



Hercule III Programme

Guide for Applicants

Action Grants – Training and Conferences

Call for proposals - 2017



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IMPORTANT NOTICE

The **Guide for Applicants** is a user guide that aims to explain to **applicants** the rules that apply to the evaluation of their applications. Information on the management of the grants will be published in a **Guide for Beneficiaries**.

This Guide covers information on applications for action grants awarded under the Hercule III Programme to promote activities in the field of the protection of the financial interests of the European Union.

It is designed to be your main **practical reference** for preparing and submitting your application.

Please try to find the answers you need yourself, in this and the other documentation:

The Commission only has limited resources for handling direct enquiries.

All terms are explained in the [Glossary](#).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains FAQs and detailed instructions on the IT tasks you will be required to perform in the electronic Exchange System  .

A complete list of reference documents (including legislation, work programme and templates) can be found on the [Reference documents page](#).

Contacting us directly

If necessary, you can also contact us via the functional mailbox of the [Participant Portal](#) and for IT questions, the [IT helpdesk](#). Please indicate the reference of the call: technical assistance, law training or training and conferences.

Good luck!

Suggestions or comments on how we could improve this guide for future calls?

Send an e-mail to the functional mailbox of the [Hercule III Programme](#).

1. Legal framework

If you are in any doubt about any issues mentioned in this guide, the legally binding rules and conditions for the calls are in the following documents:

- Regulation No 966/2012 ([EU Financial Regulation-FR](#)), as amended
- Regulation No 1268/2012 ([Financial Regulation – Rules of Application \(RAP\)](#)), as amended
- the basic act ([Regulation \(EU\) No. 250/2014 of 26 February 2014 establishing the Hercule III Programme](#))
- the [annual work programme 2017](#) (AWP2017)
- the [call document](#)
- the model grant agreements (MGA).

2. Actions that will be funded

The types of projects and activities that will be funded are set out in the work programme and call document.

Eligibility conditions, admissibility requirements, exclusion grounds, operational and financial capacity requirements and award criteria are explained in the call document.

3. Participants: Roles & responsibilities

Applicants are responsible for the proposal in their application. Each organisation is responsible for submitting correct information in the application. After the deadline for submission of the application, the Commission will appoint an Evaluation Committee tasked with the examination of all applications. The Evaluation Committee will

After grant signature, the **beneficiary** is responsible for implementing the project (in accordance with part B of the application which will become an annex to the grant agreement if the project is selected for funding).

The tasks set out in Part B ('action tasks') must be performed by one of the following:

- the beneficiaries
- subcontractors

In such cases, you must specify (and justify) the use of third parties in Part B of your application.

4. Financial aspects

All EU grants are subject to the principles and rules in the Financial Regulation and its Rules of Application, especially Title VI (*Grants*).

General principles under the Financial Regulation

Thus, the Commission will not fund projects that have already received EU funding.

The Commission will not fund projects that are already completed or have started before submission of the application.

The Commission will fund only a part of your project costs; the rest must be covered either by your own funds or by income generated by the project or financial contributions by third parties.

The final grant amount will be capped to exclude profit.

Type of grant

The grant is a **reimbursement of the eligible, incurred costs**.

This means that it reimburses the costs you will actually incur for your project (not the costs you are estimating for it). These costs will be reimbursed at the reimbursement rate fixed in your grant agreement and up to the maximum grant amount fixed in Article 5 of the grant agreement.

The grant amount you will actually receive will therefore depend on your actual costs (and their eligibility and compliance with all the rules under the grant agreement).

For the **cost eligibility rules**, see Article 6 of the grant agreement and agreement and section 5.5 of this guide..

Payment arrangements

The payment arrangements are described in Article 16 of the grant agreement.

Payments are of the following types:

- a) **pre-financing** of 50%
- b) Designed to provide beneficiaries with a float; normally paid within 30 days.
- c) **payment of the balance**

Reimburses the outstanding part of the costs incurred for the project implementation; calculated as the difference of total amount due and payments already made; normally paid within 60 days after submission of the final report; subject to formal approval of the report by the Commission.

