



Centres of Vocational Excellence 2024

The funding mechanism Lump Sum Type II grants

EACEA/A2

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):

- ✓ 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

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		
	DL 001		Vet Organisati	ion AAA	DE OOT	
	Vet Organisation AAA	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COST:	
	Total WORK PACKAGES:			46.652	46.65	
^	. DIRECT PERSONNEL COSTS			20.000	20.00	
A	A1. Employees (or equivalent) person months			20.000	20.00	
L			400	20.000	20.00	
L	Manager	50	400	20.000	20.00	
L	Teacher/researcher	-		-	-	
L	Technical	-		-	-	
L	Administrative	-		-	-	
L	Other			-	-	
L	A.2 Natural persons under direct contract			-	-	
L	A.3 Seconded persons			-	-	
L	A.4 SME Owners without salary			-	-	
Ļ	A.5 Volunteers			-	-	
_	B. Subcontracting costs					
C.	Purchase costs			23.600	23.60	
L	C.1 Travel and subsistence per travel or day			3.600	3.60	
L	Travel	6	200	1.200	1.20	
L	Accommodation	6	200	1.200	1.20	
L	Subsistence	12	100	1.200	1.20	
L	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-	
L	C.3 Other goods, works and services			20.000	20.00	
L	Consumables			-	-	
L	Services for Meetings, Seminars			-	-	
L	Services for communication/promotion/dissemination			-	-	
L	Website			-	-	
L	Artistic Fees			-	-	
L	Other (please specify details under worksheet "Comments")	1	20.000	20.000	20.00	
D	. Other cost categories			-	-	
L	D.1 Financial support to third parties		Ī	-	-	
T	OTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			43.600	43.60	
E.	Indirect costs 7% (rounded to zero decimals)			3.052	3.05	
L	OTAL COSTS (A+B+C+D+E) -			46.652	46.65	

- ✓ Focus on units/input
- ✓ Travel, hotel, per diem. See C(2021) 35
- ✓ Volunteers. See <u>C(2019)</u>
 2646
- ✓ SME owners. See <u>C(2020)</u>

 7115
- ✓ Financial support to third parties: NOT ELIGIBLE



Include compulsory travel costs!

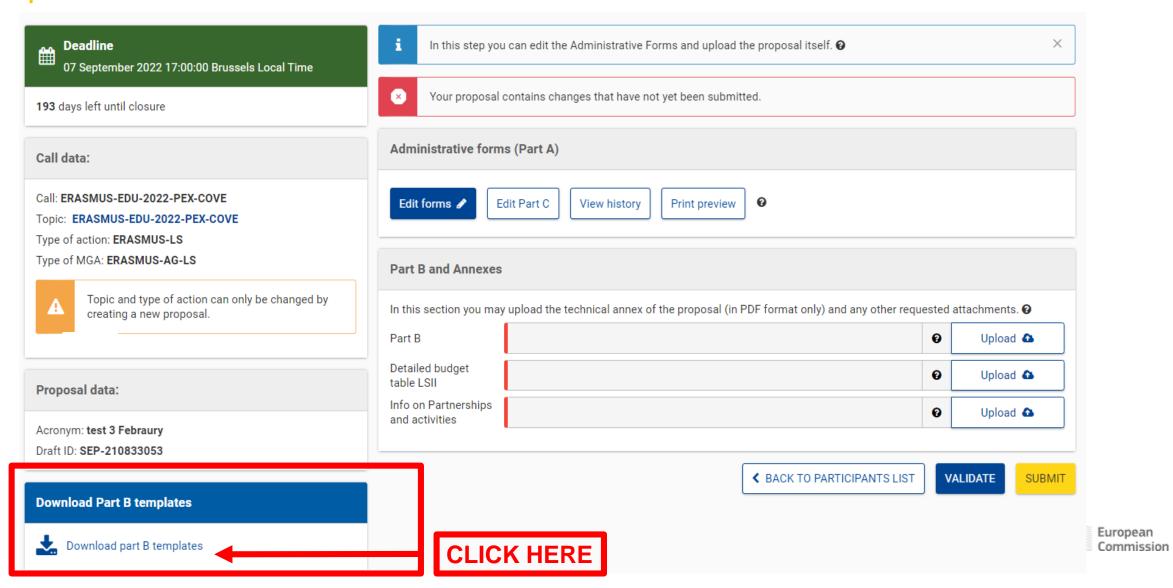
Costs for annual meeting:

