**Centres of Vocational Excellence** 

## The funding mechanism Lump Sum Type II grants

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#### Lump Sum Type II – What does it mean in practice?

- The proposal must provide a detailed estimation of costs and the split of the lump sum budget per WP and per beneficiary
- The amounts per WP and beneficiary are inserted in an Excel table available with the application form. The grant calculated per WP and beneficiary becomes the budgetary annex 2 of the grant agreement.
- Balance payment will be made on the basis of the delivery and completion of the work packages and deliverables at the final report stage. Evaluation of WPs occurs only after the project is finished!
- ✓ Pre-financing payments are not linked to the delivery/completion of the WPs (e.g. to release the next pre-financing in full, 70% of previous prefinancing has to be consumed).





### Lump sum grant – Budget allocation

#### Annex 2 of model grant agreement

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

#### Lump sum = Maximum grant amount



#### Lump Sum Type II – What are work packages?

#### A work package (WP):

- $\checkmark$  Is a major sub-division of the project in terms of activities.
- ✓ Has an objective (and expected outcome).
- ✓ Can have multiple deliverables (a single activity/task is not a WP).

A proposal can have as many work packages as deemed appropriate but keep in mind that:

- Projects should normally have a minimum of 3 work packages and can be managed with less than 10 as an average.
- ✓ Work packages should be designed so that they are completed at different stages.
- Horizontal work packages (e.g.: management, dissemination, etc.) may be approached differenty.



#### Lump sum approach – cost estimations

#### **Cost estimations:**

 Are subject to same eligibility rules as costs in standard, budget-based (actual costs) grants (see <u>annotated grant agreement</u>)

- Must be in line with beneficiaries' normal practices
- ✓ Must be reasonable / not excessive
- Must be in line with and necessary for the activities proposed in the project proposal

#### **Points of attention:**

- ✓ Indirect costs are fixed at 7% unless the beneficiary has an operating grant
- ✓All costs are to be reported regardless of co-financing. The EU grant is 80% of the costs of each WP.



## Payments of the EU grant

	First pre-financing	Second pre-financing	Balance payment
Duration	Beginning of project	Mid-term of project (24 months)	End of project (Final report)
4 year	40%	40%*	20%

If a financial capacity check of an applicant shows weak results

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



#### Lump sum – The detailed budget table (Excel)

	BE 001		BE 001		BE 001
	52 001		Vet Organisat	ion AAA	DE OUI
	Vet Organisation AAA	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
	Total WORK PACKAGES:			46.652	46.652
_					
-	A DIRECT PERSONNEL COSTS	<u> </u>		20.000	20.000
1	A. Employees (or equivalent) person months			20.000	20.000
	Manager	50	400	20.000	20.00
	Teacher/researcher			-	-
	Technical			-	-
	Administrative			-	-
	Other			-	-
	A.2 Natural persons under direct contract			-	-
	A.3 Seconded persons			-	-
	A.4 SME Owners without salary			-	-
Ŀ	A.5 Volunteers			-	-
- 14	B. Subcontracting costs			-	-
0	C. Purchase costs			23.600	23.60
	C.1 Travel and subsistence per travel or day			3.600	3.60
	Travel	6	200	1.200	1.20
	Accommodation	6	200	1.200	1.20
	Subsistence	12	100	1.200	1.20
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			20.000	20.00
	Consumables			-	-
	Services for Meetings, Seminars			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	Artistic Fees			-	-
	Other (please specify details under worksheet "Comments")	1	20.000	20.000	20.00
I	). Other cost categories			-	-
F	D.1 Financial support to third parties			-	-
	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			43. <u>600</u>	43.60
				-	
E	. Indirect costs 7% (rounded to zero decimals)			3.052	3.05
Γ				-	
	TOTAL COSTS (A+B+C+D+E) -			46.652	46.652

✓ Focus on units/input

- ✓ Travel, hotel, per diem. See C(2021) 35
- ✓ Volunteers. See <u>C(2019)</u>
   <u>2646</u>
- ✓ SME owners. See <u>C(2020)</u> <u>7115</u>
- Financial support to third parties: NOT ELIGIBLE



# Include compulsory travel costs !

#### **Costs for annual meeting:**

• The proposal must include costs for at least **one annual meeting** (1 representative from each full partner) organised by or at the initiative of the European Commission/EACEA for the **exchange of good practices and mutual learning** between Centres of Vocational Excellence