If the amount of the first payment is greater than the final grant amount, the payment of the balance will take the form of a recovery, i.e.: the beneficiary will have to pay back money to the Commission. The beneficiary will be informed of the recovery order.

5. Submitting an application

You can only respond to calls under the Hercule III Programme via the electronic submission system on the Participant Portal. ***Paper applications are no longer accepted.***

The submission system is a two-step process:

- a) **register your organisation**
- b) **submit the application** — in three parts, as follows:
 - **Part A** includes administrative information about the applicant organisations (future coordinator and beneficiaries) and the summarised budget for the application: *Fill in directly online.*
 - **Part B** (description of the action) covers the technical content of the application: *Fill in the word template and upload as PDF file.*
 - **Budget file:** a spreadsheet file with the template for a detailed budget. After filling-in this file, it must be converted into a PDF and uploaded.
 - **Annexes** (*see below*): *Upload as PDF files.*

The application must be submitted before the **call deadline (9 August 2017)**. If you miss the deadline, your application will be disregarded by the system and will not be considered to have been submitted.

The replies in the application must keep to the **number of words indicated in the form**.

Documents must be uploaded to the **right category** (otherwise your application might be incomplete and so inadmissible).

You can submit your application in any official EU **language**. However, for reasons of efficiency, we strongly advise you to use English. If you submit your application in another language than English, German or French, you have to include the abstract in English, German or French.

You are strongly advised to complete your application **sufficiently in advance** of the deadline, to avoid any last minute problems. Any technical problems due to last minute submissions will be at your own risk.

Even though you can save successive versions of your application as you go, we strongly encourage you to have your application fully prepared before starting the online submission process.

You can only submit one application per call for proposals. If you submit more than one application, the latest will be kept and the earlier submissions will be discarded.

5.1 Before the submission: registration

You must check three things before submitting your application:

- read the work programme and call document;
- create an EULogin/ECAS user account (if you don't already have one);
- register your organisation in the Beneficiary Register;

Read the background documents

Check whether:

- your project falls within the scope of the call;
- your organisation meets the eligibility criteria

and inform yourself about the:

- award criteria
- financial and operational capacity requirements
- exclusion criteria
- admissibility conditions and eligibility (*e.g. call deadline, etc.*)

Create a user account

To use the Participant Portal electronic submission system (the only way to apply), all participants need to [create an EULogin/ECAS user account](#).

Register your organisation in the Beneficiary Register

Once you have an EULogin/ECAS account, you can [register your organisation](#) in the Beneficiary Register.

When your registration is finalised, you will receive a nine-digit participant identification code (PIC). You will need the PIC numbers of your organisation (as the applicant) and all other partners (i.e. not subcontractors) to complete Part A of the application.

The person who registered the organisation can submit updates and corrections (including supporting documents) at any point before the call deadline (afterwards this can be done only by the legal entity appointed representative (LEAR)).

You don't need to complete the registration process in a single session. You can enter some information, save it, consider it carefully and continue at a later stage.

5.2 Drafting the application

To give your application the best chance of being selected for funding, make sure it is:

- ***relevant*** — address the relevant priorities in the topic.
- ***complete*** — include all the relevant information. Follow closely the format of the template in part B and ensure you upload all the information requested.
- ***clear & concise*** — don't interpret completeness as a requirement to include as much information (and words) as possible. Your application must also be **easy to understand**, precise and focused on substance.

Respect the page limit. Do not repeat information.

- ***management-focused*** — clearly indicate the resources you will allocate to managing the intended activities, especially **financial management** (ensuring the funding you are requesting will be adequate to finance the planned activities).
- ***results/impact-oriented*** — clearly show the results that will be achieved, and how you intend to disseminate/use them. Include a sound and credible **evaluation plan**, not only focusing on process evaluation, but also looking at outcomes.

- *readable* – ask an outsider to proofread your application and to provide feedback.

5.3 Filling in Part A of the application form

Part A of the application must be filled out directly online.

