

REPORTING

Financial aspects and periodic reports

PROJECTS' COORDINATORS MEETING

European Education and Culture Executive Agency

17 March 2022

MAIN POINTS OF THIS PRESENTATION



LUMP SUM FUNDING

How it works in practice.



FINANCIAL ASPECTS

of the Grant Agreement



PERIODIC FINAL REPORT

Deadlines and other useful information.



FTOP step by step

on periodic reporting

Questions and answers session



Funding Rules – Lump sum Type I

Menu of lump sums from which you chose according to the activities you wish to undertake and the results you want to achieve

- Estimated budget per each work package had to satisfy the principles of economy, efficient and effectiveness to the objectives of the actions
- Detailed work packages and their completion(project management, dissemination, events, etc.) – key of the funding mechanism also when reporting
- Focus on results and outputs and not on the administrative and financial elements



LUMP SUM AMOUNTS reminder



Small-scale Partnerships

- 30.000 EUR
- 60.000 EUR



Cooperation Partnerships

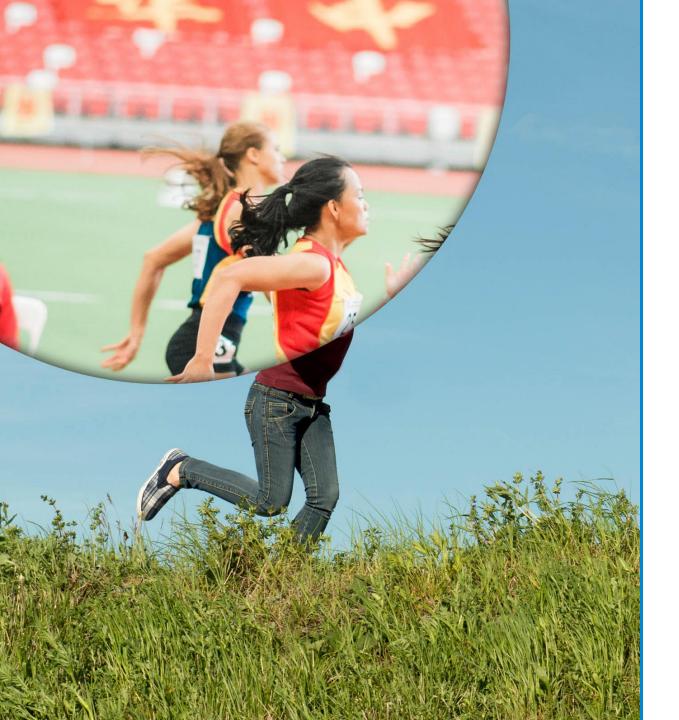
- 120.000 EUR
- 250.000 EUR
- 400.000 EUR



European Sport Events

- 200.000 EUR
- 300.000 EUR
- 450.000 EUR





Budgetary information in the GRANT AGREEMENT

MAXIMUM GRANT AMOUNT

- Data sheet
- Annex 2
- Annex 4



ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

| | Estimated EU contribution | | | |
|------------------|--|-----------------------|-----------------------|-----------------------------------|
| | Estimated eligible lump sum contributions (per work package) | | | |
| | WPI Commont and asset William | WP2 (| WP3 C | Maximum grant amount ¹ |
| Forms of funding | Lump sum contribution | Lump sum contribution | Lump sum contribution | |
| | a | b | c | d = a + b + c |
| I. Comments | 24 000.00 | 12 000.00 | 0.00 | 36 000.00 |
| 2 - 1 | 7 000.00 | 7 000.00 | 10 000.00 | 24 000.00 |
| Σ consortium | 31 000.00 | 19 000.00 | 10 000,00 | 60 000.00 |

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

3. Grant

Maximum grant amount, total estimated eligible costs and contributions and funding rate:

| Maximum grant amount (Annex 2) | Maximum grant amount (award decision) | |
|--------------------------------|---------------------------------------|--|
| 60 000.00 | 60 000.00 | |

Grant form: Lump Sum

Grant mode: Action grant

Budget categories/activity types: Lump sum contributions

Cost eligibility options: n/a

Budget flexibility: No





BUDGET FLEXIBILITY

- not applicable
- amendments of transfers between work packages possible under certain conditions