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

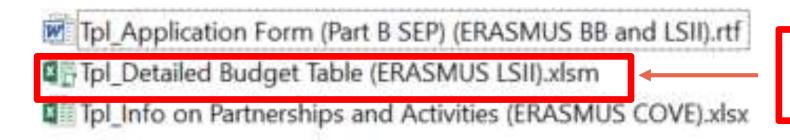


How to fill in the detailed budget table

1. Where to find the budget table (1)



1. Where to find the budget table (2)



This is the budget Excel file to be completed based on estimated costs



2. Presentation of the Excel table (1)

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 only the following sheets: 'Beneficiaries 'Lst' – '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 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 Facties. To add beneficiates, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliate Entity'.
	Professional Designation List Work Parkages List RE 001 Estimants of the project Designat RE WD Oversion RE WD

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

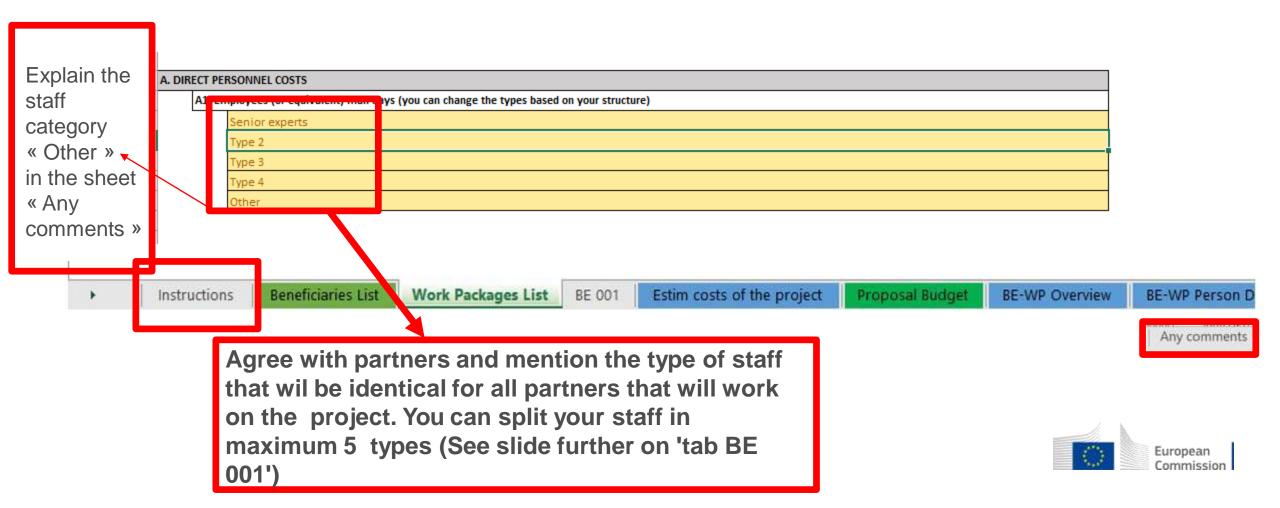


2. Presentation of the Excel table (2)

Max EU contribution = EU grant 4 000 000 EUR ERASMUS-EDU-2022-PEX-COVE Insert the name of your call Eq. SMARTCOVE 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 TYPE HERE THE CO-FINANCING RATE The document which will be created with format .XLSX Create XLSX document will be saved in the same folder BE-WP Overview BE-WP Person Months Depreciation Costs | Any comments Instructions neficiaries List Work Packages List Estim costs of the project oposal Budget 80% You will first have to fill in that information in the tab « Instructions » based on the information mentioned in the Erasmus+ Programme Guide

European

2. Presentation of the Excel table (3)



3. Beneficiaries list (1)

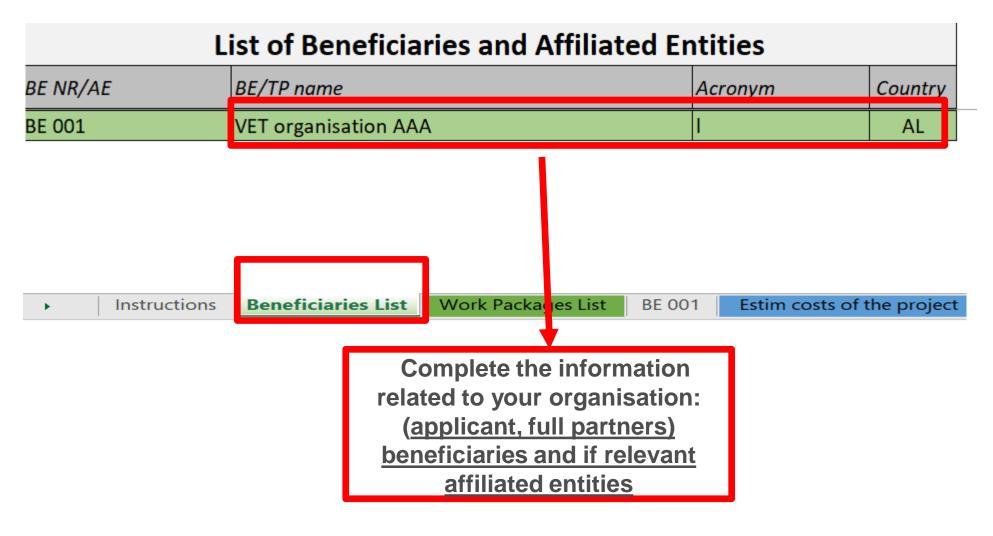
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7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated 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 'Add a Work Package'.
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 "a pry 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

