

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 differently.

Lump sum approach – cost estimations

Cost estimations:

- ✓ Are subject to same eligibility rules as costs in standard, budget-based (actual costs) grants (see [annotated grant agreement](#))
- ✓ 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 Vet Organisation AAA		BE 001 Vet Organisation AAA			BE 001 BE+AE TOTAL COSTS
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:				46.652	46.652
WFP 001	A. DIRECT PERSONNEL COSTS			20.000	20.000
	A1. Employees (or equivalent) person months			20.000	20.000
	Manager	50	400	20.000	20.000
	Teacher/researcher			-	-
	Technical			-	-
	Administrative			-	-
	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			23.600	23.600
	C.1 Travel and subsistence per travel or day			3.600	3.600
	Travel	6	200	1.200	1.200
	Accommodation	6	200	1.200	1.200
	Subsistence	12	100	1.200	1.200
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			20.000	20.000
	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	20.000
D. Other cost categories			-	-	
D.1 Financial support to third parties			-	-	
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			43.600	43.600	
E. Indirect costs 7% (rounded to zero decimals)			3.052	3.052	
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 [C\(2019\) 2646](#)
- ✓ SME owners. See [C\(2020\) 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)

Deadline
07 September 2022 17:00:00 Brussels Local Time

193 days left until closure

Call data:

Call: ERASMUS-EDU-2022-PEX-COVE
Topic: ERASMUS-EDU-2022-PEX-COVE
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Proposal data:

Acronym: test 3 Febraury
Draft ID: SEP-210833053

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 LSII		Upload
Info on Partnerships and activities		Upload

[Download Part B templates](#)

[Download part B templates](#)

[BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

CLICK HERE

Information: In this step you can edit the Administrative Forms and upload the proposal itself.

Error: Your proposal contains changes that have not yet been submitted.

Warning: Topic and type of action can only be changed by creating a new proposal.

1. Where to find the budget table (2)

- 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

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 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 '.

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 Persc



2. Presentation of the Excel table (2)

Max EU contribution
= EU grant
4 000 000 EUR

Insert the name of your call

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

The document which will be created with format .XLSX will be saved in the same folder

Create XLSX document

Instructions | 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

FILL IN THE VALUES BELOW BEFORE STARTING:
ERASMUS-EDU-2022-PEX-COVE
Eg. SMARTCOVE
TYPE HERE THE MAXIMUM EU CONTRIBUTION
TYPE HERE THE CO-FINANCING RATE

80%

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

2. Presentation of the Excel table (3)

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

A. DIRECT PERSONNEL COSTS	
All 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 will 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')

3. Beneficiaries list (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 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'. <i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i>
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, for 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

3. Beneficiaries list (2)

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 (3)

List of Beneficiaries and Affiliated Entities				
BE NR/AE	BE/TP name	Acronym	Country	
BE 001	VET organisation AAA	I	AL	APPLY CHANGES 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**

3. Beneficiaries list (4)

The screenshot displays a software interface with a 'TASKS IN PROGRESS' panel on the left and a 'PROPAGATE CHANGES' dialog box on the right. The 'TASKS IN PROGRESS' panel lists seven tasks, each with a green checkmark:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The 'PROPAGATE CHANGES' dialog box contains the text 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and an information icon with the message 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this 'OK' button to a red box containing the text 'Click here'. At the bottom of the interface, a tab labeled 'Beneficiaries List' is highlighted with a red box. The bottom right corner features the European Commission logo.

