



# Erasmus+ Capacity building in VET

## Funding mechanisms

Online Info Session 7/12/2022

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# Lump Sum and concept of work package



- **Simplification – Lump sum system** focuses on **performance, content and quality of the project** (implemented activities, deliverables = work packages) and not on detailed financial reporting. Several categories of budget converted into a **simple lump sum amount** (fixed amount) **per work package and per partner**
- **Budget** - based on **work packages (WP)**

## A work package:

- Is a major sub-division of the project
- Having objectives, milestones and activities
- Having multiple deliverables

## A work package is NOT:

- A single activity (e.g. conference)
- Period of time (e.g. first half year of your project )



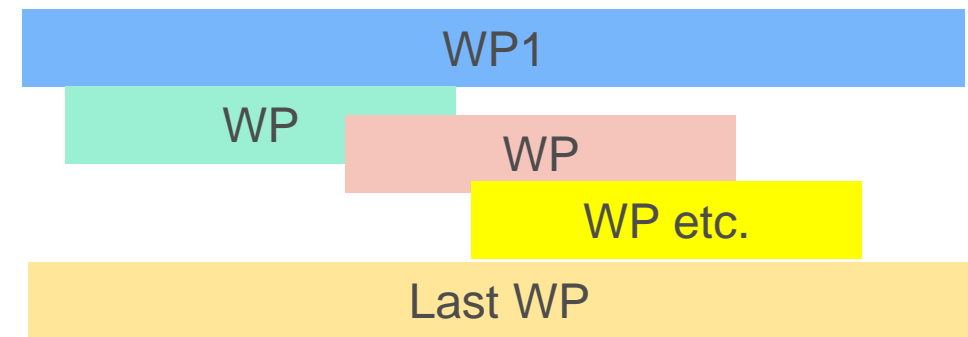


# Lump Sum and concept of work package

## Number and type of work packages (WPs)

(see part B, section 4.2. Work packages and activities):

- Minimum 3 and maximum should be manageable (e.g.10)
- Minimum number + type:
  - 1 - WP1 “Management and coordination activities”
  - 2 - WP/s “Project activities”
  - *Training, organisation of events, preparation and implementation, quality assurance etc.*
  - 3 - last WP “Impact and dissemination”



# Lump Sum and concept of work package



- **Evaluators:**

- Assess budget” *The extent to which the project is cost-effective and allocates appropriate resources to each activity”*
- Recommendations on budget (if need be) to Evaluation Committee
- **New** - During the **application assessment**, budget may be **confirmed or modified**:
  - **Ineligible** costs will be removed  
(outside eligibility period, activities already implemented, non eligible partnership etc.)
  - **Inflated costs** will be reduced
- Budget/EU grant **fixed** during preparation of Grant Agreement. The amounts per partner per each WP will be **displayed in your Grant Agreement** (*indicative date November 2023*)



Assessment at **FINAL reporting** stage focused on delivery and completion of WPs (work packages)  
If you manage to **implement a WP**, you will receive the corresponding **amount**



# Payments of an EU grant



	First pre-financing	Second pre-financing	Balance payment
Duration	Beginning of a project	Mid-term of a project (Progress report)	End of a project (Final report)
1 year	80%	na	20%
2 or 3 years	40%	40%	20%

*The table shows percentage of an EU grant*

*If a financial capacity check of an applicant shows weak results*

*-> more than one/two pre-financing payment/s*

# Type of costs, basic documents and rules



1. [Programme Guide](#)  
(Page 335 - What are the funding rules?  
Page 412 – Check the financial conditions)
2. [Annotated Model Grant Agreement](#)
3. **EU grant is maximum 80%** of the estimated budget.  
Maximum EU grant: 400 000 EUR
4. 20% - Contribution from sources other than the EU grant (own resources, financial contributions from third parties or income generated by the project)