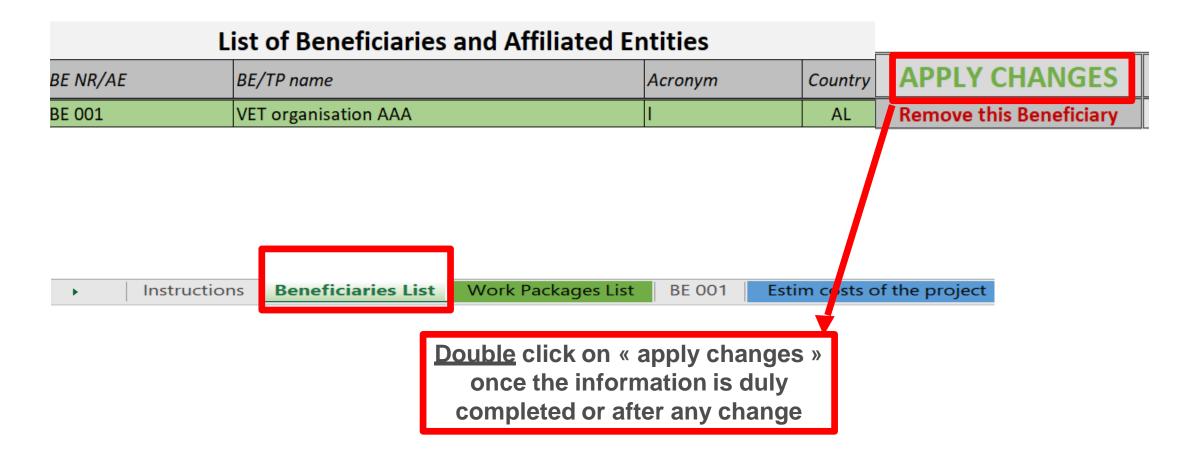


3. Beneficiaries list (2)



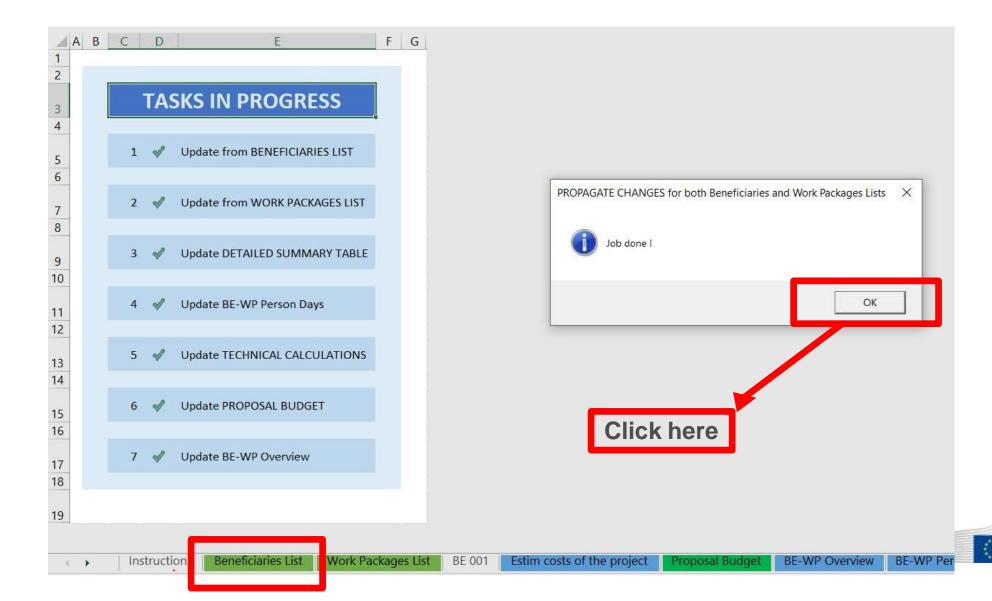


3. Beneficiaries list (3)



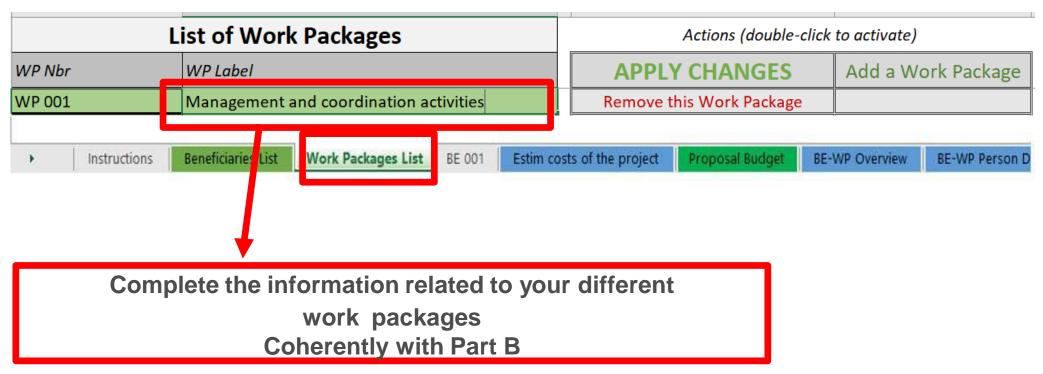


3. Beneficiaries list (4)



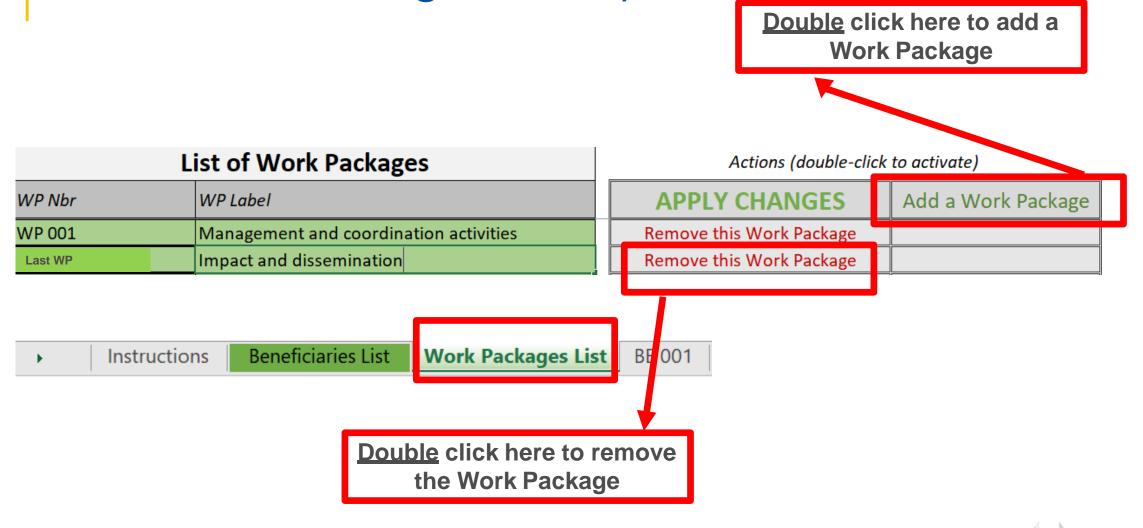
