) For hire cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors such as time, large volume of luggage due to the nature of the project). Reimbursement takes place independently of the number of people travelling in the same vehicle.

For Comenius Multilateral projects involving mobility activities during Initial Teacher Training, travel costs (based on real costs) and subsistence costs will be recorded separately under Other Costs. The rules for travel and subsistence cost apply.

Equipment costs

- (1) Purchase, rent or lease of equipment (new or second-hand), including the installation, maintenance and insurance costs, is considered eligible.
- only when specific and necessary for achieving the goals of the project/action. Proposed equipment costs must always be clearly explained and specifically justified. The rules for procurement apply (see below);
 - provided that it is depreciated in accordance with the tax and accounting rules applicable to the beneficiary / consortium partner incurring the cost, and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account. The applicant must explain the rules applied. If the nature and/or the context of its use justify different treatment, this should be duly justified.
- (2) All equipment related to the administration of the project (i.e. PC's, portables, etc.) and all equipment purchased before the start of a project can be covered only by the indirect costs of the project.
- (3) The total cost for equipment may not be more than 10% of the eligible direct costs of the project.

Subcontracting costs

- (1) Costs entailed by procurement contracts for the purposes of carrying out specific and limited work for the project, can be considered eligible when awarded by a partner to an external body, organisation or individual (only if not employed by any of the Partner organisations of the consortium). This includes work such as translation, interpretation and printing, etc.^{21 22}
- (2) In order to maintain the concept of the project partnership, the management and the general administration of the project may not be subcontracted.
- (3) Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer. The estimate/offer will cover all costs (i.e. staff costs plus travel costs, etc.).
- (4) The applicant will award the contract to the tender offering best value for money, that is to say, to the tender offering the best cost-benefit ratio, in compliance with

²¹ This refers to individuals who may be self-employed i.e. who are responsible for their own social security or social contributions, pensions and taxes. National legislation on the definition of these individuals can vary and should always be considered.

²² Covers also consultants, who provide one-off services for which a fee is received.

the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

- (5) The following specific European Union rules with regard to procurement apply:
- Contracts with a value below €12.500 can be paid on a presentation of an invoice;
 - Contracts with a value between €12.500 and €25.000 are subject to a procedure involving at least three tenderers;
 - Contracts between €25.000 and €60.000 are subject to a procedure involving at least five tenderers;
 - For contracts of a value over €60.000, national rules with regard to procurement apply.
- (6) The total costs for subcontracting may not be more than 30 % of the total direct costs of the project

Other Costs

Other costs are allocated on the basis of real costs.

- (1) Costs arising directly:
- from requirements imposed by the Grant Agreement are eligible (dissemination of information, specific evaluation of the action, audits, reproduction, translation etc.), including the costs of any financial services (notably the cost of financial guarantees);
 - from the realisation of specific activities or of products/results of the project are eligible (e.g. the organisation of seminars where the seminar is foreseen as a product/result and where task-related costs are easily identifiable), the production of proceedings of a seminar, the production of a video, the purchase of product-related consumables (reams of paper for printing of publications, blank DVD), etc.
- (2) Only activities which are specific and necessary for achieving the goals of the project are considered eligible. Proposed costs must always be duly justified.
- (3) When travel and/or subsistence costs are reimbursed to third parties (i.e. for the costs of people who are neither staff of the partners in the consortium, nor subcontractors), the rules applicable to the reimbursement of costs for staff of the partners in the consortium will be applied.
- (4) All costs incurred through subcontracting must be mentioned under the "subcontracting" category. The category "Other costs" can only contain costs incurred by the partners themselves.
- (5) In certain cases, other costs which are not covered by the other cost categories mentioned above may also be considered eligible. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data); conference fees; registration fees for conferences; rental of exhibition space, etc. Also Travel costs and subsistence costs for Comenius Multilateral projects

involving mobility activities during Initial Teacher Training are covered under this heading.

All costs related to the administration of the project (i.e. consumables, supplies, photocopying costs, telephone costs, paper, etc.) are covered by indirect costs of the project.

4.G. JEAN MONNET PROGRAMME

Grant applications must include a detailed estimated budget in which all prices are given in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of the Call for proposals.