#### Annex: How to fill in the detailed budget table

#### **1. Where to find the budget table**

Deadline 07 September 2022 17:00:00 Brussels Local Time	i In this step you can edit the Administrative Forms and upload the proposal itself. ②	:
193 days left until closure	Your proposal contains changes that have not yet been submitted.	
Call data:	Administrative forms (Part A)	
Call: ERASMUS-EDU-2022-PEX-COVE Topic: ERASMUS-EDU-2022-PEX-COVE Type of action: ERASMUS-LS	Edit Forms      Edit Part C     View history     Print preview     Image: Comparison of the second seco	
Type of MGA: ERASMUS-AG-LS	Part B and Annexes	
A Topic and type of action can only be changed by creating a new proposal.	In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 😧	7
	Part B 🕑 Upload 🗅	
Proposal data:	Detailed budget table LSII	]
Acronym: test 3 Febraury	Info on Partnerships and activities Upload 🗅	]
Draft ID: SEP-210833053		_
Download Part B templates	CLICK HERE SUBMI	Т

1. Where to find the budget table

Tpl\_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf Tpl\_Detailed Budget Table (ERASMUS LSII).xlsm Tpl\_Info on Partnerships and Activities (ERASMUS COVE).xlsx



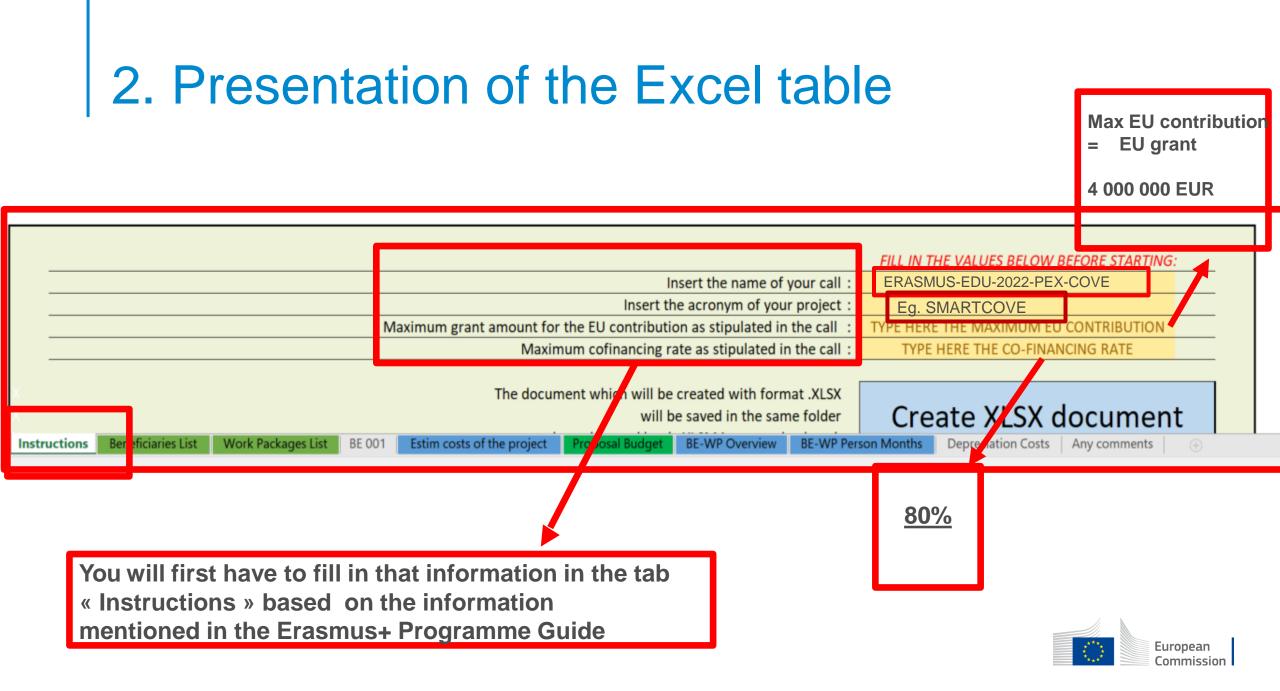
## 2. Presentation of the Excel table

#### Instructions

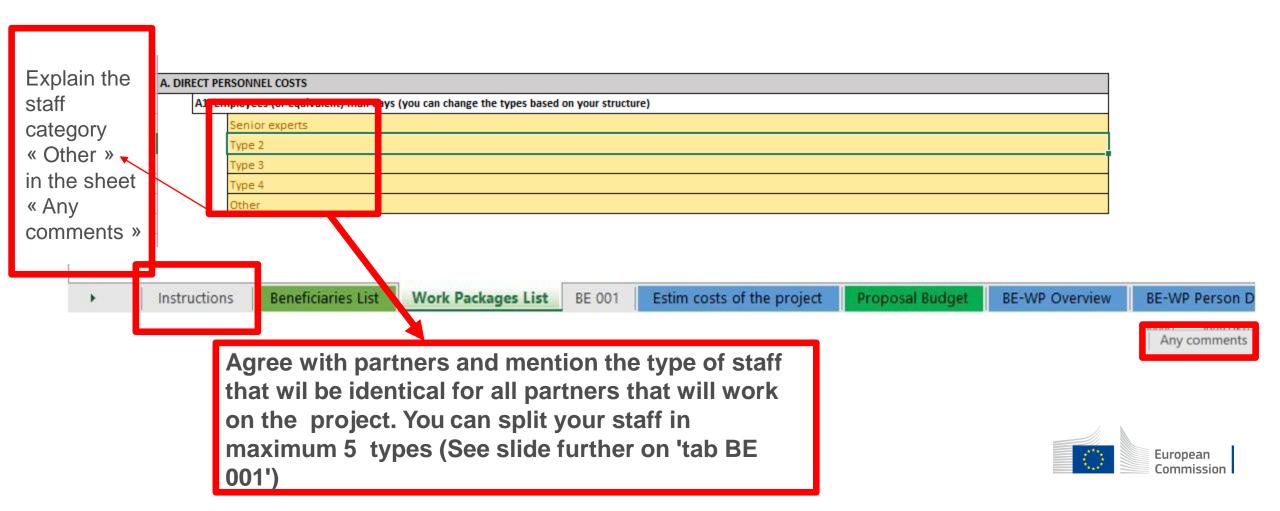
1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.
	Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