European Commission

4. Work Packages list (1)



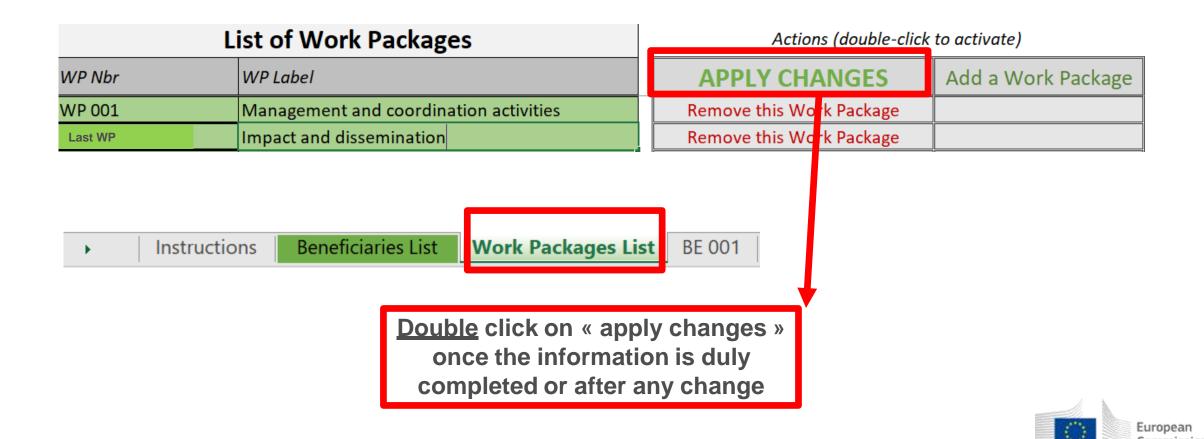


4. Work Packages list 2)

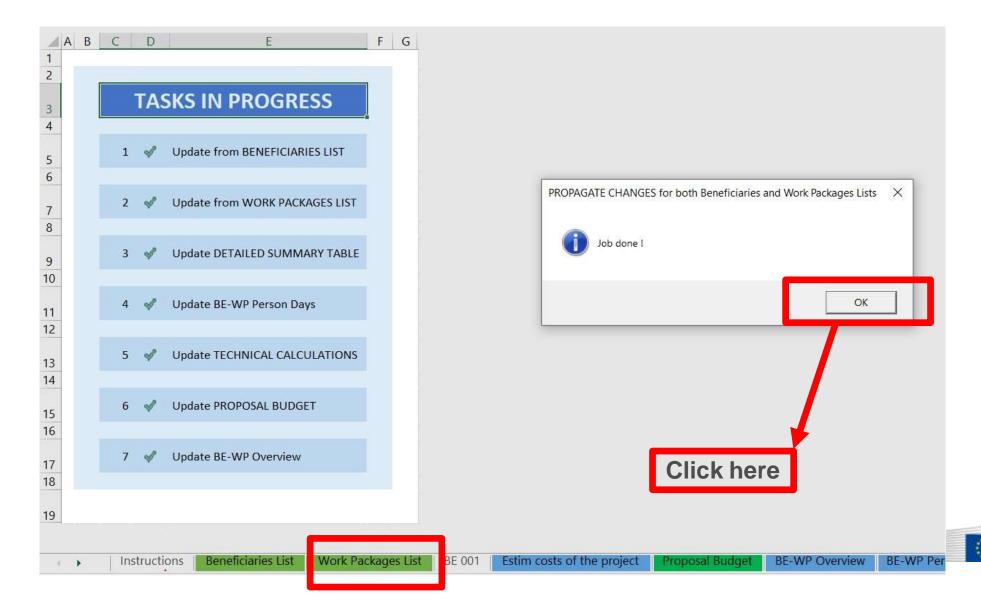




4. Work Packages list (3)

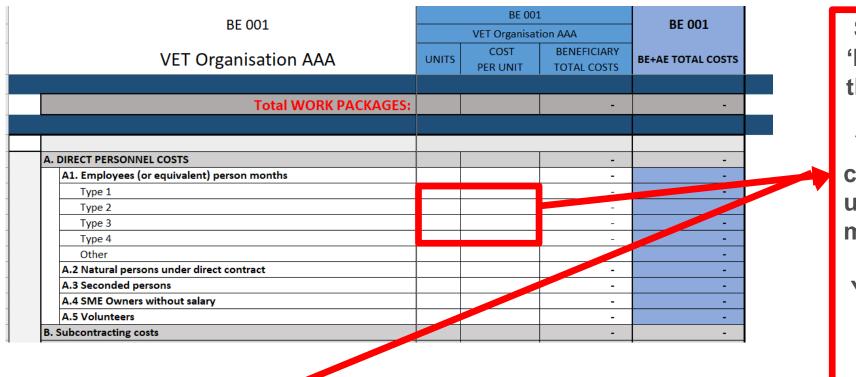


4. Work Packages list (4)