Applicant

This section should list the organisation that wishes to participate. Subcontractors (if any) should only be mentioned in Part B.

Contact details

Please make sure the e-mail address you give is correct and working throughout the entire submission and evaluation procedure — we may have to contact you for more information, when evaluating your application.

Budget overview table

The budget overview table should show the total *estimated* expenditure and receipts for each applicant, per budget category. The budget overview must be expressed in Euro. You can convert expenditures and receipts on the basis of the exchange rates published in the Official Journal, C-Series¹.

This amount should include estimated costs for subcontracted tasks. Only the white cells need to be filled in (the grey cells are not applicable or automatically filled-in).

You may include only *eligible* costs (i.e. costs that fulfil the eligibility conditions set out in Article 6 of the grant agreement; see section 5.5 of this guide).

Keep your estimates on file (you may be required to produce them later on).

¹ The conversion rates that the Commission uses to determine the final amount of eligible costs are set out in Article 15.6 of the MGA

Column	Content (call for proposals-Training and Conferences)
A	Direct personnel costs (only internal staff of the applicant)
B.1, B.2	Direct costs of travel (B.1), subsistence and accommodation (B.2)
C.1, C.2	Direct costs of subcontracting (Subcontracted staff (C.1) and other subcontracted services including interpreters (C.2) <i>Indicate costs for subcontracted action tasks.</i>
D	Costs of financial support to third parties <i>Not applicable</i>
E.1, E.2	Other direct costs for the purchase of technical equipment (E.1), other direct costs (E.2)
F	Indirect costs 7% <i>Automatically calculated</i>
G	Total costs <i>Automatically calculated.</i>
H	(Requested) Reimbursement rate <i>Enter the requested reimbursement rate in % (the value must be between 0% and 80%).</i>
I	Maximum EU Contribution (= Requested EU contribution) <i>Automatically calculated ($I = G \times H$)</i>
J	Maximum grant amount Contribution <i>Automatically calculated</i> <i>(to ensure that the grant plus the receipts do not exceed the total project costs)</i>
K	Income generated by the action <i>Indicate project-generated income and financial contributions from third parties that are specifically to be used to cover eligible costs.</i>
L	Financial contributions given by third parties to the beneficiary <i>Indicate the financial contributions from third parties that are specifically to be used to cover eligible costs.</i>
M	Action's total receipts <i>Automatically calculated ($M = K \times L$)</i>

5.4 Part B — Filling in Part B of the Application Form: description of the action

Make sure that the information given in part A of the application form is consistent with the information provided in part B.

Please define your abbreviations and acronyms.

The application form is divided in the following sections:

5.4.1 Section I: Information on the action and award criteria

Question I.1 and Question I.2: Action title and abstract

This sections should contain the same information as indicated in Part A of the Application Form.

Question I.3: Action category

You have to tick the boxes of the actions listed in Article 8 (a) of Regulation 250/2014 that your application corresponds to. You can tick more than one box.

This call for proposals for Training and Conferences should mainly concern the first five actions.

Question I.4: Place and time of the action

- Make a list of the events that will take place in the course of the action;
- Internal preparation meetings are not considered as events;
- For each event, indicate the duration in days, the venue, the provisional dates and the provisional number of participants;
- Create a specific provisional agenda for each event and append it at the end of the application form Part B. An example of template for an agenda is available at the end the application form part B;
- Each agenda is indicative but is considered as an important piece of information by the evaluators. In this respect, please note that Annex I of the application form provides IMPORTANT indications on the elements that you should consider when you describe the event and prepare a drat agenda;
- The final actual agendas will possibly partially differ from the ones submitted in your application form (Other dates, venue, speakers or calendar). However the substance and main characteristics of the agenda should remain due to its importance in the evaluation of your whole application.

Question I.5.1: Estimated total number of participants to all the events

Please indicate the estimated total number of participants for whole action. This number should be equal to the sum of participants indicated for each event listed above in box I.4.