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 sneet), 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 <b>only</b> the following sheets: 'Beneficiaries tast' – 'Work Package list' – 'BE XXX' (one sheet per
	Participating Organisation) – 'Depreciation costs' (if your pudget includes the purchase of equipment) and the last column
	of the 'Proposal Budget' sheet with the Request a 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 Fraties.
	To add beneficiantes, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an
Inetr	Affiliate Entity'. uctions Beneficiaries List Work Packages List BE 001 Estim costs of the project Proposal Budget BE-WP Overview BE-WP Per

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





#### 2. Presentation of the Excel table

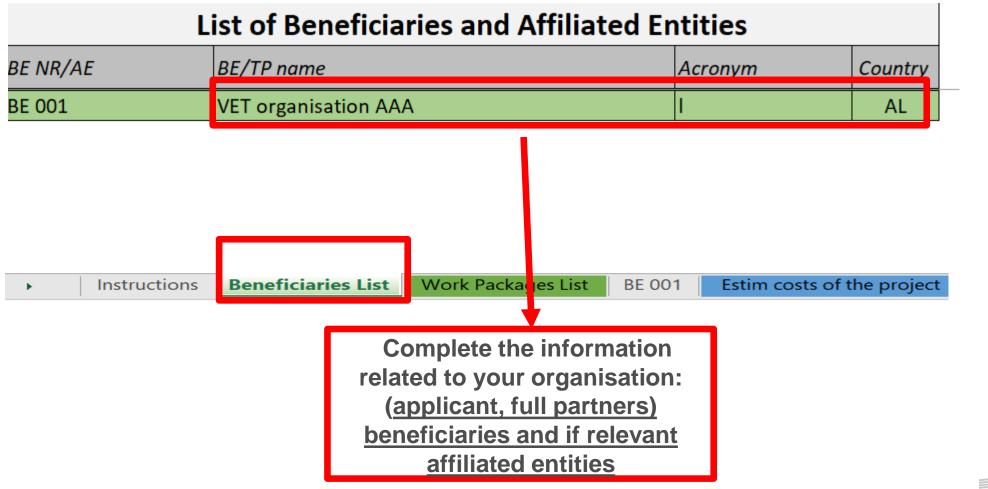


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7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated 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 Package. To add a work package, please double-click on ' <b>Add a Work Package</b> '.		
9	Once you have completed the 'Beneficiaries List' and 'Work Package list' sheet, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "toppy changes" buttons to generate the related sheets in the Excer workbook. At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages		
In	Instructions Beneficiaries List Work Packages List BE 001 Estim costs of the project Proposal Budget BE-WP Overv	view BE-WP Person Mont	hs