European Commission

5. Insert the estimated actual costs (1)



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

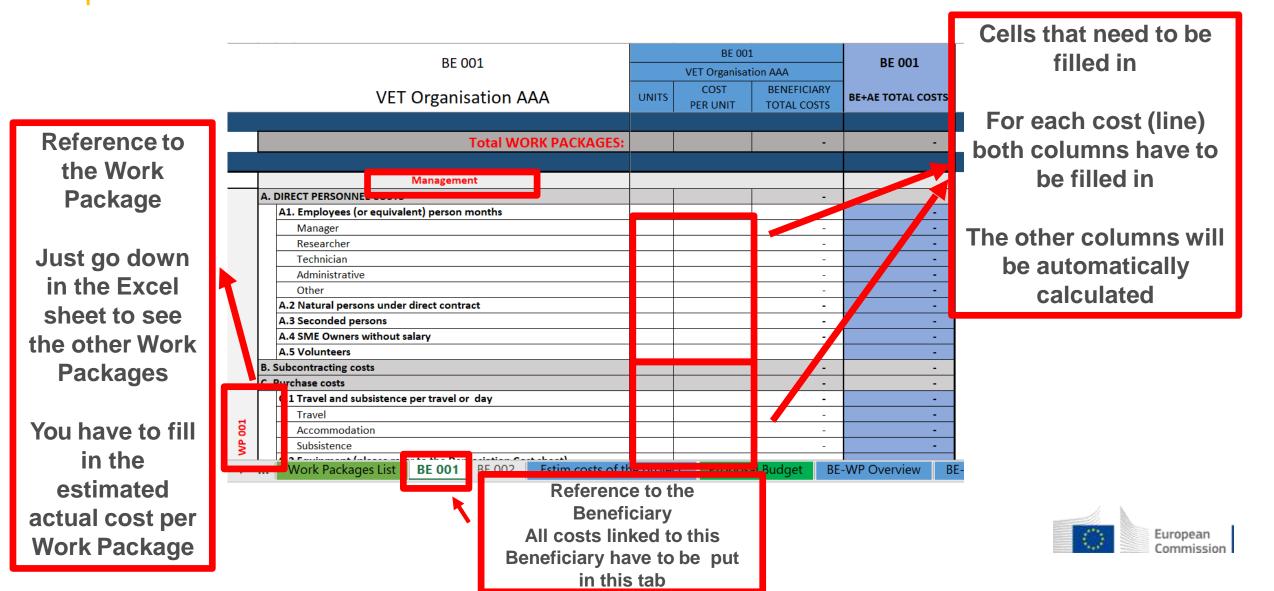
You have to encode your costs using the following unit: 1 unit is 1 personmonth