The estimated budget for the action to which the application refers must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the EC budget. The applicant must indicate the sources and amounts of any other EC funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The percentage of own resources indicated in the revenue part of the estimated budget is considered a guaranteed minimum, to be respected in the final account. The allocated grant will not cover more than 75% of the eligible costs.

Applicants shall base the project budget:

- on real daily staff cost rates. Under no circumstances may these exceed the maximum rates indicated in **Table 5** above. Any excess amount will be considered as ineligible. The veracity of these costs may be the subject of an audit;
- on real daily subsistence rates. Under no circumstances may these exceed the maximum rates indicated in **Table 1a** above. Any surplus will be considered as ineligible;
- on real costs with regard to other categories of costs, as indicated in the application form.

For Jean Monnet projects the amounts presented under staff costs and subsistence costs must be justified by the applicant. If these costs exceed the maximum rates indicated in the Jean Monnet pages of the Executive Agency, the surplus will be considered ineligible.

Staff costs

Staff costs may be included for all types of projects.

The cost of staff assigned to the action, either by the beneficiary or by the co-beneficiaries, comprises actual salaries plus social security charges and other statutory costs included in the remuneration.

The staff costs will have to be justified by the applicant. If these costs exceed the maximum rates indicated in the Jean Monnet pages of the Executive Agency, the surplus will be considered as ineligible.

The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Additional criteria for Staff Costs for Jean Monnet projects

Applicants should base the project budget on real daily staff cost rates which are indicated in the Jean Monnet pages of the web site of the Executive Agency.

Staff costs may not exceed the normal costs for each staff category in the country concerned.

Staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). In any case, the following maximum amounts apply:

- Staff category 1 (maximum amount EUR 450/day)
- Staff category 2 (maximum amount EUR 300/day) – University Professors
- Staff category 3 (maximum amount EUR 250/day)
- Staff category 4 (maximum amount EUR 125/day)

Subsistence costs

Subsistence costs may be included for all types of projects. These actions are managed by the Executive Agency.

The subsistence costs will have to be justified by the applicant. If these costs exceed the maximum rates indicated in the Jean Monnet pages of the web site of the Executive Agency, the surplus will be considered as ineligible. The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Additional criteria for Subsistence Costs for Jean Monnet Projects

The budget should be based on the maximum rate indicated on the Jean Monnet pages of the web site of the Executive Agency.

Travel Costs

Travel costs are allocated on the basis of real costs. The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Other Costs

Other costs are allocated on the basis of real costs.

The criteria to be applied are the same as for multilateral projects, networks, accompanying measures, studies and comparative research.

Teaching Costs for Jean Monnet projects

Normally this costs category only applies to Jean Monnet Chairs, *Ad personam* Jean Monnet Chair and Modules. In duly and justified cases, however, also Centres of Excellence applications could include these costs.

The number of teaching hours varies according to the type of action. For Jean Monnet Chairs the required minimum number of teaching hours is 120 per academic year. For Modules the required minimum number of teaching hours is 30 per academic year.

The hourly teaching cost is fixed at a maximum of 200 EUR.



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If the teaching costs exceed the maximum rates indicated, the surplus will be considered as ineligible. The veracity of these costs may be the subject of an audit.

RATES FOR THE FINANCIAL TABLES

Please read also carefully the section '4. Financial Provisions' in the 'LLP Guide 2009 – Part I: General Provisions' [available from the website of the National Agency].

Table 1: Maximum eligible daily rates for Staff costs

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie – BE	376	321	260	203
Bulgarija- BG	79	71	55	37
Ceska Republika – CZ	144	144	104	75
Danmark – DK	489	419	341	267
Deutschland – DE	363	315	253	195
Eesti – EE	117	107	75	53
Ellas – EL	267	228	187	145
Espana –ES	295	265	204	143
France – FR	424	359	235	179
Eire/Ireland – IE	479	417	348	255
Italia – IT	568	332	225	187
Kypros – CY	304	267	165	113
Latvija – LV	131	107	85	57
Lietuva – LT	103	88	67	47
Luxembourg – LU	493	423	343	267
Magyarország – HU	141	123	93	53
Malta – MT	129	117	91	65
Nederland – NL	381	333	264	207
Oesterreich – AT	419	323	240	199
Polska – PL	161	133	103	75
Portugal – PT	183	161	119	79
Romania- RO	155	119	93	59
Slovenija –SI	252	227	183	115
Slovensko –SK	133	119	95	77
Suomi – FI	361	259	213	179
Sverige – SE	505	432	355	273
United Kingdom – UK	469	443	311	224
Island – IS	435	396	341	219
Liechtenstein – LI	395	324	251	199
Norge – NO	553	480	392	296
Türkiye – TR	193	123	81	52

The four categories of staff in the table of section C.8.2 (above) are defined as follows:

Manager

This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO¹-88 (COM)).

