

Erasmus+ Teacher Academies 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.
- ✓ **Pre-financing payments.** 1st payment of 40% after signature, 2nd payment of 40% after 70% of the 1st pre-financing has been consumed and 20% after the final report (linked to the successful completion of work packages and deliverables).
- ✓ 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!



Lump sum grant – Budget allocation

Annex 2 of model grant agreement

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	125.000			25.000	150.000	125.000		150.000	575.000
Beneficiary B		125.000	175.000	25.000			50.000	75.000	450.000
Beneficiary C	50.000	50.000		25.000		140.000			265.000
Beneficiary D		60.000		25.000			50.000	75.000	210.000
Total	175.000	235.000	175.000	100.000	150.000	265.000	100.000	300.000	1.500.000

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 cannot be 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	Start of project	Mid-term of project (18 months)	End of project (Final report)
3 years	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
WVP 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 costs of one annual meeting

Costs for one annual meeting:

- The relevant work package should include costs for at least one annual meeting (1 representative from each full partner of the project) organised by or at the initiative of the European Commission/European Education and Culture Executive Agency for the exchange of good practices and mutual learning between Erasmus+ Teacher Academies.

How to fill in the detailed budget table

1. Where to find the detailed budget table

The screenshot displays the proposal submission interface. On the left, there is a sidebar with sections: **Deadline** (193 days left until closure), **Call data:** (Call, Topic, Type of action: ERASMUS-LS, Type of MGA: ERASMUS-AG-LS), and **Proposal data:** (Acronym: test 3 Febraury, Draft ID: SEP-). A warning message states: "Topic and type of action can only be changed by creating a new proposal." The main content area includes an information box: "In this step you can edit the Administrative Forms and upload the proposal itself." and a warning: "Your proposal contains changes that have not yet been submitted." Below these are sections for **Administrative forms (Part A)** with buttons for "Edit forms", "Edit Part C", "View history", and "Print preview"; and **Part B and Annexes** with an instruction: "In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments." A table lists items for upload: "Part B", "Detailed budget table LSII", and an empty row, each with an "Upload" button. At the bottom right are buttons for "BACK TO PARTICIPANTS LIST", "VALIDATE", and "SUBMIT". At the bottom left, a red box highlights the "Download Part B templates" button, with a red arrow pointing to a "CLICK HERE" box.

Deadline

193 days left until closure

Call data:

Call:
Topic:
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-**

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
		Upload

← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Download Part B templates

Download part B templates

CLICK HERE

1. Where to find the detailed budget table

 Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf

 Tpl_Detailed Budget Table (ERASMUS LSII).xlsm

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

2. Presentation of the Excel table

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



2. Presentation of the Excel table

EUR 1.500.000

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :	ERASMUS-EDU-2024-PEX-TEACH-ACA
Insert the acronym of your project :	<i>E.g. European Teacher Academy 2024</i>
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 Cost | Any comments | +

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

80%

2. Presentation of the Excel table

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

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, 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.

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

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	Teacher association ABC	ABC	PT

▶	Instructions	Beneficiaries List	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

List of Beneficiaries and Affiliated Entities				
BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES
BE 001	Teacher association ABC	ABC	PT	Remove this Beneficiary

▶	Instructions	Beneficiaries List	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

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 box titled 'TASKS IN PROGRESS' is overlaid on the spreadsheet, containing 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 the 'OK' button to a red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Beneficiaries List' tab is highlighted with a red box.

4. Work Packages list

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, in line with Part B (technical description of the project)

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
WP 002	Teacher training activities

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 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	
WP 002	Teacher training activities	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	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 list of tasks and a dialog box. The task list, titled "TASKS IN PROGRESS", contains seven items, 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

A dialog box titled "PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists" is open, showing an information icon and the text "Job done!". The "OK" button in the dialog box 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 interface, a navigation bar shows 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

BE 001 Teacher Association ABC	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

BE 001		BE 001			BE 001
Teacher Association ABC		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			-	
	Equipment (please refer to the Description Cost sheet)			-	

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

BE 001 Teacher Association ABC	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

BE 001 Teacher Association ABC		BE 001 VET Organisation AAA			BE 001 BE+AE TOTAL COSTS	
		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

Click here to go to the column Max TOTAL EU Contribution		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 = 80 % of 321.000,00 € or 1.500.000,00 €
Teacher Association ABC	ABC	-	300.000,00	21.000,00	321.000,00	256.800,00
TOTAL	Consortium	-	300.000,00	21.000,00	321.000,00	256.800,00

...	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Months	Depreciation C
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Based on the costs you inserted, in the Proposal budget tab, the Max EU total contribution will be calculated in this table.

7. Complementary information

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
										-	
										-	
										-	
										-	
										-	
										-	
										-	
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										-	
										-	

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

Navigation tabs: 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

8. Upload the file in the application (1)

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :	ERASMUS-EDU-2024-PEX-TEACH-ACA
Insert the acronym of your project :	E.g. European Teacher Academy 2024
Maximum grant amount as stipulated in the call :	1.500.000,00 €
Maximum co-financing 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.

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

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

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 

**The budget table
can be uploaded
as Excel file
(XLSX format)**

9. Insert the grant amount in Part A

Proposal budget in the detailed budget table (Excel file)

Click here to go to the column Max TOTAL EU Contribution		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 = 80 % of 321.000,00 € or 1.500.000,00 €
						Max TOTAL EU Contribution
Teacher Association ABC	ABC	-	300.000,00	21.000,00	321.000,00	256.800,00
TOTAL	Consortium	-	300.000,00	21.000,00	321.000,00	256.800,00

3 - Budget

Budget section of Part A (eForm)

No	Name of Beneficiary	Country	Requested grant amount
1	Teacher Association ABC	PT	256800,00
	Total		256800,00



Common mistakes and solutions

- ✓ **Difference between total costs and EU grant amount**
The EU grant amount corresponds to 80% of the total costs. For example, if the total costs are EUR 1.375.000, the grant amount is EUR 1.100.000.
- ✓ **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**
Make sure to fill in the Budget section in Part A. The amounts should be coherent with those included in the detailed budget table (Excel file).
- ✓ **In Part B, shall I fill in the sections where it is indicated '*n/a for prefixed Lump Sum Grants*'?**
Yes, you should fill in these sections. This is a Lump sum type II grant, not a prefixed Lump Sum grant, thus, these sections are applicable.
- ✓ **In Part B, do I need to fill in the sections where it is mentioned '*n/a for Lump Sum Grants*'?**
No, you should not fill in these sections, as it is not applicable for any type of Lump Sum Grants, including Lump Sum type II.

Thank you



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