Question I.5.2: Target group

- You may tick several boxes.
- If you tick "others", please specify.

- You may not invite persons concerned by sanctions adopted by the EU against some persons and/or bodies from third countries who are denied access to the EU.

https://eeas.europa.eu/headquarters/headquarters-homepage/423/sanctions-policy_en

Question I.6: Justification of the action (max 1000 words)

- Describe why you want to implement this action (need analysis);
- Demonstrate that the action should enhance the protection of the Union's financial interests, and contribute to:
 - a) countering fraud, corruption and any other illegal activities (including cigarette smuggling and counterfeiting) affecting the Union's financial interests **by acting at Union level and the Member States and/ or**
 - b) an increased transitional and coordination cooperation **at Union level** between Member States' authorities, the European Commission and OLAF, and in particular with regard to the effectiveness and efficiency of cross-border operations **and/or**
 - c) the effective prevention of fraud, corruption and other illegal activities affecting the Union's financial interests by offering **joint specialised training** for staff of national and regional administrations, and for other stakeholders.
- Justify the choice of the target audience for instance in respect of their function, their ability to communicate at an international level, and/or the need to enhance cooperation and exchange of information between the participants. In this respect, indicate the selection criteria and procedure for the participants;
- If you are planning to invite speakers from OLAF or other Commission services, you must state their names (if known), their Directorate General and the topics they will present;

Please note that after the signature of the grant agreement, you will have to formally request the participation of OLAF speakers as soon as possible and not later than six weeks prior to the event, by filling-in the electronic form, which is available at : http://ec.europa.eu/anti-fraud/contacts/request-olaf-speaker_en

- Justify the timing of the action and explain why it is the right moment to implement it.

Question I.7: Results (max 400 words)

- Give an overview of the deliverables and the expected results;
- Demonstrate how they will these contribute to the general, specific and operational objectives of the HERCULE III Program as detailed in Articles 3, 4 and 5 of Regulation (EU) No 250/2014.

Question I.8: Dissemination (max 400 words)

Please specify:

- a) the documents to disseminate (*Speakers' presentation, training modules, posters, brochures, multi-media products, events' reports, data, research reports, databases, and tools accompanied by checklists, protocols or guidelines, etc.*);
- b) the purpose of the dissemination;

- c) the format (*hard copy, electronic copy, publication on internet*), and justify why you prefer hard copies, since this is generally more expensive than electronic ones;
- d) the specify audience to which the documents will be disseminated;
- e) Commission's right to publish an electronic version of the deliverables on the Commission's website;
- f) the planning (calendar) of the dissemination;
- g) the language(s) of the documents;

Question I.9: Planning activities (max 400 words)

- Explain how you will proceed to:
 - a) ensure a smooth implementation of the action within the timetable as set by the call document;
 - d) ensure the participation of the expected speakers, trainers and participants;
 - e) take action in the event of a contingency.
- If relevant, justify the sequence of the main events;
- Specify the key steps of the action in a timeline from its preparation to its evaluation;
- For each specific event (like a conference) you could mention the following steps: selecting participants, speakers or trainers, sending invitations, booking rooms and travels, finalising the agenda.

Question I.10: Evaluation (max 400 words)

Indicate how you will measure the impact of the action in relation to the satisfaction of the participants, in particular with regard to:

- a) the organisation of the event
- b) the acquired competences and skills
- c) the networking opportunities
- d) their perception of the mid-term impact of the event.

If awarded a grant, you will receive a template for a user survey to be filled-in by the participants to the event(s). In addition, you will be asked to carry out a survey among the participants six months after the event took place.

5.4.2 Section II: Eligibility criteria

Question II.1: Type applicant

Please tick the box that you consider the most appropriate for your organisation.

Question II.2: Description (max 400 words)

Give a description in less than 400 words of the activities undertaken by your organisation that are most relevant in relation to this call. You must demonstrate that your organisation contributes to the protection of the financial interests of the Union and the fight against fraud, corruption and any other irregularities perpetrated against the financial interests of the Union (*See Article 6 of Regulation (EU) No 250/2014*).

