Erasmus+
Capacity building in VET

Funding mechanisms

Online Info Session 8/12/2021

Pavol KREMPASKÝ (EACEA)

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

SIMPLIFY

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"

WP1

WP

WP

WP etc.

Last WP

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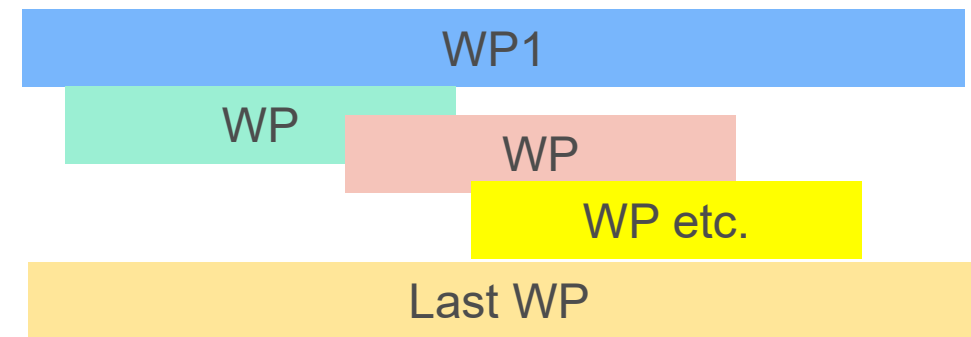
Lump Sum and concept of work package

- **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 December 2022)*

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 323 - What are the funding rules? Page 391 – 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		
A1. Employees (or equivalent) person months		
Type 1		
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		
B. Subcontracting costs		
C. Purchase costs		
C.1 Travel and subsistence per travel or day		
Travel		
Accommodation		
Subsistence		
C.2 Equipment (please refer to the Depreciation Cost sheet)		
C.3 Other goods, works and services		
Consumables		
Services for Meetings, Seminars		
Services for communication/promotion/dissemination		
Website		
Artistic Fees		
Other (please specify details under worksheet "Comments")		

With partners agree on 4 common types of staff

TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	
E. Indirect costs 7% (rounded to zero decimals)	
TOTAL COSTS (A+B+C+D+E) -	

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

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Lump Sum **Type II**, the mechanism - example

BUDGET BASED

Cost categories

LUMP SUM BASED

Work Packages

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Budget based table — 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	E. Indirect costs	
				Travel	Subsistence				
	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
Total	310.000	-	-	-	-	-	33.832	26.168	400.000

Lump sum based table — Estimated EU contribution — Estimated eligible lump sum contributions (per work package)

Forms of funding	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	Maximum grant amount[1]
	a	b	c	d	e	f	g	h	i	l = a+b+c+d+e+f+g+h+i+j+k
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]										
Total consortium	70 000	20 000	10 000	40 000	30 000	30 000	50 000	20 000	50 000	320 000

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

Topic conditions and documents

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Go back to search results

1. **Eligible countries**: as described in the Call document.

   Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)

2. **Eligibility and admissibility conditions**: as described in the Call document.

   Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)

   Proposal page limits and layout: Please refer to Part B of the standard proposal template.

   - maximum 120 pages

3. Evaluation   **Part B of proposal template – maximum 70 pages**

   Evaluation criteria, scoring, threshold and process are described in the Call document.

   Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)

4. **Indicative timetable for evaluation and grant agreement:** as described in the Call document. Erasmus+ Programme Guide is available in all official EU languages (see PDF versions).

   Publication of the call: 24/11/2021

   Deadline for submitting applications: 31/3/2022 17:00 (Brussels Time)

   Evaluation period: April - August 2022

   Information to applicants: September 2022

   Signature of grant agreement: December 2022

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

   Standard proposal template
   Call document - Erasmus+ Programme Guide is available in all official EU languages (see PDF versions)
   Guide for applicants
   Mono/Multi-beneficiary Model Grant Agreement

Model of a budget excel table will be available here –
for information purpose only

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

Deadline
31 March 2022 17:00:00 Brussels Local Time

Call data:

Call: **ERASMUS-EDU-2022-CB-VET**

Topic: **ERASMUS-EDU-2022-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: **c**

Draft ID: **SEP-210814899**

Download Part B templates

⬇ Download part B templates ← **CLICK HERE**

Administrative forms (Part A)

Edit forms ✏ | Edit Part C | View history | Print preview ❓

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 B | ❓ | Upload ☁

Detailed Budget Table | ❓ | Upload ☁

1. Where to find the Budget Excel table

Tpl_Application Form (Part B SEP) (ERASMUS IBA)

Tpl_Detailed Budget Table (ERASMUS LSII)

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

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2. Presentation of the Excel table

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 Maximum Grant Amount (in row 32 of this sheet), and the maximum % of co-financing (in row 33, both in column E) applicable for the call.** This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in **only** 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**'. *NOTE: the costs of Associated Partners cannot appear in any part of this budget.*
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 Package 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

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 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months |

European Commission

2. Presentation of the Excel table

Please indicate the EU Co-financing rate 80%

EU contribution = EU grant

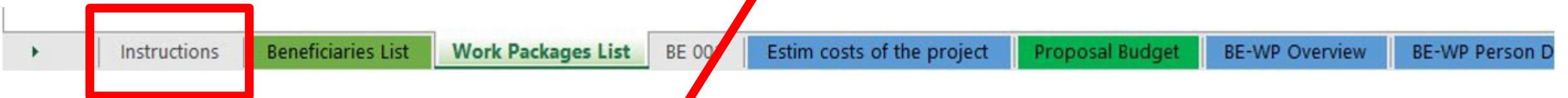**from 100 000 EUR to   400 000 EUR**

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :

Insert the acronym of your project :

Maximum grant amount for the EU contribution as stipulated in the call :   YPE HERE THE MAXIMUM EU CONTRIBUTION

Maximum cofinancing rate as stipulated in the call :   TYPE HERE THE CO-FINANCING RATE

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

PRINT PDF

Double-Click to activate

| ▶ | Instructions | Beneficiaries List | Work Packages List | BE 00 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D |

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

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2. Presentation of the Excel table

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

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) man days (you can change 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 | Proposal Budget | BE-WP Overview | BE-WP Person D

Any comments

Agree with partners and mention the type of staff that wil 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')

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3. Beneficiaries list

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 Maximum Grant Amount (in row 32 of this sheet), and the maximum % of co-financing (in row 33, both in column E) applicable for the call.** This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in **only** 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'**. *NOTE: the costs of Associated Partners cannot appear in any part of this budget.*
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 Package 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

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

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Months

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

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	**APPLY CHANGES**
BE 001	VET organisation AAA	I	AL	**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

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3. Beneficiaries list

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 | **Work Packages List** | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D

**Complete the information related to your different work packages
Coherently with Part B**

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4. Work Packages list

Double click here to add a Work Package

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	
Last WP	Impact and dissemination	Remove this Work Package	

| ▶ | Instructions | Beneficiaries List | **Work Packages List** | BE 001 |

Double click here to remove the Work Package

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4. Work Packages list

List of Work Packages

WP Nbr	WP Label	Actions (double-click to activate)	
		APPLY CHANGES	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	**Work Packages List**	BE 001

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

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4. Work Packages list

5. Report of the estimated actual costs

5. Report of the estimated actual costs

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 »

6. Proposal Budget

		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	Requested EU - CONTRIBUTION	
BE 001	VET organisation AAA		-	-	13.800	966	14.766	11.813		✔
TOTAL	Consortium		-	-	13.800	966	14.766	11.813		✖

MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €

Your maximal Requested EU Grant Amount, corresponding to your budget, 11.813 €

Sheet tabs: ◄ ► ... | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Perso Months | Depreciation C

Complete this cell and put the requested EU contribution amount

You need to have 2 green ticks and no red cross in order to go to the next step (See next page)

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6. Proposal Budget

Due to decimals and rounded amounts you could have to slightly update the amount (withdrawing 1 €) in order to respect the maximal contribution

7. Complementary information

				TOOL: DEPRECIATION COSTS LIST						
BE nr	*Beneficiary name*	*WP nr*	*Work Package name*	*Resource type*	*Short name of the investments*	*Date of purchase*	*Purchase cost*	*% used for the project*	*% use for lifetime of the investment*	*Charged depreciation costs per investment*	*Justification: Needed info for depreciation*

If you are in the exceptional circumstance to claim equipment costs, you will have to fill in these cells in order to calculate the depreciation costs to be charged to the project

The amounts are not automatically transferred to the "BE 001" sheet

Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months | **Depreciation Costs** | Any comments

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7. Complementary information

You are more than welcome to add any comment, explanation or justification if needed

Explain here the staff category « Other »

8. Upload the file in the application

16	The amount you entered in the 'Proposal Budget' sheet of this Excel workbook under the heading Requested EU Grant Amount **must be identical** to the Requested Grant Amount in the "Section 3 - Budget", <u>in the application form Part A</u>.
17	The 'BE-WP Overview', 'Estim costs of the project' and 'BE-WP person months' sheets are there for your information and will be used during evaluation of your application.
18	If you have any comment, you can use the 'Any comments' sheet. If you use the category 'other' in sections 'A.1 Staff costs' and / or 'C.3 Other goods, works and services', you should specify the breakdown of the cost, in the 'Any comments' sheet.
20	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. <u>To save this workbook as .xlsx document:</u> - double-click on the button 'Create XLSX Document' in cell E37 of this <u>Instructions</u> 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.

Go back to the first tab « Instruction » and <u>double</u> click on « PRINT PDF » in order to save this Excel file under pdf format on your computer (« documents » folder)

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	:RASMUS-EDU-2021-AL-AGENDA-IBA
Insert the acronym of your project :	BE AL AGENDA
Maximum grant amount for the EU contribution as stipulated in the call :	250.000,00
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.

PRINT PDF

Double-Click to activate

A. DIRECT PERSONNEL COSTS

A1. Employees (
- Senior experts
- Type 2
- Type 3
- Type 4
- Other

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget

European Commission

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 B | | ❓ | Upload ☁ |
| Detailed Budget Table | | ❓ | Upload ☁ |

The budget table can be uploaded as Excel file

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9. Update the amount in PART A

The total amount has to be updated in « PART A » of the application (Edit forms / 3. Budget)

Common mistakes ⚠️ and solutions 💡

- Total estimated costs ARE not 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 budget in part A is not filled in. Budget in part A should be filled in

- 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 <u>prefixed</u> Lump Sum

- The table "Overview of Work packages" 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

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TIPS

- Very first thing to do: Make sure you carefully read the *Instructions*

- Make sure your amounts are coherent in all parts of the application

- 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 wait until the last hour/day to submit your application