A. DIRECT PERSONNEL COSTS	
<b>A1. Employees (or equivalent) person months</b>	
Type 1	With partners agree on 4 common types of staff
Type 2	
Type 3	
Type 4	
Other	
<b>A.2 Natural persons under direct contract</b>	
<b>A.3 Seconded persons</b>	
<b>A.4 SME Owners without salary</b>	
<b>A.5 Volunteers</b>	
B. Subcontracting costs	
C. Purchase costs	
<b>C.1 Travel and subsistence per travel or day</b>	
Travel	
Accommodation	
Subsistence	
<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>	
<b>C.3 Other goods, works and services</b>	
Consumables	
Services for Meetings, Seminars	
Services for communication/promotion/dissemination	
Website	
Artistic Fees	
Other (please specify details under worksheet "Comments")	
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>	
<b>E. Indirect costs 7% (rounded to zero decimals)</b>	
<b>TOTAL COSTS (A+B+C+D+E) -</b>	

5. Use actual costs for all type of costs (estimation)
6. No percentage limits (for costs categories A, B or C)
7. Recommendation: Prepare your total budget with all actual costs and then transfer it to work packages with lump sum system. You will do it with the help (if need be) of calculating an average amounts of actual costs

# Lump Sum Type II, the mechanism - example

BUDGET BASED

LUMP SUM BASED

## Cost categories

Estimated eligible costs (per budget category)									
Forms of funding	Direct costs						Indirect costs		Total costs
	A. Personnel costs		B. Subcontracting	C. Purchase costs			E. Indirect costs		
	A.1 Employees (or equivalent)	A.2 Volunteers	B. Subcontracting	C.1 Travel and subsistence		C.2 Equipment		C.3 Other goods, works and	
Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs	
Victory	80.000						13.458	6.542	100.000
Super Nova	140.000	-	-	-	-	30.000	16.916	13.084	200.000
Widget ltd	90.000						3.458	6.542	100.000
<b>Total</b>	<b>310.000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33.832</b>	<b>26.168</b>	<b>400.000</b>

## Work Packages

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution									Maximum grant amount <sup>1</sup>
	Estimated eligible lump sum contributions (per work package)									
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	
	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	/ Lump sum contribution / Financing not linked to costs /	$l = a + b + c + d + e + f + g + h + i + j + k$
	a	b	c	d	e	f	g	h	i	
Victory	30 000	20 000		10 000					20 000	80 000
Super Nova	20 000			30 000	30 000	30 000		20 000	30 000	160 000
Widget ltd	20 000		10 000					50 000		80 000
2.1 - [short name affiliated entity]										
X - [short name associated partner]										
<b>Total consortium</b>	<b>70 000</b>	<b>20 000</b>	<b>10 000</b>	<b>40 000</b>	<b>30 000</b>	<b>30 000</b>	<b>50 000</b>	<b>20 000</b>	<b>50 000</b>	<b>320 000</b>

80% of estimated total costs of 400 000 EUR

# Where is a model of a budget excel table



## - [FTOP portal](#) – Funding and tender opportunities portal

Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

General information

Programme

Erasmus+ Programme (ERASMUS)

Call

Capacity building in the field of Vocational Education and Training (VET) (ERASMUS-EDU-2023-CB-VET)

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Deadline model

single-stage

Planned opening date

29 November 2022

Deadline date

28 February 2023 17:00:00 Brussels time

1



2



Topic conditions and documents

3



Example of budget table

### 5. Proposal templates, guidance and model grant agreements (MGA):

Standard proposal template

Detailed budget table

Guidance for actions using Lump Sum II (LS II)

Call document

Programme guide 2023

Guide for applicants

Model Grant Agreement LS II



# Where to find your Budget table (Excel) once I start an online Submission process

**Deadline**  
28 February 2023 17:00:00 Brussels Local Time

84 days left until closure

**Administrative forms (Part A)**

[Edit forms](#) [View history](#) [Print preview](#) ⓘ

**Call data**

Call: **ERASMUS-EDU-2023-CB-VET**  
Topic: **ERASMUS-EDU-2023-CB-VET**  
Type of action: **ERASMUS-LS**  
Type of MGA: **ERASMUS-AG-LS**