ELIGIBILITY OF LUMP SUM CONTRIBUTIONS

- Must be set out in Annex 2
- Work packages must be completed within the given period (exception final report preparation)
- Beneficiaries must remain eligible during the whole duration of the project





COMPLIANCE WITH THE GRANT AGREEMENT

Grant reductions /terminations may apply if not respected

GENERAL INFORMATION OBLIGATION

- Beneficiaries must provide all information requested by EACEA to determine the eligibility of lump sums
- ! Keep information in the Participant portal UP TO DATE!



Standard time limits after the end of the project

5 YEARS for SCP/SNCESE 3 YEARS for SSCP

- Confidentiality
- Record-keeping
- Reviews
- Audits
- Extension of findings from other grants to this grant
- Impact evaluation



Different payments during the project period

PRE- FINANCING PAYMENT

70% in most cases

Automatically triggered after the GRANT AGREEMENT has been signed by all parties

Payment 30 days from entry into force

2ND PREFINANCING PAYMENT – OPTIONAL – few cases

MID TERM of the project for project with reduced pre-financing

(35%-35%)

Additional pre-financing report

FINAL PAYMENT

30% in most cases

LINKED TO A PERIODIC REPORT

Due 60 days after the end of the project (so called reporting period)

Payment 90 days from the reception of the report





PERIODIC REPORT

– final report

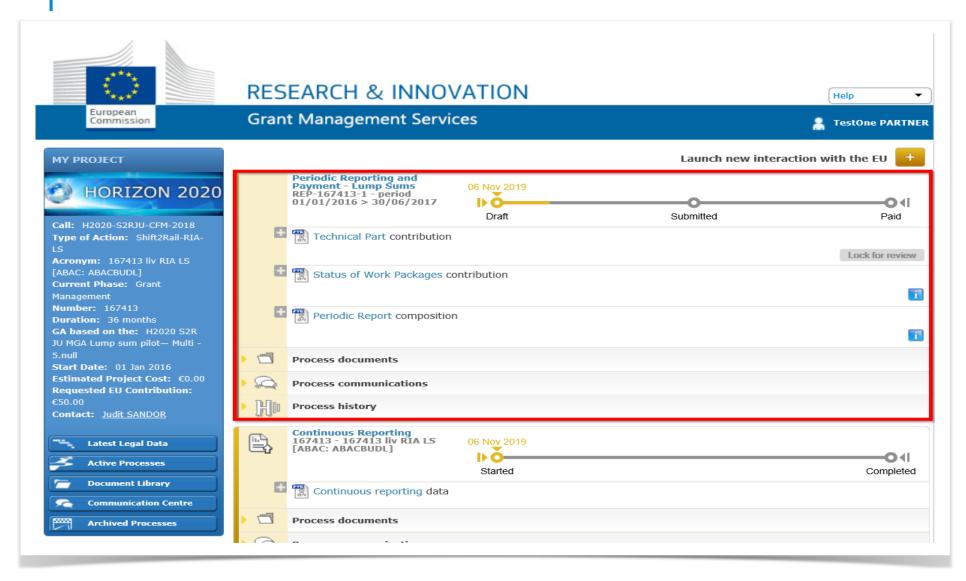
- 1. TECHNICAL REPORT
- 2. STATUS OF WORK PACKAGES
- 3. FINANCIAL STATEMENT



PERIODIC REPORT – final – LUMP SUM

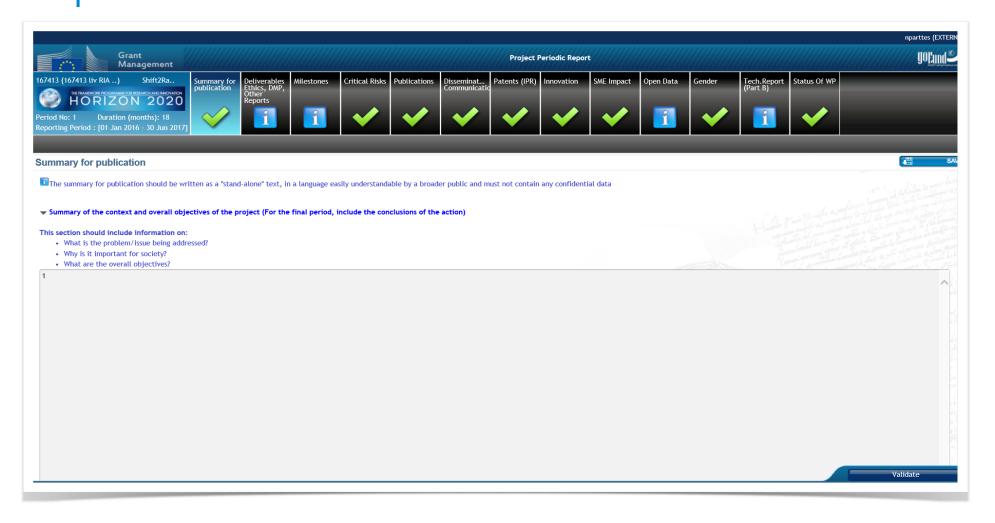
- Step 1: All beneficiaries receive a notification and log on to the Funding & Tenders Portal
- Step 2: All beneficiaries complete their contribution to the Technical Part of the Periodic Report and Lock for Review their Technical Part once completed
- Step 3: The Coordinator completes the Status of Work Packages and Locks & Includes them
- Step 4: The beneficiaries receive a notification that their Financial Statement is ready, they lock it for review and sign it
- Step 5: The Coordinator reviews the elements of the Periodic Report & submits to the EU

STEP 1 - where to start





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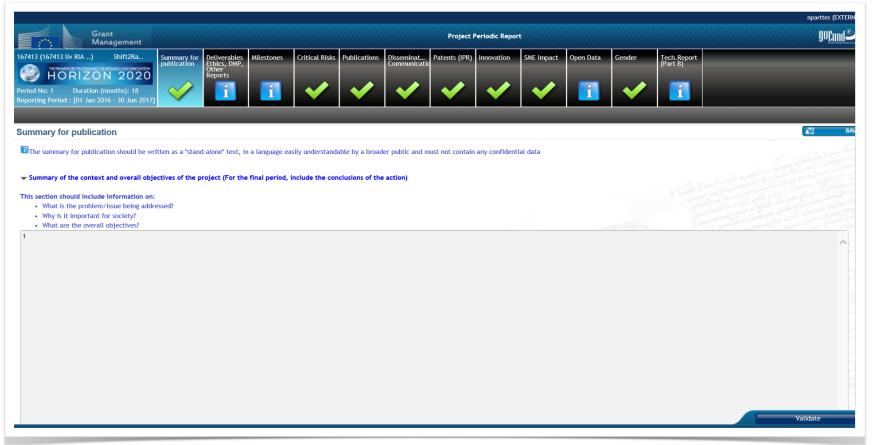