You first have to calculate average amounts if you have different costs per staff member

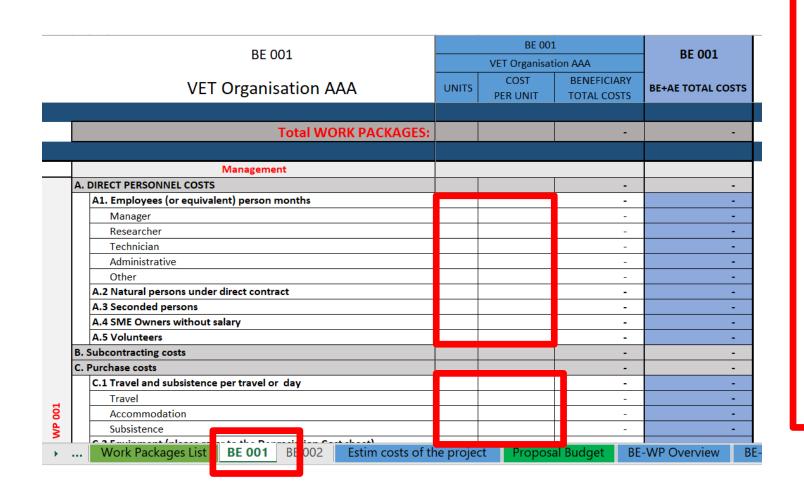
A. DIREC	CT PERSONNEL COSTS		
Α	1. Employees (or equival	ent) man day (You can change the types based on your structure)	
	Senior experts		
	Type 2		,
	Туре 3		
	Type 4		
	Other		



5. Insert the estimated actual costs (2)



5. Insert the estimated actual costs (3)



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. Decimals are 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



5. Insert the estimated actual costs (4)



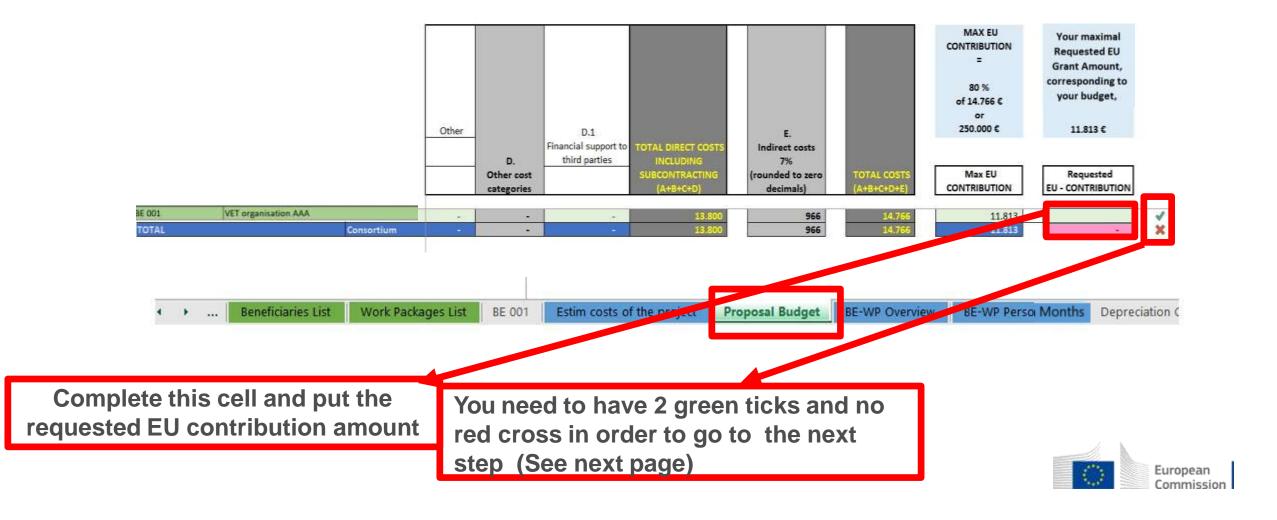
Most of the projects cannot declare equipment costs as they are already included in the indirect costs