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

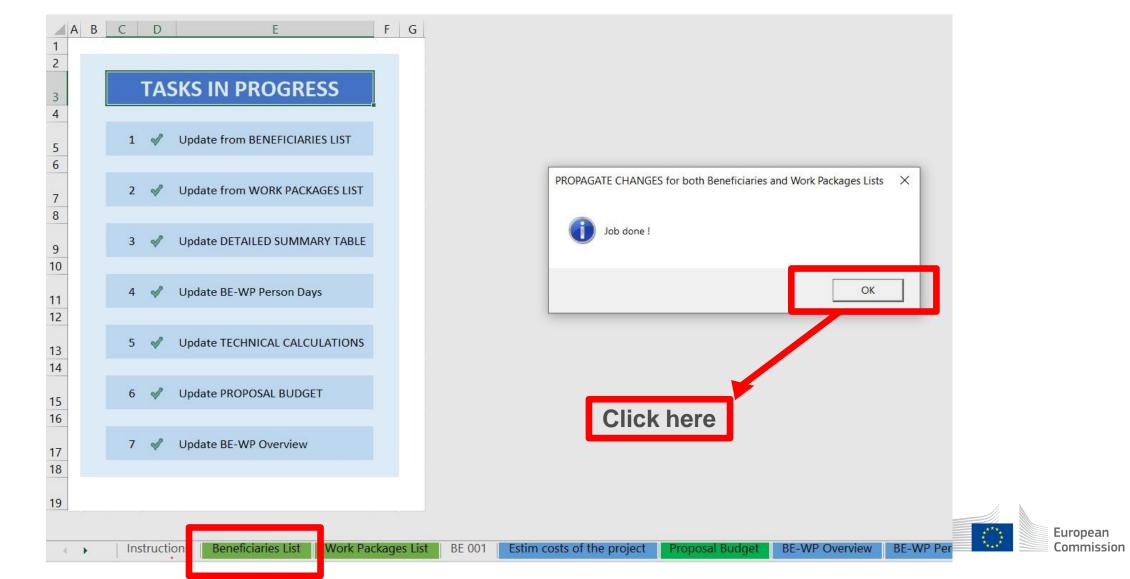




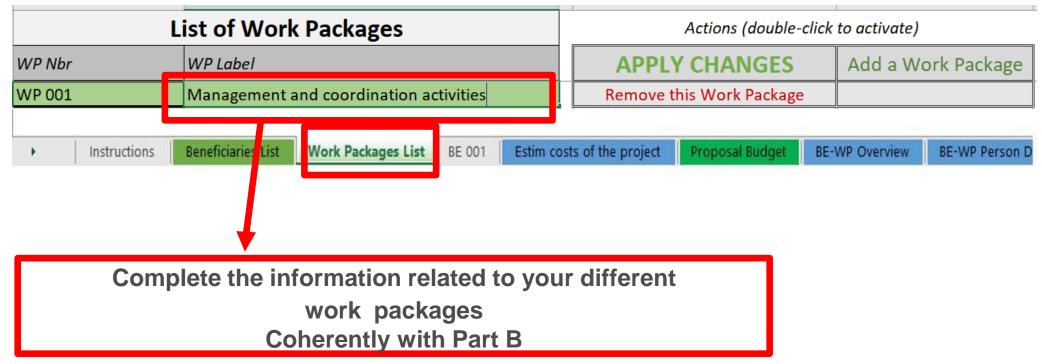


#### List of Beneficiaries and Affiliated Entities APPLY CHANGES BE NR/AE BE/TP name Country Acronym **Remove this Beneficiary** BE 001 VET organisation AAA AL Work Packages List Estim costs of the project Instructions **Beneficiaries List BE 001** Double click on « apply changes » once the information is duly completed or after any change