**⚠** Topic and type of action can only be changed by creating a new proposal.

**Proposal data**

Acronym: **hh**  
Draft ID: **SEP-210912133**

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

**Part\_C \***  ⓘ [Upload](#)

**Part B \***  ⓘ [Upload](#)

**Detailed budget table \***  ⓘ [Upload](#)

**Other annexes**  ⓘ [Upload](#)




**Download Part B templates**

[Download part B templates](#)

**CLICK HERE**

# 1. Where to find the Budget Excel table

Name

-  Tpl\_Detailed Budget Table (ERASMUS LSII).xlsm
-  Tpl\_Application Form (Part B) (ERASMUS BB and LSII).rtf
-  Part C ERASMUS-EDU-2023-CB-VET.xlsx

Here is the budget Excel file to be filled in based on estimated actual costs

# 2. Presentation of the Excel table

[Vozrian LUMP SUM II - ERASMUS - v3.6\_002, of 14/11/2022 18:00]

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

### Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the relevant <b>Maximum Grant Amount (in row 34 of this sheet), and the maximum % of co-financing (in row 35, both in column E) applicable for the call.</b> This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliated Entity'. <i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i>

Read carefully the tab instructions where you will find the information needed to fill in this Excel file

Instructions

Beneficiaries List

Work Packages List

BE 001 | BE

## 2. Presentation of the Excel table

Please indicate the **EU Co-financing rate** 80%

Insert the name of your call :  
Insert the acronym of your project :  
Maximum grant amount for the EU contribution as stipulated in the call :  
Maximum cofinancing rate as stipulated in the call :

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

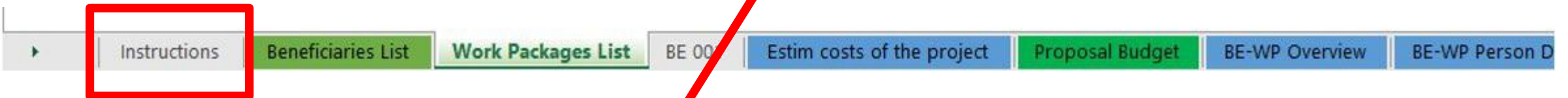
**FILL IN THE BELOW VALUES BEFORE STARTING:**

TYPE HERE THE MAXIMUM EU CONTRIBUTION  
TYPE HERE THE CO-FINANCING RATE

Create XLSX document

Double-Click to activate

Maximum EU contribution =  
EU grant  
400 000 EUR



You will first have to fill in that information in the tab « Instructions » based on the information mentioned in the Erasmus+ Programme Guide

## 2. Presentation of the Excel table

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

### A. DIRECT PERSONNEL COSTS

#### A1. Employees (or equivalent) person months (you can change the types based on your structure)

Type 1

Type 2

Type 3

Type 4

Other

Explain the staff category « Other » in the sheet « Any comments »

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person D

Any comments

Agree with partners and mention the type of staff that will be identical for all partners that will work on the project. You can split your staff in maximum 5 types (See slide further on 'tab BE 001')

# 3. Beneficiaries list

[Version LUMP SUM II - ERASMUS - v3.6\_002, of 14/12/2022 19:00]

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

## Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to <b>set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum % of co-financing (in row 35, both in column E) applicable for the call.</b> This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliated Entity'. <i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i>
8	Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on 'Add a Work Package'.
9	Once you have completed the 'Beneficiaries List' and 'Work Packages list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "Apply changes" buttons to generate the related sheets in the Excel workbook.
At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages	

Instructions

Beneficiaries List

Work Packages List

BE 001

BE 002

BE 003

Estim costs of the project

Proposal Budget

E-WP Overview

BE-WP Person Months

Depreciation Costs

These 4 tabs will have to be filled in in order for your Detailed budget table to be complete, before uploading it into the Submission system