Question II.3: Confirmation

Tick the box you consider most relevant.

If you tick the "No" box, your application will not be considered eligible. If you tick the "Yes" box, this should be done on the basis of the justification given under question II.2.

Question II.4: Specific confirmation for research and educational institute and non-profit making entity

Research and educational institutes and non-profit making entities must confirm that they have been established and have been operating for at least one year in accordance with Article 6(b) of Regulation No 250/2014.

If you are not in a position to tick the option " *Yes, I confirm*", you are not eligible for submitting an application.

Question II.5: Grants/contracts obtained during the last three years (2014-2017)

Please fill the table with information on any grants you received during the last three years from any institution, body or agency of the European Union.

Question II.6: Do you benefit from an operating grant from an EU institution?

This is a mandatory field.

This information will enable the evaluators to verify whether you are partly or totally eligible for the payment of indirect costs (Indirect costs = 7% of the total direct eligible costs by default). .

5.4.3 Section II: Selection criteria

Question III.1: Describe the role and responsibilities of the team tasked with the implementation of the action within your organisation (max 400 words)

Indicate the roles, functions and **tasks** of the staff members responsible for implementing the action. You have to indicate also whether the team will be set up for the implementation of the action only, or whether it has a fixed place in your organisation.

At least one person or function must be responsible for the tasks detailed in section I.9 of the application form.

Question III.2: Describe the team members' qualification and internal task assignment (max 1000 words)

For each staff member, indicate the name (if known), gender, age, language, education degree and current function description. Please indicate only the qualifications (diplomas, certificates, experiences, trainings) that are relevant for the tasks the staff member will execute for implementing the action.

This section replaces the Curriculum Vitae that were requested in the previous calls for proposals.

Question III.3: List of similar projects carried out during the last three years, 2014-2017

Give an overview of similar projects your organisation carried out during the last three years. The purpose of this question is to avoid double funding of similar or identical activities. It also enables the Commission to assess your operational capacity to carry out the action you propose.

Part B of the application form must be signed by the legal representative of your organisation, duly authorised to represent the applicant for the action for which this application is submitted.

Once filled in and signed, Part B must be scanned and uploaded onto the Participant Portal. .

5.5 Detailed budget

A spreadsheet file with the template for the detailed budget must be downloaded from the Participant Portal and filled in by the applicant for the categories listed below. All amounts must be expressed in Euros. Please make sure that the totals in the spreadsheet file correspond to the information provided in Part A of the Application Form.

5.5.1 Eligible Costs

Only eligible costs may be entered into the estimated budget for the action (see Art. 4 of the mono-beneficiary grant agreement "MGA") and declared in the financial statements (see Art. 15 of the MGA).

To be considered eligible, a cost should meet the following criteria (Art. 6 of the MGA):

- (i) they must be actually incurred by the beneficiary;
- (ii) they must be incurred in the period set out in Art. 3 of the MGA, with the exception of costs relating to the submission of the final report (see Art 15 of the MGA);
- (iii) they must be indicated in the estimated budget set out in Annex 2 to the grant agreement;
- (iv) they must be incurred in connection with the action as described in Annex 1 to the grant agreement and necessary for its implementation;
- (v) they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- (vi) they must comply with the applicable national law on taxes, labour and social security, and
- (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;

Once an application is award a grant, the grant beneficiary must keep copies of all supporting documents in case the Commission or the Court of Auditors decides to carry out an audit or an on-the-spot check. Costs that are not considered eligible will be rejected and may lead to the recovery of the first payment.