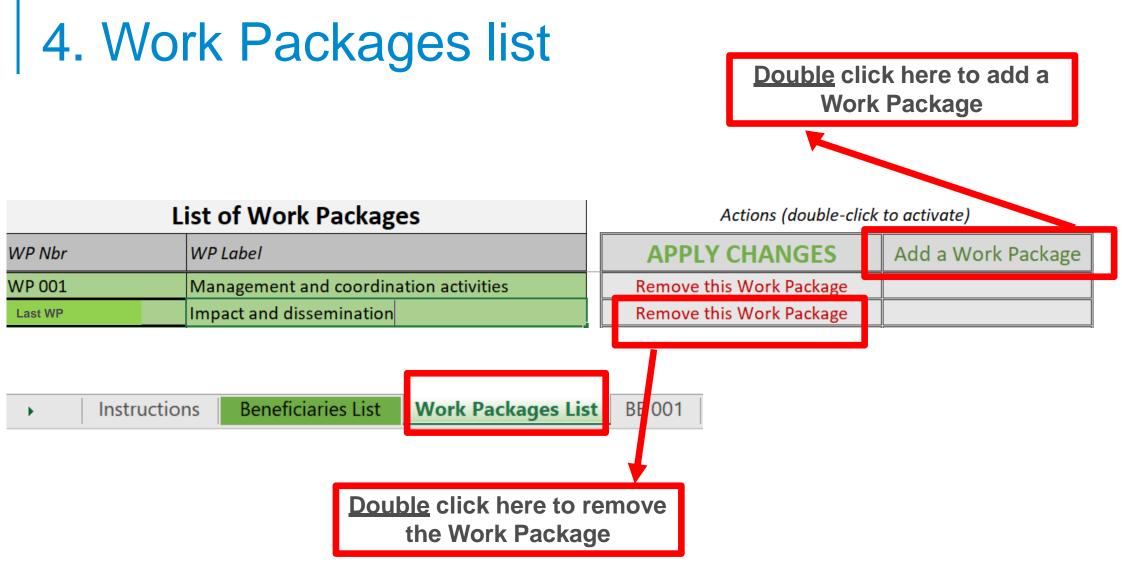




## 4. Work Packages list







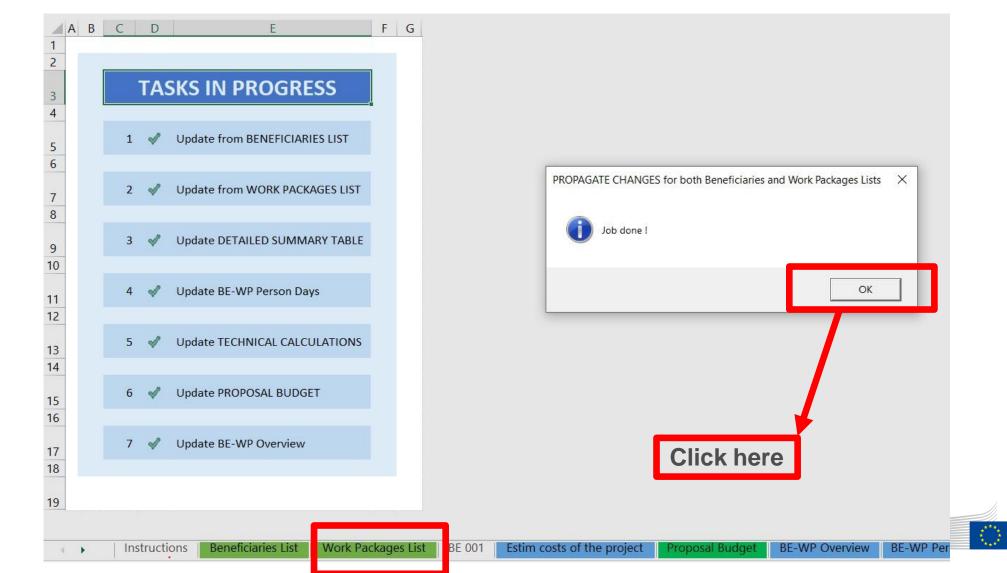


## 4. Work Packages list

	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			
Last WP	Impact and dissemination	Remove this Work Package			
• Instruc					
	Double click on « app once the information completed or after a	on is duly	4		
			E.		



### 4. Work Packages list



European Commission

BE 001		BE 00:	1	BE 001
BE OUT		VET Organisat	tion AAA	BE 001
VET Organisation AAA	UNITS	COST	BENEFICIARY	BE+AE TOTAL COSTS
	UNITS	PER UNIT	TOTAL COSTS	DETAE TOTAE COSTS
Total WORK PACKAGES:			-	-
A. DIRECT PERSONNEL COSTS			-	-
A1. Employees (or equivalent) person months			-	-
Туре 1			-	-
Туре 2			-	
Туре 3			-	-
Туре 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				-

Seeinitialslides'Instructions'toupdatethe type of staff.

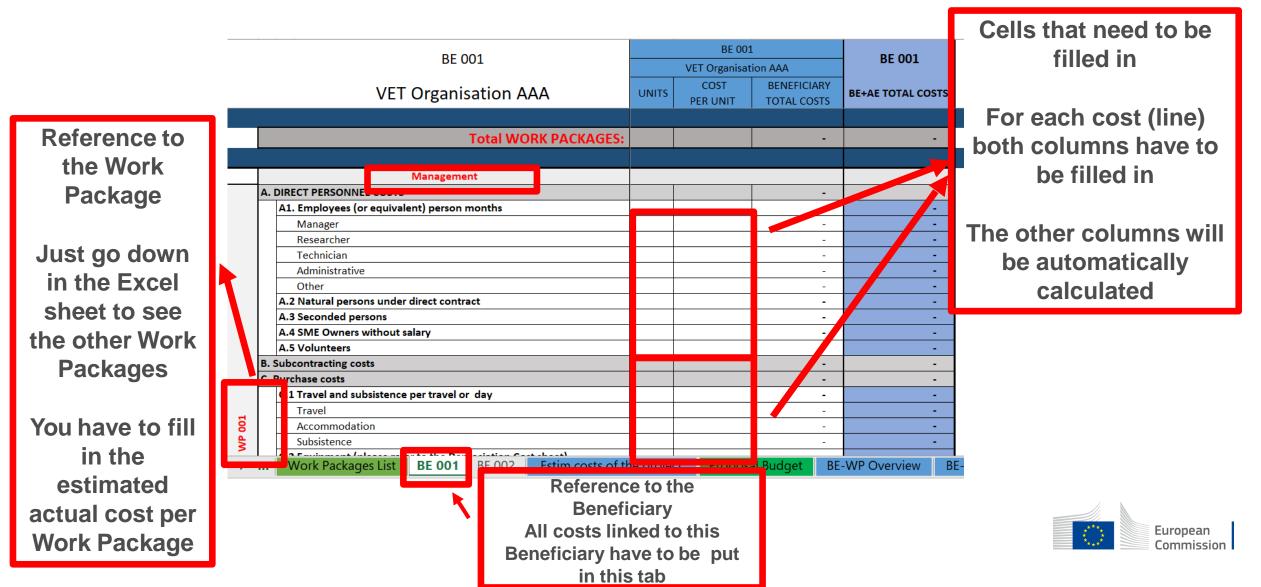
You have to encode your costs using the following unit: 1 unit is 1 personmonth

