



Centres of Vocational Excellence 2025

# The funding mechanism

## Lump Sum Type II grants

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

- ❑ The proposal must provide a **detailed estimation of costs** in an **Excel table** available with the application form.
- ❑ The grant calculated per Work Package and beneficiary becomes the **budgetary annex 2** of the grant agreement.
- ❑ **Pre-financing payments** (at start and mid stage) 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).
- ❑ A final Payment will be made on the basis of the **delivery and completion of the work packages and deliverables.**



# Lump sum grant – Budget allocation

## Annex 2 of model grant agreement (example)

	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 a group of **activities**.
- ✓ Has **objectives, activities and deliverables**.
- ✓ Can have **multiple deliverables** (a single activity/task is not a WP). A deliverable is a concrete result that can be uploaded in our platform.

## 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 8 as an average**.
- ✓ Work packages should be designed so that they are completed **at different times**.
- ✓ Horizontal work packages (e.g.: management, dissemination, etc.) may run over the lifetime of the project

# 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.**

# Payment of the EU grant

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

# Lump sum – The detailed budget table (Excel)

BE 001  Vet Organisation AAA		BE 001		BE 001  BE+AE TOTAL COSTS
		Vet Organisation AAA		
		UNITS	COST PER UNIT	
Total WORK PACKAGES:			46.652	46.652
A. DIRECT PERSONNEL COSTS			20.000	20.000
A1. Employees (or equivalent) person months			20.000	20.000
Manager		50	400	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
Accommodation		6	200	1.200
Subsistence		12	100	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
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

- ✓ Staff costs must correspond to **real salaries**
- ✓ Travel, hotel, per diem. See [C\(2021\) 35](#)
- ✓ Volunteers. See [C\(2019\) 2646](#)
- ✓ SME owners. See [C\(2020\) 7115](#)
- ✓ Financial support to third parties (prizes, grants) : **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




# Common issues and solutions



- ✓ **Confusion between total estimated costs and EU grant.** For example, If EU grant requested is 4 000 000 EUR then the total estimated costs are 5 000 000 EUR (grant is 80% of total estimated costs).
- ✓ **Staff categories among different organisations.** All partners must have identical commonly agreed names for each staff category
- ✓ **The budget in part A must contain the EU grant amounts and not total costs.** Pay attention when completing this section in part A


# 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**


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










**Proposal data:**  
Acronym: **test 3 Febraury**  
Draft ID: **SEP-210833053**

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


 Your proposal contains changes that have not yet been submitted.

**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			<a href="#">Upload</a> 
Detailed budget table LSII			<a href="#">Upload</a> 
Info on Partnerships and activities			<a href="#">Upload</a> 

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

**Download Part B templates**  
 [Download part B templates](#)

**CLICK HERE**

# 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 <b>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.</b> 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 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 ' <b>Add a Beneficiary</b> '; to add an affiliated entity, please, double-click on ' <b>Add an Affiliated Entity</b> '.

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Perso

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

Instructions

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

ERASMUS-EDU-2022-PEX-COVE  
Eg. SMARTCOVE  
TYPE HERE THE MAXIMUM EU CONTRIBUTION  
TYPE HERE THE CO-FINANCING RATE

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

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

These tabs have to be filled for your budget table to be complete, before uploading it into the Submission system

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 <b>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.</b> 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 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 ' <b>Add a Beneficiary</b> '; to add an affiliated entity, please, double-click on ' <b>Add an Affiliated Entity</b> '. <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 ' <b>Add a Work Package</b> '.
9	Once you have completed the 'Beneficiaries List' and 'Work Packages list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the " <b>Apply changes</b> " 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	
<div>Instructions   Beneficiaries List   Work Packages List   BE 001   Estim costs of the project   Proposal Budget   BE-WP Overview   BE-WP Person Months</div>	



### 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	<b>Beneficiaries List</b>	Work Packages List	BE 001	Estim costs of the project
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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	<b>APPLY CHANGES</b> Remove this Beneficiary

►	Instructions	<b>Beneficiaries List</b>	Work Packages List	BE 001	Estim costs of the project
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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 panel lists seven tasks, each with a green checkmark, indicating completion. The dialog box shows a message 'Job done !' and an 'OK' button. A red box highlights the 'OK' button, and a red arrow points from it to a red box containing the text 'Click here'. At the bottom of the interface, a red box highlights the 'Beneficiaries List' tab in the navigation bar.

**TASKS IN PROGRESS**

- 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

**PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists** X

i Job done !

OK

Click here

Instruction **Beneficiaries List** Work Packages List BE 001 Estim costs of the project Proposal Budget BE-WP Overview BE-WP Per

## 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
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Complete the information related to your different  
work packages  
Coherently with Part B

## 4. Work Packages list 2)

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
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**Double click here to add a Work Package**

Add a Work Package

Remove this Work Package

Remove this Work Package

**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	<b>Work Packages List</b>	BE 001
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**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-like grid on the left and a main workspace on the right. The grid has columns A through G and rows 1 through 19. A blue box titled 'TASKS IN PROGRESS' is located in the grid, containing a list of seven tasks, each with a green checkmark icon:

- 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

In the main workspace, a dialog box titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' is open. It contains an information icon and the text 'Job done !'. An 'OK' button is visible in the dialog box. A red arrow points from the 'OK' button to a red box containing the text 'Click here'.