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

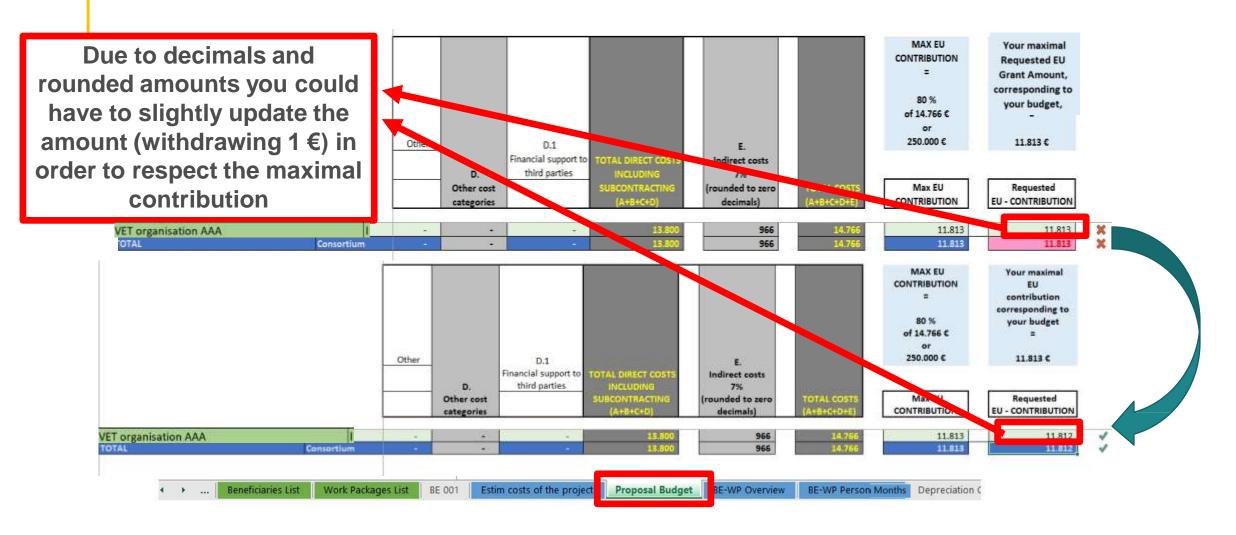
The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)