# 3. Beneficiaries list

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	VET organisation AAA	I	AL

▶	Instructions	<b>Beneficiaries List</b>	Work Packages List	BE 001	Estim costs of the project
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Complete the information related to your organisation:  
(applicant, full partners) beneficiaries and if relevant affiliated entities

# 3. Beneficiaries list

List of Beneficiaries and Affiliated Entities				
BE NR/AE	BE/TP name	Acronym	Country	
BE 001	VET organisation AAA	I	AL	<b>APPLY CHANGES</b> Remove this Beneficiary

► | Instructions | **Beneficiaries List** | Work Packages List | BE 001 | Estim costs of the project

**Double** click on « apply changes »  
once the information is duly  
completed or after any change



# 3. Beneficiaries list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue-bordered box titled 'TASKS IN PROGRESS' is overlaid on the spreadsheet, containing a list of seven tasks, each with a green checkmark:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this button to another red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Beneficiaries List' tab is highlighted with a red box.

# 4. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Management and coordination activities	Remove this Work Package	

▶	Instructions	Beneficiaries List	<b>Work Packages List</b>	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
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**Complete the information related to your different work packages  
Coherently with Part B**

# 4. Work Packages list

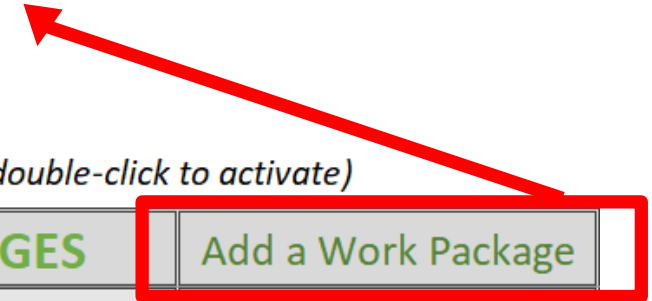
List of Work Packages	
WP Nbr	WP Label
WP 001	Management and coordination activities
Last WP	Impact and dissemination

Actions (double-click to activate)

<b>APPLY CHANGES</b>	Add a Work Package
Remove this Work Package	
Remove this Work Package	

▶	Instructions	Beneficiaries List	<b>Work Packages List</b>	BE 001
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**Double click here to add a Work Package**



**Remove this Work Package**

**Work Packages List**

**Double click here to remove the Work Package**

# 4. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	<b>APPLY CHANGES</b>	Add a Work Package
WP 001	Management and coordination activities	Remove this Work Package	
Last WP	Impact and dissemination	Remove this Work Package	

▶	Instructions	Beneficiaries List	<b>Work Packages List</b>	BE 001
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**Double click on « apply changes »  
once the information is duly  
completed or after any change**

# 4. Work Packages list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet, titled 'Work Packages List', contains a list of tasks under the heading 'TASKS IN PROGRESS'. Each task is marked with a green checkmark and a number from 1 to 7. The tasks are: 1. Update from BENEFICIARIES LIST, 2. Update from WORK PACKAGES LIST, 3. Update DETAILED SUMMARY TABLE, 4. Update BE-WP Person Days, 5. Update TECHNICAL CALCULATIONS, 6. Update PROPOSAL BUDGET, and 7. Update BE-WP Overview. The 'Work Packages List' tab is highlighted in the bottom navigation bar. A dialog box titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' is open, showing an information icon and the text 'Job done!'. The 'OK' button in the dialog box is highlighted with a red box, and a red arrow points from this box to another red box containing the text 'Click here'.

Task ID	Status	Task Description
1	✓	Update from BENEFICIARIES LIST
2	✓	Update from WORK PACKAGES LIST
3	✓	Update DETAILED SUMMARY TABLE
4	✓	Update BE-WP Person Days
5	✓	Update TECHNICAL CALCULATIONS
6	✓	Update PROPOSAL BUDGET
7	✓	Update BE-WP Overview

PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists

Job done!