5.5.2 Ineligible Costs

Ineligible costs are (Art. 6.4 of the MGA):

- a) costs that do not comply with the conditions set out above (Article 6.1 to 6.3), in particular:
 - (i) costs related to return on capital
 - (ii) debt and debt service charges
 - (iii) provisions for future losses or debts
 - (iv) interest owed

- (v) doubtful debts
 - (vi) currency exchange losses
 - (vii) bank costs charged by the beneficiary's bank for transfers from the Commission
 - (viii) excessive or reckless expenditure
 - (ix) VAT
 - (x) costs incurred during suspension of the implementation of the action (see Article 33)
 - (xi) in-kind contributions provided by third parties
- b) costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Commission for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period, unless it can demonstrate that the operating grant does not cover any costs of the action;
- c) costs for staff of a national (or local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant);
- d) costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies;
- e) costs for activities that do not take place in one of the eligible countries set out in the call for proposals — unless approved by the Commission.

Declared costs that are ineligible will be rejected.

5.5.3 Specific conditions for costs to be eligible (see Art. 6.2 of the MGA)

Costs are eligible if they comply with the general conditions (see above) and the specific conditions set out below for each of the following budget categories (see section 5.3 above):

- (i) direct personnel costs; (category A)
- (ii) direct travel and subsistence costs (category B);
- (iii) direct costs of subcontracting (category C);
- (iv) other direct costs (category D);
- (v) indirect costs (category E).

'Direct costs' (categories A, B, C and D above) are specific costs directly linked to the performance of the action.

The beneficiaries must be able to show (with records and supporting evidence) the link to the action.

'Indirect costs' (category E) are costs that cannot be identified as specific costs directly linked to the performance of the action.

In this call for proposals indirect costs are automatically calculated as a 7% fixed flat-rate of the eligible direct costs.

5.5.4 Contracting to third parties

If the action requires you to sign a contract with a third party to procure goods, works or services, you can organise a tender on the basis of national procedures and internal practices, provided you can demonstrate that you will:

- select the tender offering best value for money, or the lowest price;
- avoid any conflicts of interest.

If you are acting as a contracting authority or entity (*as defined, respectively, in Directives 2014/24/EC and 2014/25/EC*), you must abide by the applicable national public procurement rules.

At all times, you retain sole responsibility for carrying out the project and for compliance with the provisions of the grant agreement. As a grant beneficiary, you cannot act as a subcontractor in the project.

You cannot subcontract the management and general administration of the project.

The Commission is *not* party to any contracts between the beneficiary and a third-party goods/service provider. As such, it has no liability towards any of the parties under these contracts and is bound solely by the terms of the Grant Agreement.

As beneficiary, you must ensure that:

- the goods/service provider waives all rights in respect of the Commission under these contracts.
- the Commission, European Court of Auditors (ECA) and European Anti-Fraud Office (OLAF) can exercise their rights under Articles 17 and 18 of the Grant Agreement also towards their contractors and subcontractors.
- your obligations under Articles 20, 21, 22 and 30 of the Grant Agreement also apply to the subcontractors.

Typically, these contracts should include the following terms:

- Goods/services to be provided and their links to the project
- Start and end dates
- Price to be paid (breakdown and description of the costs)
- Detailed description of the tasks/work schedule/completion phases
- Detailed description of the costs on which the price is based
- Payment arrangements (one or more advance payments, staggered payments, etc.)
- Clauses addressing non-performance or late completion.

5.5.5 Budget categories: Staff/personnel costs - Category A

Staff costs

Staff costs are eligible if they are related to staff working for the applicant under an employment contract (or equivalent appointing act) and assigned to the action ('costs for employees (or equivalent)'). They must be limited to salaries, social security

contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

The costs for natural persons working under a direct contract with the applicant other than an employment contract or seconded by a third party against payment are eligible personnel costs, if:

- (i) the person works under the applicant's instructions and, unless otherwise agreed with the applicant, on the applicant's premises;
- (ii) the result of the work carried out belongs to the applicant; and
- (iii) the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the applicant.

The staff costs should correspond to the adequate human resources needed to ensure the successful implementation of the action.

Budgeting staff costs

The estimated costs should be a detailed and accurate estimate of individual staff costs (estimated person-day per staff category), following the calculation method described below. Only eligible costs should be budgeted.