6. Proposal Budget (1)

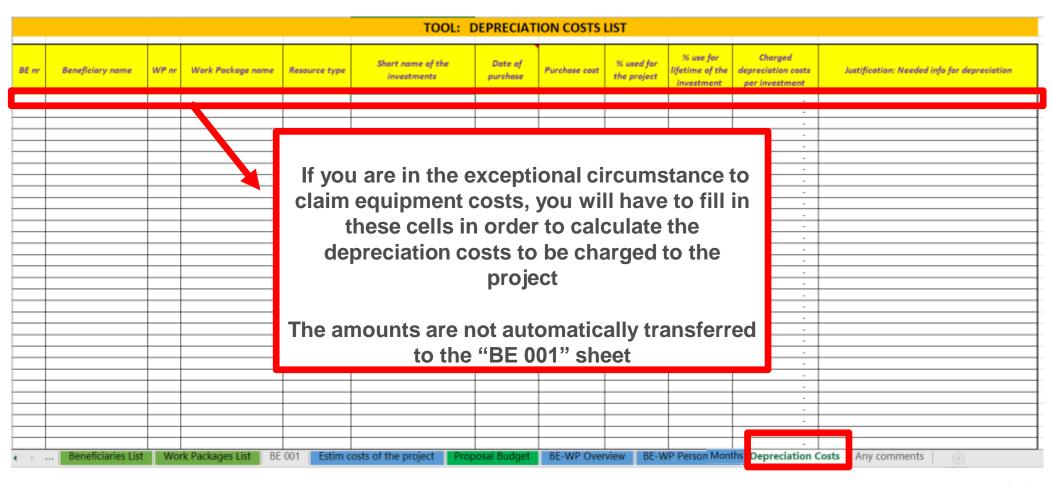


6. Proposal Budget (2)



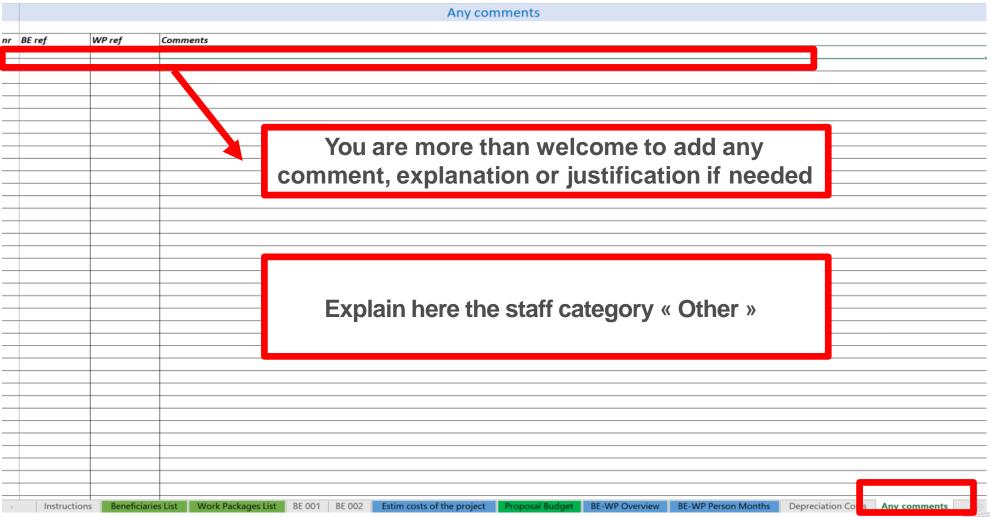


7. Complementary information (1)



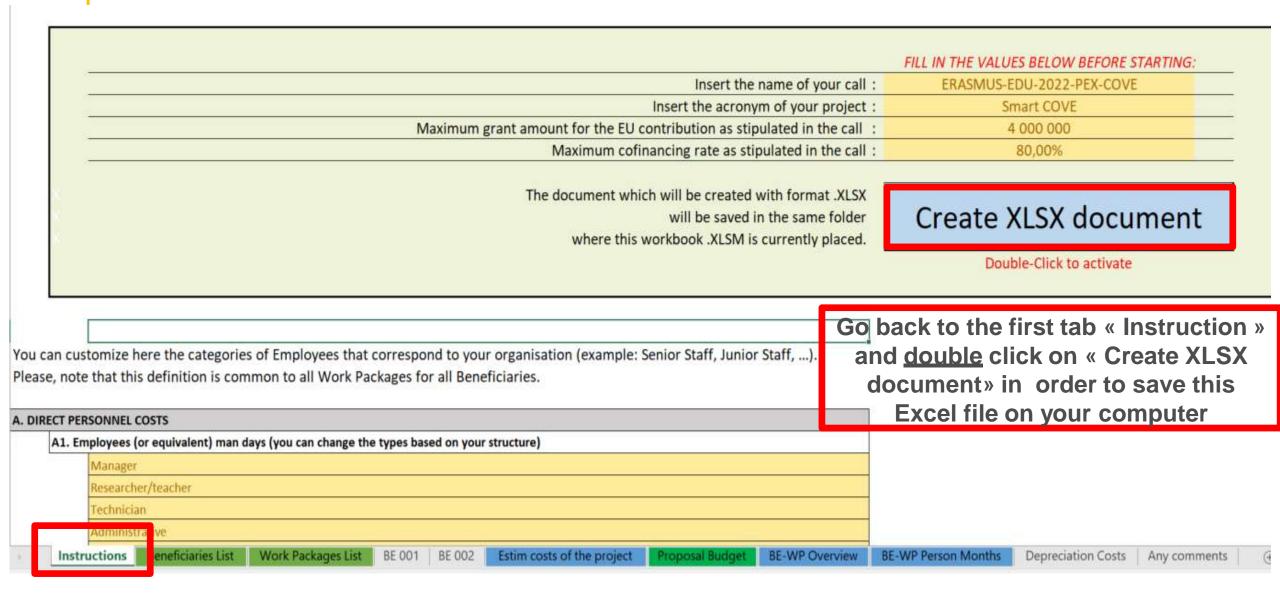


7. Complementary information (2)





8. Upload the file in the application (1)



8. Upload the file in the application (2)

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



9. Update the amount in PARTA





Common mistakes 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 (grant is 80% of total estimated costs).
- ✓ It is difficult to define staff categories among different organisations. All partners must have identical commonly agreed names for each staff category
- ✓ The budget in part A is not filled in. Pay attention to fill in this section in part A
- ✓ 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 I are lump Sum Grant

Thank you



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