You first have to calculate average amounts if you have different costs per \_\_\_\_\_\_staff member

#### A. DIRECT PERSONNEL COSTS

1. Em	nployees (or equivalent) man date (you can change the types based on your structure)						
F	Senior experts						
	Type 2						
	Type 3						
	Type 4						
1	Other						





	BE 001		BE 001	L	BE 001	
	BE 001		VET Organisat	ion AAA		
	VET Organisation AAA	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS	
	Total WORK PACKAGES:			-	-	
	Management					
Α.	DIRECT PERSONNEL COSTS			-	-	
	A1. Employees (or equivalent) person months			-	-	
	Manager			-	-	
	Researcher			-	-	
	Technician			-	-	
	Administrative			-	-	
	Other			-	-	
	A.2 Natural persons under direct contract			-	-	
	A.3 Seconded persons			-	-	
	A.4 SME Owners without salary			-	-	
	A.5 Volunteers			-	-	
в.	Subcontracting costs			-	-	
c.	Purchase costs			-	-	
	C.1 Travel and subsistence per travel or day			-	-	
	Travel			-	-	
	Accommodation			-	-	
	Subsistence			-	-	
1	Work Packages List BE 001 BE 002 Estim costs of th			al Budget 🛛 BE	-WP Overview	

If you have a cost (line) with different costs per unit, you have first to calculate an average amount in order to fill in the cells. No decimals allowed.

You have to estimate the eligible costs of your proposal using the same methodology as if these costs should be declared under an actual cost-based grant agreement

For additional information, please refer to the Model Grant\_Agreement

Then repeat this procedure to the other Work Packages below



	PE 001		BE 002	BE 001		
	BE 001		VET Organisat	ion AAA	DE UUI	
	VET Organisation AAA	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS	
	A.4 SME Owners without salary			-	-	
	A.5 Volunteers			-	-	
_	. Subcontracting costs			•	-	
С	. Purchase costs			•	-	
	C.1 Travel and subsistence per travel or day			•	-	
_	Travel			-		
WP 001	Accommodation			-		
A N	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")			-	-	
D	. Other cost categories			-	-	
	D.1 Financial support to third parties			-		
Т	OTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-	•	
E	. Indirect costs 7% (rounded to zero decimals)			-		
÷	Work Packages L t BE 001 BE 002 Estim costs of t	ne projec	ct Propos	al Budget BE	-WP Overview BE	

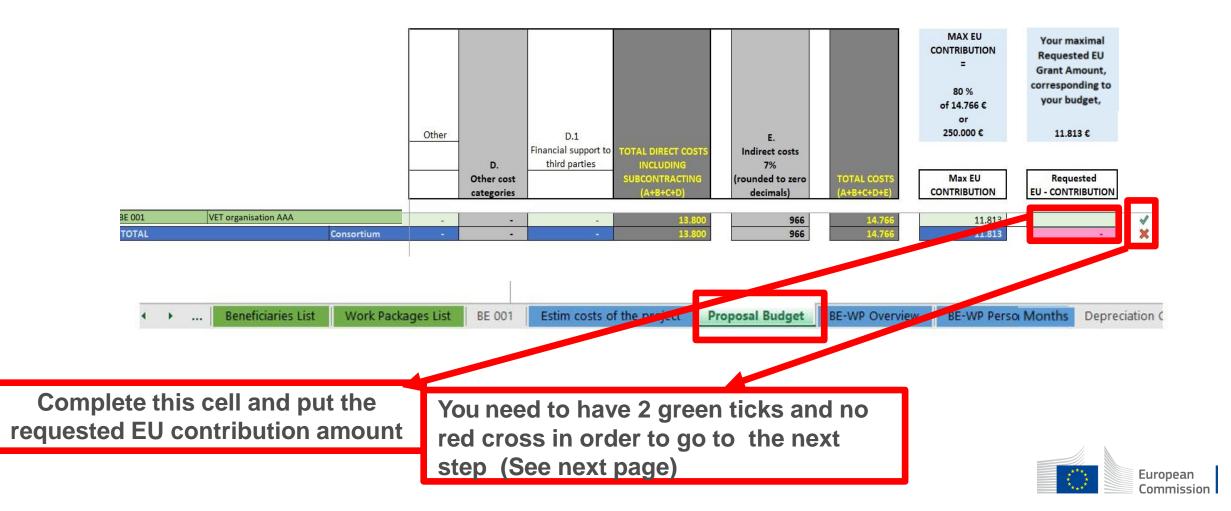
Most of the projects cannot declare equipment costs as they are already included in the indirect costs