4. Work Packages list (1)

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

4. Work Packages list 2)

Double click here to add a Work Package

List of Work Packages	
WP Nbr	WP Label
WP 001	Management and coordination activities
Last WP	Impact and dissemination

Actions (double-click to activate)

APPLY CHANGES	Add a Work Package
Remove this Work Package	
Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001
---	--------------	--------------------	---------------------------	--------

Double click here to remove the Work Package

4. Work Packages list (3)

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

4. Work Packages list (4)

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue-bordered box titled 'TASKS IN PROGRESS' contains a list of seven tasks, each with a green checkmark:

- 1 ✓ Update from BENEFICIARIES LIST
- 2 ✓ Update from WORK PACKAGES LIST
- 3 ✓ Update DETAILED SUMMARY TABLE
- 4 ✓ Update BE-WP Person Days
- 5 ✓ Update TECHNICAL CALCULATIONS
- 6 ✓ Update PROPOSAL BUDGET
- 7 ✓ Update BE-WP Overview

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this button to another red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Work Packages List' tab is highlighted with a red box.

5. Insert the estimated actual costs (1)

BE 001 VET Organisation AAA	BE 001 VET Organisation AAA			BE 001 BE+AE TOTAL COSTS
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:				
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				

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

You have to encode your costs using the following unit: 1 unit is 1 person-month

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

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	

5. Insert the estimated actual costs (2)

BE 001		BE 001			BE 001	
VET Organisation AAA		VET Organisation AAA			BE+AE TOTAL COSTS	
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS			
Total WORK PACKAGES:					-	-
Management						
A. 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					-	-
B. Subcontracting costs					-	-
C. Purchase costs					-	-
C.1 Travel and subsistence per travel or day					-	-
	Travel			-	-	
	Accommodation			-	-	
	Subsistence			-	-	
C.2 Equipment (lease)					-	-

Cells that need to be filled in

For each cost (line) both columns have to be filled in

The other columns will be automatically calculated

Reference to the Work Package

Just go down in the Excel sheet to see the other Work Packages

You have to fill in the estimated actual cost per Work Package

Reference to the Beneficiary

All costs linked to this Beneficiary have to be put in this tab



5. Insert the estimated actual costs (3)

BE 001 VET Organisation AAA	BE 001 VET Organisation AAA			BE 001 BE+AE TOTAL COSTS
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:				
Management				
A. 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				
B. Subcontracting costs				
C. Purchase costs				
C.1 Travel and subsistence per travel or day				
Travel			-	-
Accommodation			-	-
Subsistence			-	-

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)

BE 001		BE 001			BE 001
VET Organisation AAA		VET Organisation AAA			
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS	
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")			-	-	
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)			-	-	

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)

		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 Requested EU Grant Amount, corresponding to your budget, 11.813 €
		D. Other cost categories					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	

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)

6. Proposal Budget (2)

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

		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 = 80 % of 14.766 € or 250.000 €	Your maximal Requested EU Grant Amount, corresponding to your budget, - 11.813 €
VET organisation AAA		-	-	-	13.800	966	14.766	11.813	11.813
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.813

		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 = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
VET organisation AAA		-	-	-	13.800	966	14.766	11.813	11.812
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.812

Proposal Budget

8. Upload the file in the application (1)

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :	ERASMUS-EDU-2022-PEX-COVE
Insert the acronym of your project :	Smart COVE
Maximum grant amount for the EU contribution as stipulated in the call :	4 000 000
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.

Create XLSX document

Double-Click to activate

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

Go back to the first tab « Instruction » and double click on « Create XLSX document » in order to save this Excel file on your computer

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) man days (you can change the types based on your structure)

Manager

Researcher/teacher

Technician

Administrative

Instructions

Beneficiaries List

Work Packages List

BE 001

BE 002

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person Months

Depreciation Costs

Any comments

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 requested attachments. ?

Part B		?	Upload 
Detailed budget table LSII		?	Upload 
Info on Partnerships and activities		?	Upload 

The budget table can be uploaded as Excel file

9. Update 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 Requested EU Grant Amount, corresponding to your budget, 11.813 €
	D. Other cost categories					Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
VET organisation AAA	-	-	13.800	966	14.766	11.813	11.812
TOTAL	-	-	13.800	966	14.766	11.813	11.812

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

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

No	Name of Beneficiary	Country	Requested grant amount
1	VET organisation AAA	AL	11812,00
Total			11812,00

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 II are Lump Sum Grant

Thank you



© European Union 2023

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

