

ECCOPS

***Erasmus plus project Reference No: 2021-1-
IT02- KA210-SCH-000031340***

Dez. 2021 - Sept. 2023

Partner Meeting Sept. 8th 2023.

This typology of project KA210 (SMALL-SCALE PARTNERSHIPS KA210) is new, aiming to simplify procedures, and giving **a lump sum financing** (flexibility up to 20%).

The rules for the use of the budget are in the ERASMUS PLUS documents (Application, Guidelines EP 2021, Grant Agreement Convenzione, Partner Agreement).

The most important guide about the funds is in the Application;

- for each activity it is explained how to use the money
- there is an overall figure for the **three partners together.**

The Leading Organisation of each Activity has a bigger amount of funding.



Budget Summary

This section provides a summary of the estimated project budget. The table is automatically completed taking into account the described project activities and their estimated cost.

Activity Title	Grant amount allocated to the activity
1. Website	1 900
2 a. First Virtual meeting	900
3. Updating the state of art: curricula, research, needs	2 700
4. Transnational Kick off meeting	6 800
5 a. First Multiplier event	500
6. Toolkit	7 100
7. Competence cards	2 600
8. Matrix of competences	2 900
9. Intermediate Transnational partner meeting	6 000
10. Transnational Training Webinar for teachers	2 800
11. European Pilot Course	4 100
12. Mutual supporting/ monitoring activity	3 900
13. Dissemination and Exploitation	7 500
14. Final transnational partner meeting on line	1 800
15 a. Final Conference -second Multiplier event P1	400
Quality Assurance -reporting	2 400
2 b. Second virtual meeting	400
2 c. Third virtual meeting	400
3 d. Fourth Virtual meeting	400
3 e. Fifth Virtual meeting	400
Management	2 700
5 b. First Multiplier event P2)	300
5 c 5. First Multiplier event P3)	300
15 b. Final Conference -second Multiplier event P2	400
15 c. Final Conference -second Multiplier event P3	400
Total	60 000
Project Lump sum	60000

The coordinator and the Consortium partners **will receive the total amount from the National Agency Erasmusplus after the end of the project and after the approval of the results.**

A pre-financing comes at the beginning. **The coordinator has already transferred the first installments to the partners, and the second too to the partner who submitted the report, according to the Partner Agreement.**

With the received budget, the partners pay the expenses for the own part of the activities listed in the Application: the working materials, the working days, the National Multiplier events, the dissemination, the travel and subsistence at the international meetings.

EXAMPLE Activity (s.Applicati on)	Amount for the 3 partners in the Application	Amount estimated for the activities of the partner (28,5%)	Expences for travel and subsistence and for working days	Installment to the staff members	Final reporting 20% days more NOT NOW
example Meeting in Tenerife	6800	2000	575 plus 575 documentat oion	working days for preparation 3 days	1150 plus 4 days
Toolkit	7100	2050	?? working days	preparation -collection fo data- reading and improving the text 5 days	20% of days more

The time sheets show the amount of performed work: when, who, what (which activities: LTTA, dissemination, Toolkit etc.) - s. sheet is in the website <https://eccops.uciim.it/coordination-materials/> reserved area.

Payment of the grant

The condition for the full payment of the grant by the Erasmus plus Agency is the **completion of all the activities in line with the quality criteria described in the application.**

In case one or more activities are not completed, partially completed or assessed as unsatisfactory in the quality assessment, appropriate reductions of the grant amount may be applied.

Each partner co-finances the project expenses and activities with the working days and their own facilities.

We need to fill out timesheets about the working days to demonstrate the use of time.

The most important thing is the quality of the materials and of the activities in the final report, and we keep documentation of all expenses.

The Final report includes expenses (included the working days that will be paid when the Agency will approve the final project report and pay the full amount) **for the whole amount: 17 000 euro**; in the final report we add about 20% more reported working days as cofinancing by the partners – it means **about 21 000 euro**. Erasmus project are always intended as cofinancing, covering part of the expenses.

General rules are: **respecting the Application and documenting all expenses.**

Travel tickets, documentation of the work done locally too (signatures of presence, certifications, translated materials, dissemination work etc.).

Cost of a working day - Detailed rules are not available because the **co-financing** is a lump sum - the management of expenses is evaluated.

We can find orientation (only orientation) about the amount for paying a working day and for traveling looking at the criteria (p. 189 of the EP Guide) from a similar project KA2 EP http://servizi.erasmusplus.it/documenti/Guida_al_Programma.pdf).

	Manager	Teacher/Trainee/Researcher/Youth worker	Technician	Administrative staff/volunteer
	B1.1	B1.2	B1.3	B1.4
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78

*** In the case of higher education, costs for staff employed by faculties of ECHÉ accredited beneficiary higher education institutions are eligible under the cost category "Project results"

189

Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, the Republic of North Macedonia, Turkey	88	74	55	47
--	----	----	----	----

Handbook lump sum 2022
Key Action 2 - Partnerships for Cooperation
Erasmus+ Programme - Call 2022 02/02/2022

for small scale projects

p. 11 ., applicants should provide sufficient information so that evaluators can assess the appropriateness of each activity with the objectives of the action and with the requested amount, as well as the coherence of one activity with the others.

Example:

Objective: promote the exchange of practices in teaching languages among different countries.

Activity: workshop for the exchange of good practices among teachers

Expected result: successful participation of 40 participants (teachers) from at least four different countries in the workshop.

Key Action Partnerships for Cooperation

Handbook on the lump sum funding model Frequently Asked Questions

Q: What are the supporting documents the beneficiaries should keep for checks and audit purposes?

A: The supporting documents that the beneficiaries need to keep and make available in case of checks and audits are all those documents relevant for demonstrating the occurrence of the generating event.

Due to the variety of activities, an exhaustive list of supporting documents can be defined.

For example, supporting documents could be: list of attendance to a meeting, minutes of this meeting, deliverables, output of the project, project results produced, etc.

- Thank you for your attention!
- Questions? Proposals?