At the bottom of the interface, there is a tab bar with several tabs: 'Instructions', 'Beneficiaries List', 'Work Packages List', 'BE 001', 'Estim costs of the project', 'Proposal Budget', 'BE-WP Overview', and 'BE-WP Per'. 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			BE 001  BE+AE TOTAL COSTS
		VET Organisation AAA			
		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			
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE 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)				-	-
C.3 Equipment (purchase)				-	-
C.4 Other purchase costs				-	-
C.5 Other costs				-	-
C.6 Other costs				-	-
C.7 Other costs				-	-
C.8 Other costs				-	-
C.9 Other costs				-	-
C.10 Other costs				-	-
C.11 Other costs				-	-
C.12 Other costs				-	-
C.13 Other costs				-	-
C.14 Other costs				-	-
C.15 Other costs				-	-
C.16 Other costs				-	-
C.17 Other costs				-	-
C.18 Other costs				-	-
C.19 Other costs				-	-
C.20 Other costs				-	-
C.21 Other costs				-	-
C.22 Other costs				-	-
C.23 Other costs				-	-
C.24 Other costs				-	-
C.25 Other costs				-	-
C.26 Other costs				-	-
C.27 Other costs				-	-
C.28 Other costs				-	-
C.29 Other costs				-	-
C.30 Other costs				-	-
C.31 Other costs				-	-
C.32 Other costs				-	-
C.33 Other costs				-	-
C.34 Other costs				-	-
C.35 Other costs				-	-
C.36 Other costs				-	-
C.37 Other costs				-	-
C.38 Other costs				-	-
C.39 Other costs				-	-
C.40 Other costs				-	-
C.41 Other costs				-	-
C.42 Other costs				-	-
C.43 Other costs				-	-
C.44 Other costs				-	-
C.45 Other costs				-	-
C.46 Other costs				-	-
C.47 Other costs				-	-
C.48 Other costs				-	-
C.49 Other costs				-	-
C.50 Other costs				-	-
C.51 Other costs				-	-
C.52 Other costs				-	-
C.53 Other costs				-	-
C.54 Other costs				-	-
C.55 Other costs				-	-
C.56 Other costs				-	-
C.57 Other costs				-	-
C.58 Other costs				-	-
C.59 Other costs				-	-
C.60 Other costs				-	-
C.61 Other costs				-	-
C.62 Other costs				-	-
C.63 Other costs				-	-
C.64 Other costs				-	-
C.65 Other costs				-	-
C.66 Other costs				-	-
C.67 Other costs				-	-
C.68 Other costs				-	-
C.69 Other costs				-	-
C.70 Other costs				-	-
C.71 Other costs				-	-
C.72 Other costs				-	-
C.73 Other costs				-	-
C.74 Other costs				-	-
C.75 Other costs				-	-
C.76 Other costs				-	-
C.77 Other costs				-	-
C.78 Other costs				-	-
C.79 Other costs				-	-
C.80 Other costs				-	-
C.81 Other costs				-	-
C.82 Other costs				-	-
C.83 Other costs				-	-
C.84 Other costs				-	-
C.85 Other costs				-	-
C.86 Other costs				-	-
C.87 Other costs				-	-
C.88 Other costs				-	-
C.89 Other costs				-	-
C.90 Other costs				-	-
C.91 Other costs				-	-
C.92 Other costs				-	-
C.93 Other costs				-	-
C.94 Other costs				-	-
C.95 Other costs				-	-
C.96 Other costs				-	-
C.97 Other costs				-	-
C.98 Other costs				-	-
C.99 Other costs				-	-
C.100 Other costs				-	-