OK

Click here

Instructions | **Beneficiaries List** | **Work Packages List** | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Per

# 5. Report of the estimated actual costs

BE 001		BE 001		BE 001
VET organisation AAA		VET organisation AAA		BE+AE TOTAL CO
UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS		
<b>Total WORK PACKAGES:</b>				
Management and coordination activities				
<b>A. DIRECT PERSONNEL COSTS</b>				
<b>A1. Employees (or equivalent) person months</b>				
Type 1		-		
Type 2		-		
Type 3		-		
Type 4		-		
Other		-		
<b>A.2 Natural persons under direct contract</b>				
<b>A.3 Seconded persons</b>				
<b>A.4 SME Owners without salary</b>				
<b>A.5 Volunteers</b>				
<b>B. Subcontracting costs</b>				
<b>C. Purchase costs</b>				
<b>C.1 Travel and subsistence per travel or day</b>				
Travel		-		
Accommodation		-		
Subsistence		-		
<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>				
<b>C.3 Other goods, works and services</b>				
Consumables		-		
Services for Meetings, Seminars		-		
Services for communication/promotion/dissemination		-		
Website		-		
Artistic Fees		-		
Other		-		

Reference to the Work Package

Just go down in the Excel sheet to see the other Work Packages

You have to fill in the estimated actual cost per Work Package

Cells that need to be filled in

For each cost (line) both columns have to be filled in

The other columns will be automatically calculated

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)

These cells are calculated automatically

WVP 001

# 5. Report of the estimated actual costs

BE 001		BE 001 VET organisation AAA		BE 001
VET organisation AAA		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
<b>Total WORK PACKAGES:</b>				
Management and coordination activities				
<b>A. DIRECT PERSONNEL COSTS</b>				
<b>A1 Employees (or equivalent) person months</b>				
Senior experts				-
Type 2				-
Type 3				-
Type 4				-
Other				-
A.2 Natural persons under direct contract				-
A.3 Seconded persons				-
A.4 SME Owners without salary				-
A.5 Volunteers				-

See initial slides 'Instructions' to update the type of staff.

You have to encode your real costs using the following unit: 1 unit is 1 one person-month

You first have to calculate average amounts if you have different costs per staff member  
Afterwards, you insert the amount to « Cost per unit »

A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) person months (you can choose the types based on your structure)				
Senior experts				
Type 2				
Type 3				
Type 4				
Other				

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project
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# 6. Proposal Budget

[Click here to go to the column Requested EU Grant Amount](#)

	Services for Meetings, Seminars	Services for communication/promotion/dissemination	Website	Artistic Fees	Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80% of 356.238 € or 400.000 €
aa	66	-	-	-	-	-	-	115.466	7.733	123.199	98.559
bb	-	-	-	-	-	-	-	167.770	11.744	179.514	143.611
ccc	-	-	-	-	-	-	-	5.579	391	5.970	4.776
c1	-	-	-	-	-	-	-	44.444	3.111	47.555	38.044
<b>TOTAL</b>	<b>66</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>333.259</b>	<b>22.979</b>	<b>356.238</b>	<b>284.990</b>

**This is total Maximal EU grant and an EU grant per partner**







# 8. Upload the file in the application

*FILL IN THE VALUES BELOW BEFORE STARTING:*

Insert the name of your call :	yyy
Insert the acronym of your project :	BBB
Maximum grant amount for the EU contribution as stipulated in the call :	400.000,00 €
Maximum cofinancing rate as stipulated in the call :	80,00%

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

**Create XLSX document**

*Double-Click to activate*

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

## A. DIRECT PERSONNEL COSTS

### A1. Employees (or equivalent) person months (you can change the types based on your structure)

Type 1  
Type 2  
Type 3  
Type 4  
Other

The format of this Excel workbook is .xlsm because it uses macros. However, this format cannot be uploaded to the submission system for security reasons. Only XLSX format is allowed. Therefore, please save a copy as an .xlsx document to upload it to the proposal submission tool.