STEP 2 - completion of the technical part



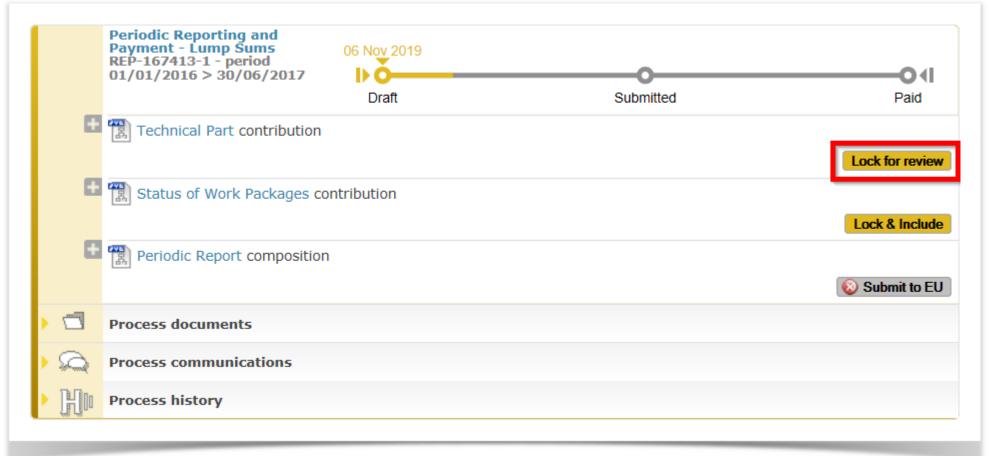


STEP 2 - completion of the technical part



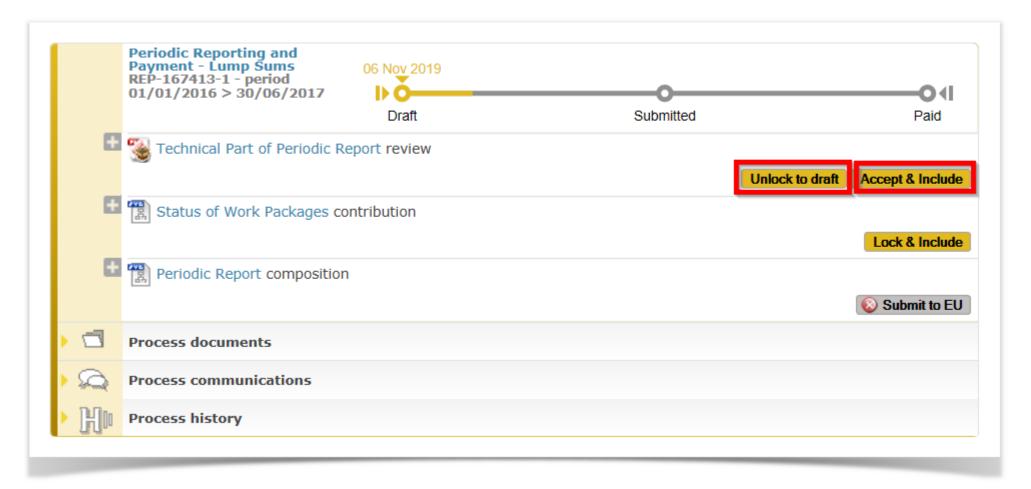


STEP 2 - locking of the technical part



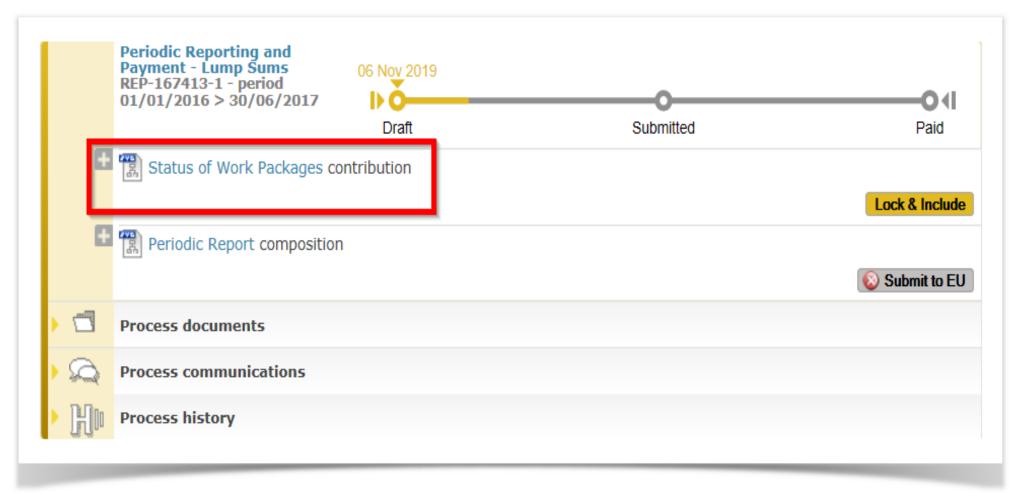


STEP 2 - review of the technical part



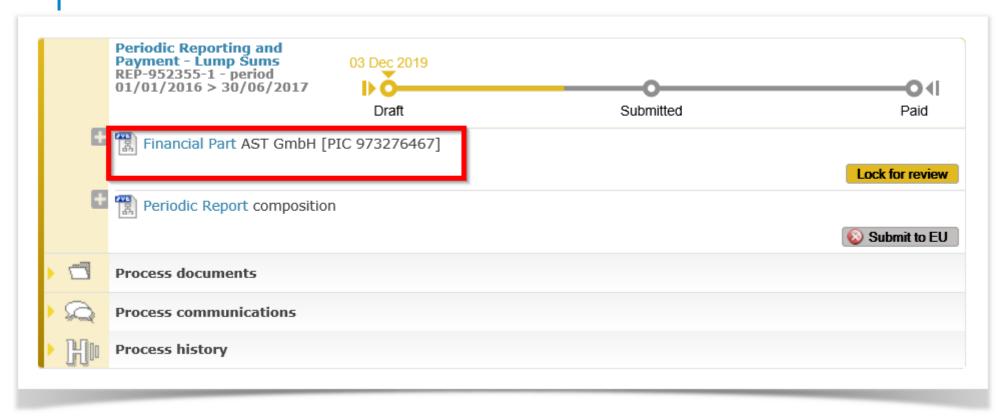


STEP 3 - work packages