Researcher, Teacher, Trainer

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

Technical staff

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

Administrative staff

This staff category includes office and customer service clerks (Staff Category 4 of the

¹ International Standard Classification of Occupations

ISCO-88 (COM)).

For detailed reference please find the Staff Categories 1-4 of the ISCO-88 (COM) on the following page.

Staff categories according to the International Standard Classification of Occupations (ISCO-88 (COM))	
<p>STAFF CATEGORY 1 100 Legislators, senior officials and managers 110 Legislators and senior officials 111 Legislators and senior government officials 114 Senior officials of special-interest organisations 120 Corporate managers 121 Directors and chief executives 122 Production and operation managers 123 Other specialist managers 130 Managers of small enterprises 131 Managers of small enterprises</p> <p>STAFF CATEGORY 2 200 Professionals 210 Physical, mathematical and engineering science professionals 211 Physicists, chemists and related professionals 212 Mathematicians, statisticians and related professionals 213 Computing professionals 214 Architects, engineers and related professionals 220 Life science and health professionals 221 Life science professionals 222 Health professionals (except nursing) 223 Nursing and midwifery professionals 230 Teaching professionals 231 College, university and higher education teaching professionals 232 Secondary education teaching professionals 233 Primary and pre-primary education teaching professionals 234 Special education teaching professionals 235 Other teaching professionals 240 Other professionals 241 Business professionals 242 Legal professionals 243 Archivists, librarians and related information professionals 244 Social science and related professionals 245 Writers and creative or performing artists 246 Religious professionals 247 Public service administrative professionals</p>	<p>STAFF CATEGORY 3 300 Technicians and associate professionals 310 Physical and engineering science associate professionals 311 Physical and engineering science technicians 312 Computer associate professionals 313 Optical and electronic equipment operators 314 Ship and aircraft controllers and technicians 315 Safety and quality inspectors 320 Life science and health associate professionals 321 Life science technicians and related associate professionals 322 Health associate professionals (except nursing) 323 Nursing and midwifery associate professionals 330 Teaching associate professionals 331 Primary education teaching associate professionals 332 Pre-primary education teaching associate professionals 333 Special education teaching associate professionals 334 Other teaching associate professionals 340 Other associate professionals 341 Finance and sales associate professionals 342 Business services agents and trade brokers 343 Administrative associate professionals 344 Customs, tax and related government associate professionals 345 Police inspectors and detectives 346 Social work associate professionals 347 Artistic, entertainment and sports associate Professionals</p> <p>STAFF CATEGORY 4 400 Clerks 410 Office clerks 411 Secretaries and keyboard-operating clerks 412 Numerical clerks 413 Material-recording and transport clerks 414 Library, mail and related clerks 419 Other office clerks 420 Customer services clerks 421 Cashiers, tellers and related clerks 422 Client information clerks</p>

Table 2: Maximum eligible daily rates for Subsistence costs

Country	Daily rate
Belgique/Belgie - BE	280
Balgarija- BG	173
Ceska Republika - CZ	240
Danmark - DK	387
Deutschland - DE	280
Ellas - EL	267
Eesti - EE	227
Espana -ES	280
France - FR	333
Eire/Ireland - IE	347
Italia - IT	320
Kypros - CY	253
Latvija - LV	213
Lietuva - LT	213
Luxembourg - LU	280
Magyarország - HU	213
Malta - MT	253
Nederland - NL	307
Oesterreich - AT	293
Polska - PL	213
Portugal - PT	253
Romania- RO	187
Slovenija -SI	240
Slovensko -SK	240
Suomi - FI	320
Sverige - SE	320
United Kingdom - UK	387
Island - IS	320
Liechtenstein - LI	333
Norge - NO	387
Türkiye - TR	213