**Centres of Vocational Excellence 2025**

# The funding mechanism

# Lump Sum Type II grants

*European Education and Culture Executive Agency*

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# 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.**

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# 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**

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# 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

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# 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 |

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# Lump sum – The detailed budget table (Excel)

| | | BE 001 | | BE 001 |
| BE 001<br><br>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 | | | 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 |

*(row label "WP 001" shown vertically on left side)*

- ✓ 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

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# 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

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# 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**

**Download Part B templates**

⬇ Download part B templates

**CLICK HERE**

ℹ 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 | ❓ | Upload ☁ |
| Detailed budget table LSII | ❓ | Upload ☁ |
| Info on Partnerships and activities | ❓ | Upload ☁ |

‹ BACK TO PARTICIPANTS LIST     VALIDATE     SUBMIT

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# 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**

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# 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. <br> 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.** <br> 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. <br> 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 Pers |

# 2. Presentation of the Excel table (2)

**Max EU contribution = EU grant**

**4 000 000 EUR**

FILL IN THE VALUES BELOW BEFORE STARTING:

| | |
|---|---|
| Insert the name of your call | ERASMUS-EDU-2022-PEX-COVE |
| Insert the acronym of your project | Eg. SMARTCOVE |
| Maximum grant amount for the EU contribution as stipulated in the call | TYPE HERE THE MAXIMUM EU CONTRIBUTION |
| Maximum cofinancing rate as stipulated in the call | 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**

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# 2. Presentation of the Excel table (3)

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

**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 |

| 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 wil 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')**

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# 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.<br>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.**<br>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.<br>To add beneficiaries, please double-click on **'Add a Beneficiary'**; to add an affiliated entity, please, double-click on **'Add an Affiliated Entity'**.<br>*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 Packages.<br>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, or 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.<br><br>At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary  (BE XXX) for all the workpackages |

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

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

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# 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**

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# 3. Beneficiaries list (3)

## List of Beneficiaries and Affiliated Entities

| BE NR/AE | BE/TP name | Acronym | Country | APPLY CHANGES |
|----------|-----------|---------|---------|---------------|
| BE 001 | VET organisation AAA | I | AL | 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

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# 3. Beneficiaries list (4)

# 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**

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# 4. Work Packages list 2)

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

## List of Work Packages

Actions (double-click to activate)

| WP Nbr | WP Label | | |
|--------|----------|---|---|
| WP 001 | Management and coordination activities | **APPLY CHANGES** | Add a Work Package |
| Last WP | Impact and dissemination | Remove this Work Package | |
| | | Remove this Work Package | |

| ▶ | Instructions | Beneficiaries List | **Work Packages List** | BE 001 |

**Double** click here to remove the Work Package

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# 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

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# 4. Work Packages list (4)

# 5. Insert the estimated actual costs (1)

| BE 001<br><br>VET Organisation AAA | BE 001 | | | BE 001 |
|---|---|---|---|---|
| | VET Organisation AAA | | | |
| | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | BE+AE 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 |

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# 5. Insert the estimated actual costs (2)



**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**

| | BE 001 | | | BE 001 |
|---|---|---|---|---|
| | 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 | | | - | - |

WP 001

Work Packages List | **BE 001** | BE 002 | Estim costs of the ... | ... Budget | BE-WP Overview | BE-

**Reference to the Beneficiary**
**All costs linked to this Beneficiary have to be put in this tab**

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# 5. Insert the estimated actual costs (3)



| BE 001 VET Organisation AAA | BE 001 VET Organisation AAA | | | BE 001 |
|---|---|---|---|---|
| | 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 | | | - | - |

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 VET Organisation AAA | | | BE 001 |
| --- | --- | --- | --- | --- |
| | 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.)**

WP 001

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

Calculate

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# 6. Proposal Budget (2)

Click here to go to the column
Max TOTAL EU Contribution

To make the calculaton 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

| | | 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) | Max TOTAL EU Contribution |
|---|---|---|---|---|---|---|---|---|
| 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 |

| ◄ ► ... | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months | Depreciation ( |

**The maximum EU grant is calculated automatically**

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# 7. Complementary information (1)

| TOOL: | DEPRECIATION COSTS LIST | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| BE nr | Beneficiary name | WP nr | Work Package name | Resource type | Short name of the investments | Date of purchase | Purchase cost | % used for the project | % use for lifetime of the investment | Charged depreciation costs per investment | Justification: Needed info for depreciation |

**If you are in the exceptional circumstance to claim equipment costs, you will have to fill in these cells in order to calculate the depreciation costs to be charged to the project**

**The amounts are not automatically transferred to the "BE 001" sheet**

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

# 7. Complementary information (2)



**You are more than welcome to add any comment, explanation or justification if needed**

**Explain here the staff category « Other »**

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# 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 <u>double</u> 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. ❷

| Part B | | ❷ | Upload ☁ |
| Detailed budget table LSII | | ❷ | Upload ☁ |
| Info on Partnerships and activities | | ❷ | Upload ☁ |

**The budget table can be uploaded as Excel file**

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# 9. Update the amount in PART A

| | | Other | | D.<br>Other cost<br>categories | D.1<br>Financial support<br>to third parties | TOTAL DIRECT COSTS<br>INCLUDING<br>SUBCONTRACTING<br>(A+B+C+D) | E.<br>Indirect costs<br>7% | TOTAL COSTS<br>(A+B+C+D+E) | Max TOTAL EU<br>Contribution |
|---|---|---|---|---|---|---|---|---|---|
| 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 |

Click here to go to the column
Max TOTAL EU Contribution

To make the calculaton 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

## 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

European Commission