



Project Coordinators' Meeting

Administrative guidance

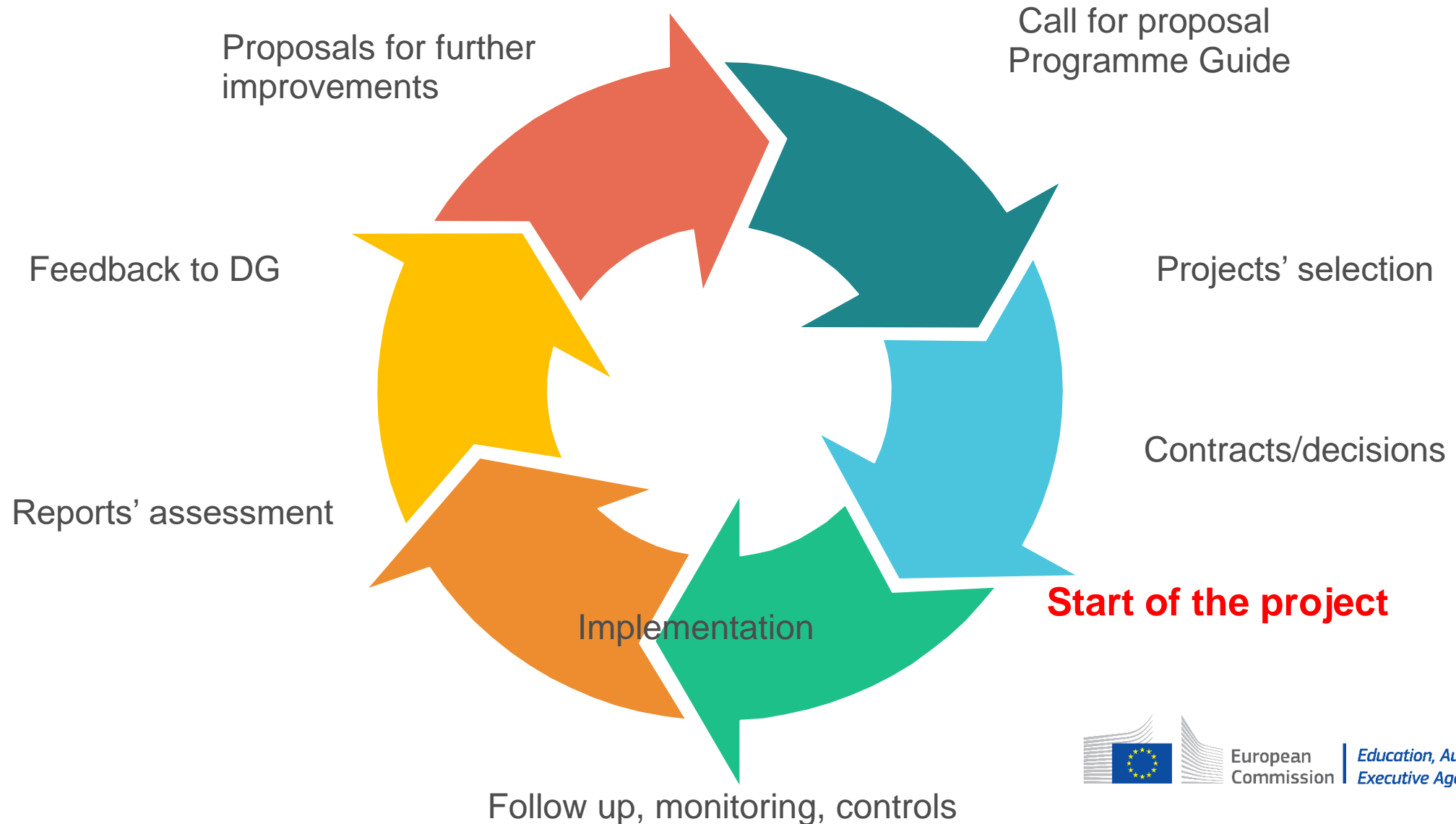
Brussels, 9 February 2021



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Project life cycle overview



Who are the actors and what are their roles?