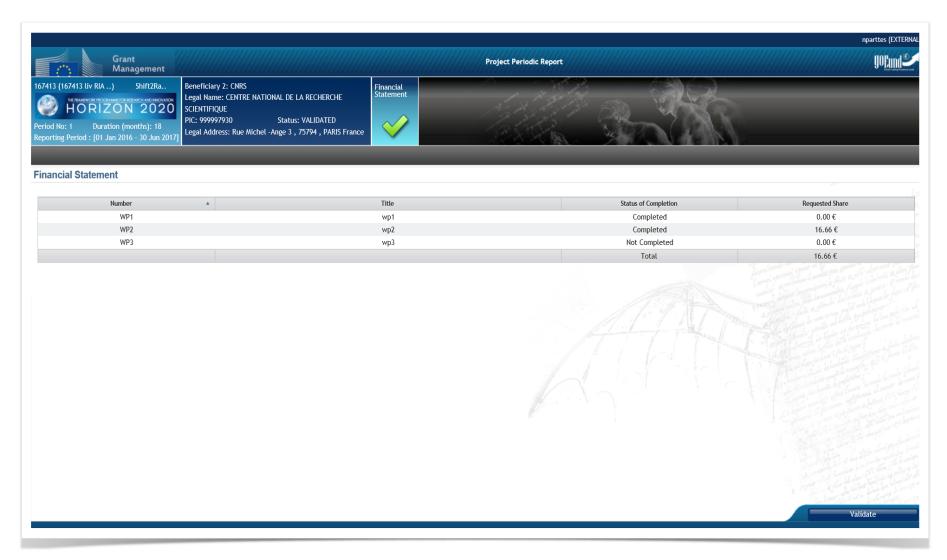


STEP 4 - financial statements



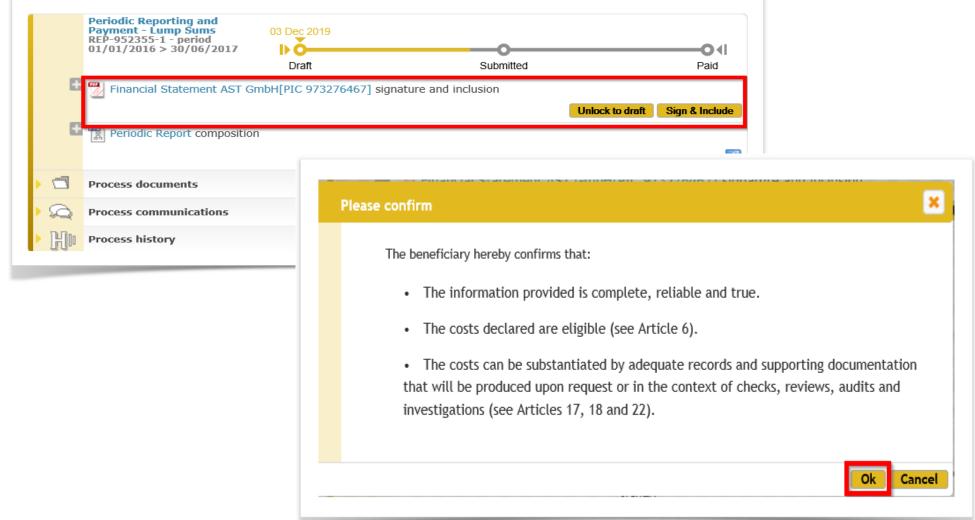


STEP 4 - financial statements



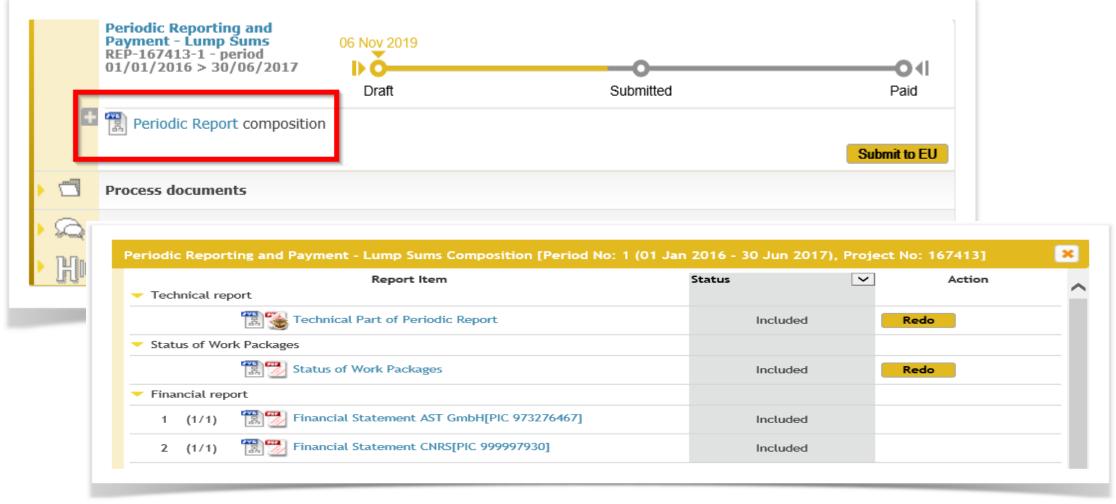


STEP 4 - SIGN financial statements





STEP 5 - Review by the coordinator



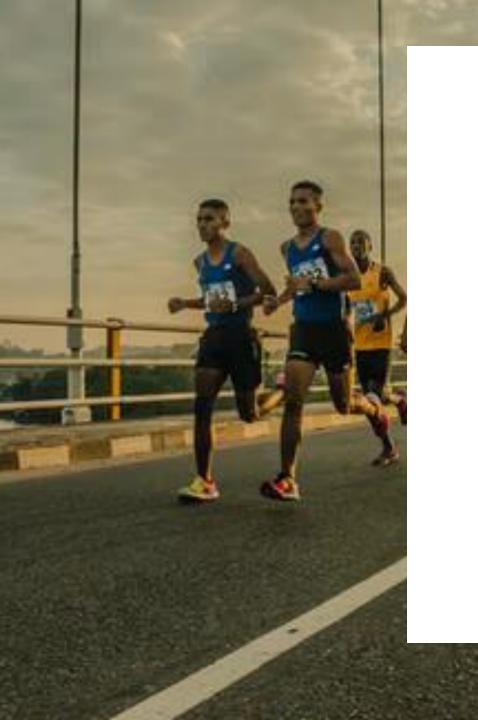




INTERNAL ROLES AND RESPONSIBIITIES OF THE DIFFERENT STAKEHOLDERS

- EACH BENEFICIAIRY updates information, informs on any event, submits info to coordinator and in the portal
- COORDINATOR monitors the action, intermediary between consortium and EACEA and distributes the payments received





BENEFICIAIRES MUST HAVE INTERNAL ARRANGEMENTS

Consortium agreement: No



Thank you



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