However, in some exceptional circumstances, the purchase, rent or lease of equipment that are specific and necessary for the project could be accepted

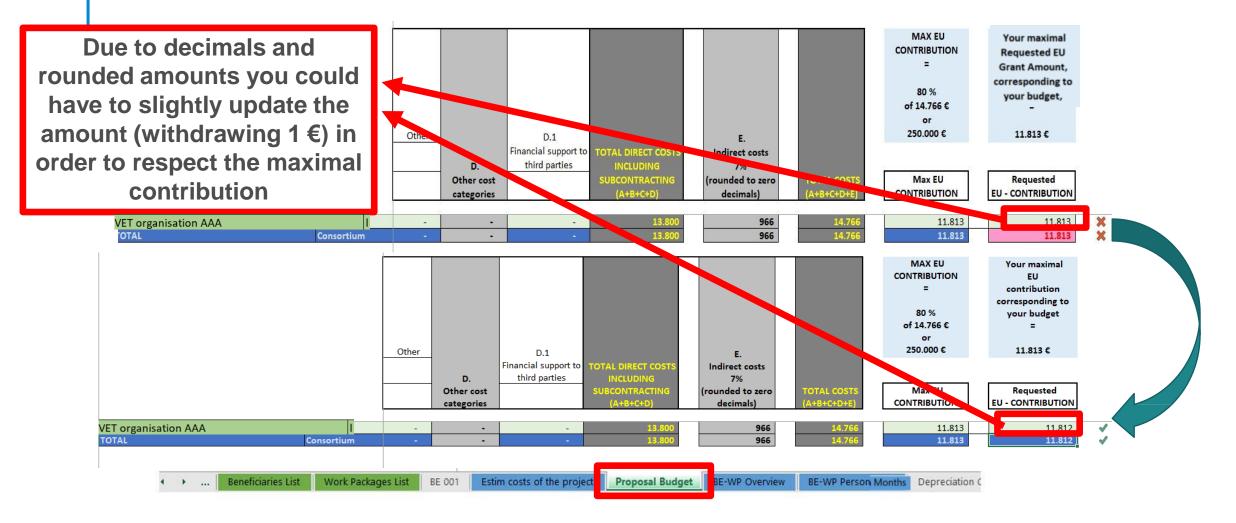
The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)



### 6. Proposal Budget

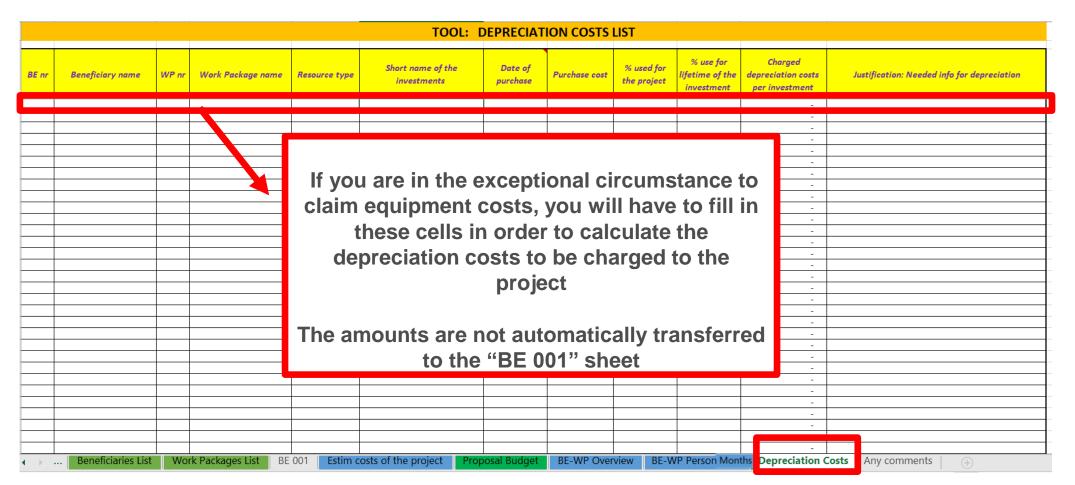


### 6. Proposal Budget





### 7. Complementary information





## 7. Complementary information

			Any comments	
BE ref	WP ref	Comments		
			You are more than welcome to add any comment, explanation or justification if needed	
			Explain here the staff category « Other »	