To save this workbook as .xlsx document:

- double-click on the button 'Create XLSX Document' in cell E37 of this Instructions sheet.

OR

- in Excel, click on "File" and then "Save as"; in the "Save as" dialog box, choose ".xlsx" from the "Save as type" dropdown list.

Instructions

Beneficiaries List

Work Packages List

BE 001

BE 002

BE 003

Estim costs of the project

Proposal budget

BE-WP Overview

BE-WP Person Months

Depreciation Costs

Any comments

# 8. Upload the file in the application

## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

Part\_C \*



Upload

Part B \*



Upload

Detailed budget table \*



Upload

Other annexes



Upload

The budget table  
can be uploaded  
as Excel file

# 9. Insert EU grant in PART A

## Excel budget table

14	Indirect costs will be calculated automatically in each 'BE XXX' sheet.
15	The summary tables 'BE-WP Overview', 'Estim costs of the project', 'Proposal Budget', and 'BE-WP Person Months' will be produced automatically.
16	The amount calculated in the 'BE-WP Overview' sheet of this Excel workbook under the heading 'Maximum EU Grant Amount' <b>must be identical</b> to the Requested Grant Amount in the "Section 3 - Budget", in the application.
17	The 'Estim costs of the project', 'Proposal Budget' and 'BE-WP person months' sheets are there for your information and will be used during evaluation of your application.

## Part A of an application

Application forms

Proposal ID SEP-210903849

Acronym test

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-taletia	BE	0.00
Total			0.00

# ATTENTION

**A total EU grant and an EU grant per partner** from an excel budget table sheet « BE-WP Overview » under the heading « MAXIMUM EU GRANT AMOUNT » has to be inserted in « PART A » of an application (Edit forms / 3. Budget), **They must be identical**

# TIPS



- Very first thing to do: Make sure you carefully read the *Instructions*
- Do not search for staff costs tables per country in the Programme guide. They do not exist for CB VET action. Insert actual costs.
- Your partners have to approve the budget/EU grant before submission of an application.
- Make sure your amounts are coherent in all parts of the application (*e.g. EU grant in the excel budget table and in the part A*)
- Make sure your budget is sound, detailed, organised and coherent with the work packages
- Make sure you regularly save your document and double click to apply the changes
- Do not forget: this action should strengthen capacity of VET of third countries NOT associated to the Programme

# Common mistakes and solutions

- Total estimated costs ARE equal to EU grant. If EU grant is e.g. 400 000 EUR (80% of total estimated costs) then the total estimated costs are 500 000 EUR (400 000 EUR + 100 000 EUR). NB: 400 000 EUR is a maximal EU grant
- It is not correct that each organisation can have its own name for each staff category. All partners will have identical commonly agreed names of each staff category
- Staff costs – “unit” and “cost per unit “ in Lump sum ARE not the same terms as in unit costs system. In Lump sum “Unit” is one person month. “Cost per unit” is an actual (average if need be) costs of one staff category per one month. For “Services for meetings, seminars” a “unit” means number of meetings/seminars and “cost per unit” is an actual (average if need be) costs of one meeting/seminar
- The EU grant in part A is not filled in OR it is different than in an excel budget table. EU grant in part A should be filled in and it must be identical with an EU grant in an excel budget table.
- The tables (e.g. part B - 2.1.4 Cost effectiveness and financial management or Estimated budget — Resources), are not filled in, because it is written (n/a for prefixed Lump Sum Grants). They should be filled in as Lump sum type II ARE NOT prefixed Lump Sum
- The table “Staff effort” in part B is filled in, despite the fact it is written (n/a for Lump Sum Grant). It should not be filled in as Lump Sum type II are Lump Sum Grant.