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

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



# 5. Insert the estimated actual costs (3)

BE 001		BE 001		BE 001
VET Organisation AAA		VET Organisation AAA		
UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS		
				BE+AE 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)			-	-
C.3 Equipment (purchase)			-	-
C.4 Equipment (maintenance)			-	-
C.5 Equipment (other)			-	-
C.6 Equipment (other)			-	-
C.7 Equipment (other)			-	-
C.8 Equipment (other)			-	-
C.9 Equipment (other)			-	-
C.10 Equipment (other)			-	-
C.11 Equipment (other)			-	-
C.12 Equipment (other)			-	-
C.13 Equipment (other)			-	-
C.14 Equipment (other)			-	-
C.15 Equipment (other)			-	-
C.16 Equipment (other)			-	-
C.17 Equipment (other)			-	-
C.18 Equipment (other)			-	-
C.19 Equipment (other)			-	-
C.20 Equipment (other)			-	-
C.21 Equipment (other)			-	-
C.22 Equipment (other)			-	-
C.23 Equipment (other)			-	-
C.24 Equipment (other)			-	-
C.25 Equipment (other)			-	-
C.26 Equipment (other)			-	-
C.27 Equipment (other)			-	-
C.28 Equipment (other)			-	-
C.29 Equipment (other)			-	-
C.30 Equipment (other)			-	-
C.31 Equipment (other)			-	-
C.32 Equipment (other)			-	-
C.33 Equipment (other)			-	-
C.34 Equipment (other)			-	-
C.35 Equipment (other)			-	-
C.36 Equipment (other)			-	-
C.37 Equipment (other)			-	-
C.38 Equipment (other)			-	-
C.39 Equipment (other)			-	-
C.40 Equipment (other)			-	-
C.41 Equipment (other)			-	-
C.42 Equipment (other)			-	-
C.43 Equipment (other)			-	-
C.44 Equipment (other)			-	-
C.45 Equipment (other)			-	-
C.46 Equipment (other)			-	-
C.47 Equipment (other)			-	-
C.48 Equipment (other)			-	-
C.49 Equipment (other)			-	-
C.50 Equipment (other)			-	-
C.51 Equipment (other)			-	-
C.52 Equipment (other)			-	-
C.53 Equipment (other)			-	-
C.54 Equipment (other)			-	-
C.55 Equipment (other)			-	-
C.56 Equipment (other)			-	-
C.57 Equipment (other)			-	-
C.58 Equipment (other)			-	-
C.59 Equipment (other)			-	-
C.60 Equipment (other)			-	-
C.61 Equipment (other)			-	-
C.62 Equipment (other)			-	-
C.63 Equipment (other)			-	-
C.64 Equipment (other)			-	-
C.65 Equipment (other)			-	-
C.66 Equipment (other)			-	-
C.67 Equipment (other)			-	-
C.68 Equipment (other)			-	-
C.69 Equipment (other)			-	-
C.70 Equipment (other)			-	-
C.71 Equipment (other)			-	-
C.72 Equipment (other)			-	-
C.73 Equipment (other)			-	-
C.74 Equipment (other)			-	-
C.75 Equipment (other)			-	-
C.76 Equipment (other)			-	-
C.77 Equipment (other)			-	-
C.78 Equipment (other)			-	-
C.79 Equipment (other)			-	-
C.80 Equipment (other)			-	-
C.81 Equipment (other)			-	-
C.82 Equipment (other)			-	-
C.83 Equipment (other)			-	-
C.84 Equipment (other)			-	-
C.85 Equipment (other)			-	-
C.86 Equipment (other)			-	-
C.87 Equipment (other)			-	-
C.88 Equipment (other)			-	-
C.89 Equipment (other)			-	-
C.90 Equipment (other)			-	-
C.91 Equipment (other)			-	-
C.92 Equipment (other)			-	-
C.93 Equipment (other)			-	-
C.94 Equipment (other)			-	-
C.95 Equipment (other)			-	-
C.96 Equipment (other)			-	-
C.97 Equipment (other)			-	-
C.98 Equipment (other)			-	-
C.99 Equipment (other)			-	-
C.100 Equipment (other)			-	-

WP 001

► ... Work Packages List BE 001 BE 002 Estim costs of the project Proposal Budget BE-WP Overview BE

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 Annotated Grant Agreement](#)

Then repeat this procedure to the other Work Packages below

# 5. Insert the estimated actual costs (4)

BE 001  VET Organisation AAA		BE 001			BE 001  BE+AE TOTAL COSTS	
		VET Organisation AAA				
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS		
WP 001	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 (2)

[Click here to go to the column  
Max TOTAL EU 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%	TOTAL COSTS (A+B+C+D+E)	
VET Organisation	VO	-	-	-	62.000,00	4.340,00	66.340,00	53.072,00
Company	CO	-	-	-	21.500,00	1.505,00	23.005,00	18.404,00
<b>TOTAL</b>	<b>Consortium</b>	-	-	-	<b>83.500,00</b>	<b>5.845,00</b>	<b>89.345,00</b>	<b>71.476,00</b>

To make the calculation working, please, set  
- in sheet Instructions -  
the relevant maximum grant  
amount and the maximum  
% of co-financing rate  
applicable for the call.

See instruction n° 5  
in sheet Instructions

**Max TOTAL EU  
Contribution**

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

The maximum EU  
grant is calculated  
automatically

## 7. Complementary information (1)

[illegible]

## 7. Complementary information (2)

Any comments			
nr	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 »

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 (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*

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

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.

### 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

[Click here to go to the column  
Max TOTAL EU Contribution](#)

Other		D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)		E. Indirect costs 7%		TOTAL COSTS (A+B+C+D+E)	
	D. Other cost categories							
VET Organisation	VO	-	62.000,00		4.340,00		66.340,00	53.072,00
Company	CO	-	21.500,00		1.505,00		23.005,00	18.404,00
TOTAL	Consortium	-	83.500,00		5.845,00		89.345,00	71.476,00

To make the calculation working, please, set  
- in sheet Instructions -  
the relevant maximum grant  
amount and the maximum  
% of co-financing rate  
applicable for the call.

See instruction n° 5  
in sheet Instructions

Max TOTAL EU  
Contribution

## 3 - Budget

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

No	Name of Beneficiary	Country	Requested grant amount
1	VET Organisation	BG	53 072.00
2	Company	BG	18 404.00
	Total		71 476.00



# Thank you



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