EACEA

- General management of project life cycle
- Signs grant agreement
- (Dis)approves and signs all amendments
- Monitors projects
- Acts as a helpdesk during project lifetime
- Validates reports at the final reporting stage

Coordinator/ beneficiary

- Signs and is responsible for all legal and financial documents of collaborative partnership
- Responsible for the project implementation
- Manages the work of partners, solves problems
- Contact point for EACEA

Co-beneficiary/ partner

- Jointly and severally responsible for carrying out the action
- Jointly and individually responsible for complying with legal obligations
- Informing coordinator, submitting documents
- Receives a part of grant



How to implement your project?



- 👉 E+ Programme Guide 2020 + FAQ
- 👉 Application evaluation report and financial comments
- 👉 Grant agreement/grant decision
- 👉 Beneficiaries space SPORT 2020

Read carefully!

NEW EACEA website

The Education, Audiovisual and Culture Executive Agency

Home About ▾ Grants ▾ Scholarships ▾ News & Events ▾ Contacts ▾

European Commission > EACEA > Grants > Programming period 2014-2020 > Erasmus+ > Sport 2020

Sport 2020

Erasmus+ - EAC/A02/2019

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Call for proposals

[Related Call for proposals](#) EN | ...

Selection results

[Related Selection results](#) EN | ...

Beneficiaries space



<https://www.eacea.ec.europa.eu>



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Beneficiaries space Sport 2020

https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/sport-2020_en



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Project Management

[EN](#) Practical information on contractual project management

Contractual Documents

PRACTICAL INFORMATION ON
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[EN](#) Practical information on contractual project management

Contractual Documents

[Amendment request form](#)

[New partner form](#)

[New budget form](#) (applicable only for Not-for-profit European Sport Events)



AMENDMENT REQUEST	
Action	SPORT <input type="checkbox"/> COLLABORATIVE PARTNERSHIP <input type="checkbox"/> SMALL COLLABORATIVE PARTNERSHIP <input type="checkbox"/> NOT-FOR-PROFIT EUROPEAN SPORT EVENT
Project Number	XXXXXX
Previous contractual stipulations:	New contractual stipulations:
Type of change:	



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Reporting

Progress report

If applicable, see Article I.4.1 of your Grant agreement/ Article 4.1 of your Grant Decision.

[Progress report template](#)

[Progress report financial statement](#)

e-Final report

The deadline for submitting your final report is 2 months after the end of your eligibility period.

The **e-Report** of your project is available via the [Funding & tender opportunities portal](#). It has to be filled in online.

Read carefully the user guide [EN](#) EN | ... How to complete and submit a Project Report using eReports



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Contacts:

For technical issues concerning e-Final Report submission: EACEA-HELPDESK@ec.europa.eu

For content issues: EACEA-SPORT@ec.europa.eu

For technical issues concerning E+ Project Results Platform: EAC-ProjectsPlatform-HelpDesk@ec.europa.eu

Dissemination and Visual Identity

[Visual identity webpage of EACEA with the logo and disclaimer](#) EN | ...



Co-funded by the
Erasmus+ Programme
of the European Union



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How do we monitor your project?



- 👉 Kick off meeting in Brussels
- 👉 Desk monitoring – contact with the project officer
- 👉 Online or onsite meeting at the Agency
- 👉 Onsite or online monitoring visit to your project
- 👉 Visit to a project event



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What to do if there are changes?

Changes via 'FTOP' + info e-mail to EACEA-SPORT

- Legal name
- Legal address
- Legal status
- Bank account
- LEAR (FTOP legal entity appointed representative)

Changes via e-mail to EACEA-SPORT

- Contact person
- Work programme minor
- SSCP: partnership*

*send 'New partner form'

Formal amendment** attached to e-mail to EACEA-SPORT

- Legal representative
- Coordinator organisation
- Eligibility period of project
- Work programme major
- SCP: Partnership
- SNCESE: Budget***

**signed (original) scanned

*** Covid-19 exceptions



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How to request change or amendment?