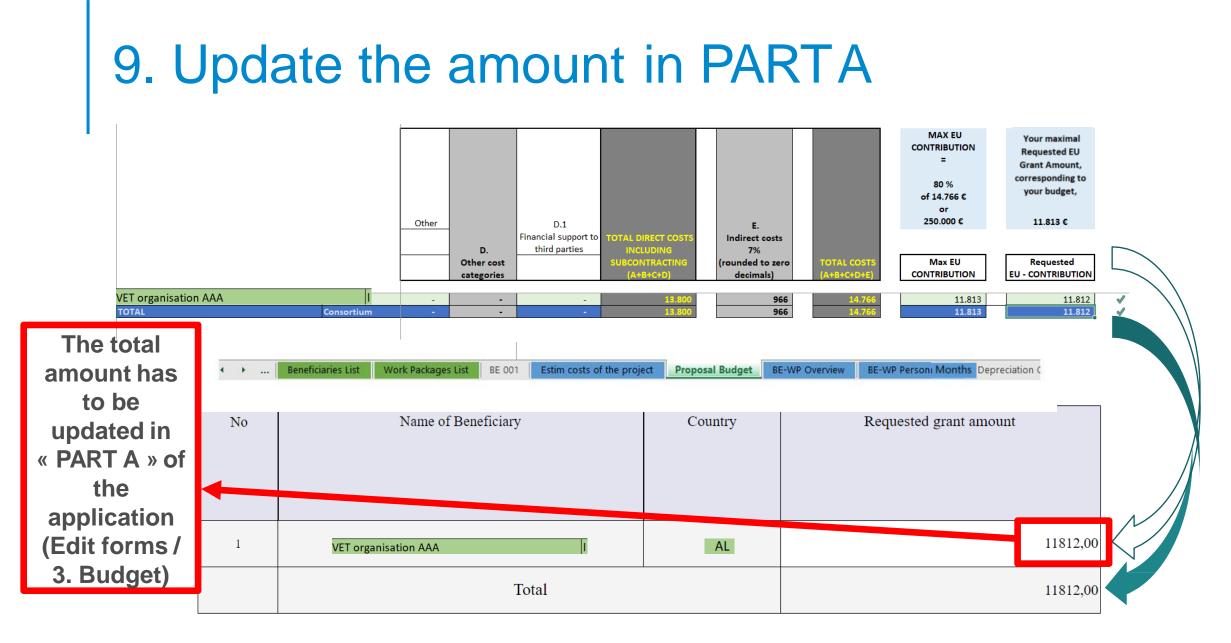
### 8. Upload the file in the application

				FILL IN THE VALUES BELOW BEFORE STARTING:	
	Insert the name of your ca		our call :	ERASMUS-EDU-2022-PEX-COVE	
	Insert the acronym of your project Maximum grant amount for the EU contribution as stipulated in the call		project :	: Smart COVE	
			he call :	: 4 000 000	
	Maximum cofinancing rate as stipulated in the call :		: 80,00%		
	The document which will be created with format .XLSX				
	x will be saved in the same folder		folder	Create XLSX document	
	X where this workbook .XLSM is currently placed.				
				Double-Click to activate	
			Go	back to the first tab « Instruction	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Vou	can cus	tomize here the categories of Employees that correspond to your organization (example: Senior Staff, Junior Staff, )		back to the first tab « Instruction	
		stomize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff,).	ar	nd <u>double</u> click on « Create XLSX	
		stomize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff,). That this definition is common to all Work Packages for all Beneficiaries.	ar		
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries.	ar	nd <u>double</u> click on « Create XLSX document» in order to save this	
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries.	ar	nd <u>double</u> click on « Create XLSX	
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries. RSONNEL COSTS Inployees (or equivalent) man days (you can change the types based on your structure)	ar	nd <u>double</u> click on « Create XLSX document» in order to save this	
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries.  RSONNEL COSTS  nployees (or equivalent) man days (you can change the types based on your structure)  Manager	ar	nd <u>double</u> click on « Create XLSX document» in order to save this	
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries.	ar	nd <u>double</u> click on « Create XLSX document» in order to save this	
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries.  RSONNEL COSTS  nployees (or equivalent) man days (you can change the types based on your structure)  Manager	ar	nd <u>double</u> click on « Create XLSX document» in order to save this	
Pleas	se, note	e that this definition is common to all Work Packages for all Beneficiaries.	ar	nd <u>double</u> click on « Create XLSX document» in order to save this	

## 8. Upload the file in the application

Part B and Annexes		
In this section you may upload the technical a	annex of the proposal (in PDF format only) and any other requested a	ttachments. 😧
Part B	0	Upload 🕰
Detailed budget table LSII	0	Upload 🚯
Info on Partnerships and activities	θ	Upload 🚯
	The budget table can be uploaded as Excel file	







# Common mistakes **A** and solutions

- Confusion between total estimated costs and EU grant. If EU grant is e.g. 4 000 000 EUR then the total estimated costs are 5 000 000 EUR (80% of total estimated costs).
- It is difficult to define staff categories among different organisations. All partners will have identical commonly agreed names of each staff category
- ✓ 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 prefixed 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

# Thank you



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