



Lump sum type II grant agreements

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Characteristics of the budget

- It is a lump-sum funding model grant – based on the estimated budget of the action
- Maximum % of funding 95%
- Maximum grant 500.000 euro (with EUR 200 as maximum investment per participant (i.e. a project of 500,000 € would have to reach at least 2,500 participants))



General advice on budget 1/2

- Start drafting the budget early
- Get the most accurate information possible from your co-beneficiaries
- Check coherence between the data in the budget and data in the application
- Avoid too generic description of budget items (each budget item should correspond to the application **and** each activity/outputs described in the application should correspond to the budget)

General advice on budget 2/2



Think of:

- Eligibility conditions for costs (actually incurred by the beneficiary, period, necessary, identifiable/verifiable in accounting, comply with the applicable national law, reasonable/justified/sound financial management)
- Volunteer costs and support to third parties not eligible



How to fill in the table in Part B

P11 A1. Employees (or equivalent) person months

	N	O	P	Q	R	S	T	U	V
3				BE 001	BE 001			BE 001	
4									
5					UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS	
6									
7				Total WORK PACKAGES:			-	-	
8									
9									
10				A. DIRECT PERSONNEL COSTS			-	-	
11				A1. Employees (or equivalent) person months			-	-	
12				Type 1			-	-	
13				Type 2			-	-	
14				Type 3			-	-	
15				Type 4			-	-	
16				Other			-	-	
17				A.2 Natural persons under direct contract			-	-	
18				A.3 Seconded persons			-	-	
19				A.4 SME Owners without salary			-	-	
20				A.5 Volunteers			-	-	
21				B. Subcontracting costs			-	-	



How to fill in the table in Part B

22	WP 001	C. Purchase costs			-	-
23		C.1 Travel and subsistence per travel or day			-	-
24		Travel			-	-
25		Accommodation			-	-
26		Subsistence			-	-
27		C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
28		C.3 Other goods, works and services			-	-
29		Consumables			-	-
30		Services for Meetings, Seminars			-	-
31		Services for communication/promotion/dissemination			-	-
32		Website			-	-
33		Artistic Fees			-	-
34		Other (please specify details under worksheet "Comments")			-	-
35		D. Other cost categories			-	-
36		D.1 Financial support to third parties			-	-
37		TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-	-
38						
39	E. Indirect costs 7% (rounded to zero decimals)			-	-	
40						
41	TOTAL COSTS (A+B+C+D+E) -			-	-	
42						



Report the amount in PART A

	Other	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 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €		
	D. Other cost categories					Max EU CONTRIBUTION	Requested EU - CONTRIBUTION		
Université de Bruxelles	ULB	-	-	-	13.800	966	14.766	11.813	11.812
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.812

Navigation: Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Person Days | Depreciation C

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Tokio	JP	11812,00
	Total		11812,00



Upload the file in the application

- 16 Data in the "Section 3 - Budget" table in the Part A of the eForm of the proposal submission tool **must be identical** to amount you entered in the 'Proposal Budget' sheet **of this Excel workbook under the heading Requested EU Contribution**. You can copy the data from this Excel workbook directly in the Part A of the proposal submission tool.
- 17 The 'BE-WP Overview', 'Estim costs of the project' and 'BE-WP person days' sheets are there for your information and will be used during evaluation.
- 18 If you have any comment, you can use the 'Any comments' sheet.
- 19 The format of this Excel workbook is **.xlsm** because it uses macros to generate automatically some data. **Always save it as .xlsm**.
However, this format cannot be uploaded to the submission system for security reasons.
So please also **save a copy** as an **.xlsx** or **.xls** document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. **Always keep a copy of the original .xlsm file**.

To save the workbook as .xlsx document, in Excel click on **"File"** and then **"Save as"**; in the "Save as" dialog box, choose

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 amount for the EU CONTRIBUTION :	250,000,00
Co-financing rate :	80,00%

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Double-Click to activate

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	

Always keep in mind



The budget should provide for appropriate resources necessary for success, but should neither be overestimated nor underestimated