- ➔ Submit request **in due time** and before they occur
- ➔ If more changes, put in one request
- ➔ **Justify** proposed changes in detail
- ➔ Ensure the request is **coherent**
- ➔ Ensure the **consortium agrees** on the amendment
- ➔ Attach all **supporting documents**



Principles of amendments

- 👉 **Change of partner**
eligibility, expertise, tasks and role
- 👉 **Eligibility period**
don't request just before the end because
you cannot finish the project on time
- 👉 **Budget change** (applicable for Events):
NOT at the end of project;
transfer between headings only if justified



If you have doubts, discuss
with your project officer!



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Reporting

Benefits for you:

- Monitor progress + Measures to improve (during project life)
- Proof of implementation + success
- Final payment
- Ensure visibility of achieved results

Purpose for the Agency:

- Evaluation of quality + Evaluation of finances > final payment
- Identification of good practices
- Identification of policy impact = feedback to the European Commission for policy-making



Progress Report

Do you need to submit?

Only if you are SCP + you had reduction of pre-financing (weak financial capacity)



How to submit?

By e-mail. See templates:
Beneficiaries Space Sport 2020

By when to submit?

Midterm + when at least 70% of the first pre-financing have been used (See Article GA I.4/GD 4.)



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Final report

e-Final report

Narrative part

Financial part

Annexes

**E+ Project Results
Database**

Deliverables



Final activity report

Narrative part

e-Report form:

1. Summary > published on E+ PRP
2. Detailed description
3. Annex 'Implemented activities'

+ Results: E+ PRP



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Final financial report

Financial part

Excel file:

1. Financial statement summary
2. Detailed tables for each budget category

+ Copy summary to e-Report budget summary

FINAL REPORT FINANCIAL STATEMENT

NAME OF BENEFICIARY ORGANISATION:	
GRANT AGREEMENT NUMBER:	
TYPE OF ACTION:	
Duration of the project in months:	
Eligibility period:	

TOTAL EXPENDITURE SUMMARY		
EXPENDITURE	ACTUAL EXPENDITURE	APPROVED BUDGET
Project management and implementation	0,00 €	
Transnational project meetings	0,00 €	
Intellectual outputs	0,00 €	
Multiplier sport events	0,00 €	



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Final report annexes

Attachments **Collaborative Partnerships:**

1. [Declaration of honour](#)
2. Final Financial Statement and List of invoices of Exceptional costs
3. Scanned copy of invoices of Exceptional costs (if applicable)
4. [Implemented activities](#)
5. Lists of participants Transnational project meetings (scanned signed lists of participants)
6. Lists of participants Multiplier sport events (if applicable) (scanned signed lists of participants)

Only SCP

Several
worksheets!

[Excel table](#) containing attachments 2, 3, 5, 6: Final financial statement, List of invoices, template for List of participants Transnational project meetings, template for List of participants Multiplier sport events

[Timesheet template](#) (free of use)



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Final report annexes

Attachments **Not-for-profit European Sport Events:**

1. [Declaration of honour](#)
2. [Final Financial Statement](#)
3. List of invoices
4. For grant higher than 60.000 EUR: Report of factual findings on the final financial report Type I.
Please see Guidance notes: Report of Factual Findings on the Final Financial Report [EN](#) [FR](#)
[DE](#)

Read carefully!



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How to access the e-Final report?

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Access to
'FTOP'

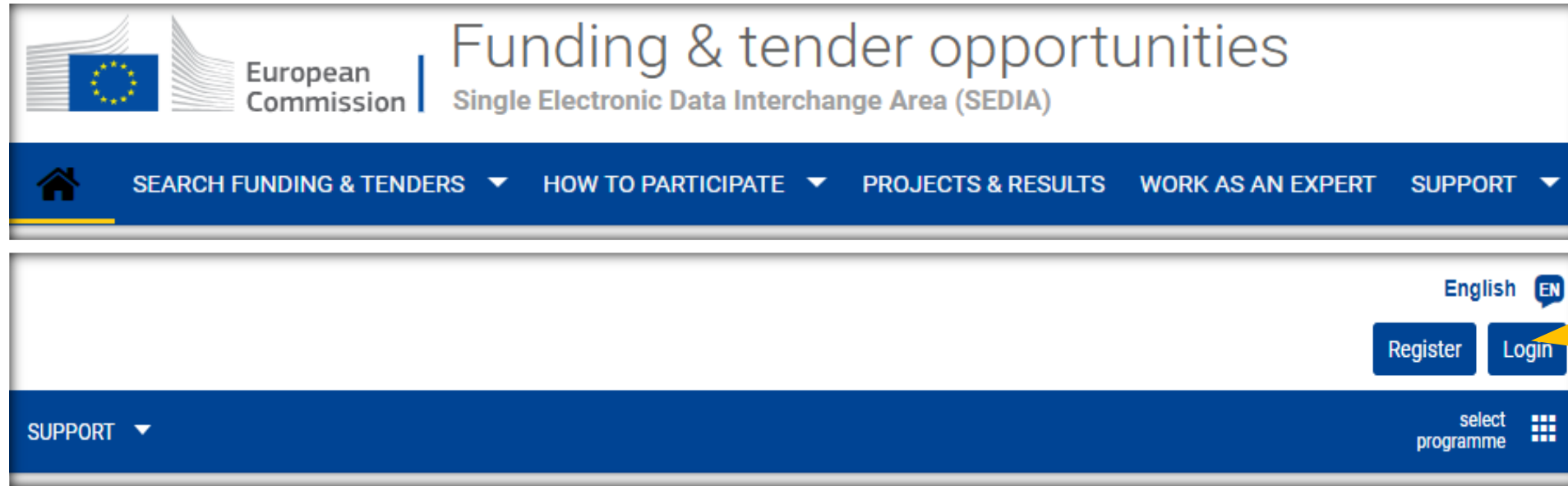
IT guide
step by step



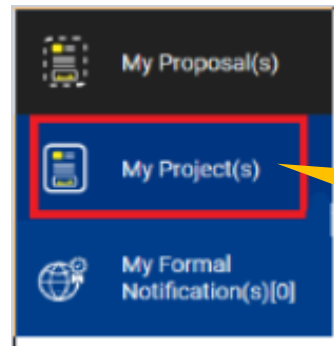
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How to access the e-Final report?



ONLY contact person!



Click My Project(s)



Click Manage Projects



Go to Final Report and click Edit

Chapters of the e-Final report

Automatic					Only for SCP			
General Information	Contractual Data	Implemented activities	Statistics	Budget	Grant sharing	Attachments	Submission	
General Data								
Programme				Sub-Programme				
Erasmus+				Sport				

- Objectives and priorities
- Description of the implemented activities
- Quality control during project implementation
- Team involved in the project and their role
- Partnership management
- Impact of the project
- Policy impact of the project
- Dissemination
- Changes in relation to the application
- Good practice project
- Difficulties and recommendations



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How to manage critical issues?

- Distribution of tasks and responsibilities
- Distribution of grant
- Communication
- Conflicts
- Suspension of implementation
- Termination



COVID-19 impact

- Implementation
- Changes to date, format, work programme, budget (minor)
- Amendments to eligibility period, budget (major)
- Suspension

Essentials



- ➡ Read legal, guidance documents + evaluation feedbacks
- ➡ Advisable to sign a partnership agreement
- ➡ Clear management structure, roles and division of tasks
- ➡ Quality control of your planning, activities & budget, time plan
- ➡ Ensure all partners are active
- ➡ Project supported at institutional level + engaged stakeholders
- ➡ Dissemination activities a.s.a.p., web page as a dynamic tool
- ➡ Good internal/external communication
- ➡ Communication of the co-funding: E+ logo



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Thank you



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We are supporting your project EACEA SPORT TEAM

EACEA-SPORT@ec.europa.eu



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