The cost details should contain (please use a separate line for each staff member):

- name of staff member (if known)
- type of contract (permanent employee, natural person, seconded, etc.)
- country (national law under which the employment contract was established)
- function in the project
- estimated number of days needed for that person in the implementation of the action

Staff costs have to be estimated on the basis of the following **three elements**:

1. annual personnel costs (gross salary, including social charges and other statutory costs)
2. annual productive days (actual annual working time)
3. time actually worked on the action

$$\text{Daily rate} = \frac{\text{Gross actual salary} + \text{social charges} + \text{statutory costs}}{\text{Total workable days}^*}$$

- * 220 working days per year may be used as a reasonable benchmark for a full-time staff member in most cases = (total days in the year (365) - weekends (e.g. 104 (=52 x 2) - annual/statutory holidays).

The estimated staff costs must correspond to the normal remuneration policy and should not exceed the market rates generally applicable in the geographical area and sector from where the staff originate. The rates must be justified by the nature of the work. This information may be requested (salary grids, long-term work contracts, etc.) after the ranking of the successful applicants but before the signature of the grant agreement. Budgeted staff costs in excess of these rates may be considered as ineligible.

Ineligible costs for this calculation:

- all additional (non-statutory) and individual pension schemes and/or sickness insurance schemes
- company cars
- bonuses and similar fringe benefits
- dividends or profit sharing.
- amounts paid for long-term illness or maternity leave

Actual hours worked on the action

The time worked for the project must be calculated in days. It must be clearly substantiated by timesheets (or equivalent time registration system).

For this purpose, every beneficiary must establish a time registration system that meets at least the following rules:

The timesheets (*paper or electronic*) must contain at least the following information:

- grant agreement number
- name of employer
- name of employee
- day, month and year
- number of time units (days) worked on the project during the period of the timesheet
- total number of time units (days) worked
- details of the tasks performed for the project
- date and signature of employee
- date and signature of supervisor

The timesheet should cover either a week or a month and be filled in regularly, usually every day (*timesheets created retroactively are not acceptable*).

The timesheet should be signed by the employee and approved by the supervisor in a timely manner – ideally during the week after.

Non-permanent staff

Salaries (fees) of non-permanent staff (staff specifically recruited for the project) may be an eligible cost (budget category A.2), if the following conditions are met:

- the individual concerned works for the beneficiary under a direct contract explicitly linking them to the project (employment contract or equivalent, but not a service contract);
- the individual concerned works under conditions similar to those of an employee (regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- the result of the work belongs to the beneficiary;

- the costs are reasonable and not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
- travel and subsistence costs for participating in project meetings or project travel is directly paid by the beneficiary;
- the individual uses the beneficiary's infrastructure (i.e. generates indirect costs for the beneficiary).

Seconded staff

Costs for persons that are seconded by a third party against payment maybe an eligible cost under the same conditions of non-permanent staff.

Permanent staff of a public organisation

For public organisations (i.e. public bodies, with the exception of universities), the salary costs of permanent staff be claimed only if they relate to the costs of project activities which the organisation would not have carried out if the project not been undertaken.

5.5.6 Budget categories: Travel and subsistence costs - Category B

This budget category covers the travel costs and related subsistence spent for the action. Only travel costs relating to specific and clearly identifiable activities are eligible for EU funding and they must have been incurred by people directly involved in or contracted for such activities. Travel and subsistence costs must be reasonable and in line with your usual practices on travel costs.

Travel and subsistence costs of participants in conferences and seminars should also be included under this category.

For the estimated budget, you should enter an estimate of the total amount of travel costs and subsistence costs needed for the project. These amounts should be a detailed and accurate estimate, based on the corporate policy, destination, number of people involved, etc. Only eligible costs should be budgeted.

Travel costs

The information on travel costs must include:

- name and/or function of the person travelling and her/his organisation (if known)
- places of origin and destination
- means of transport
- date
- unit cost and number of units

Journeys covering distances of more than 400 km (one way) may be made by air.

The costs of a journey by private or company car is calculated at a rate per km in accordance with the internal rules of the organisation concerned, up to a maximum of EUR 0.22/km. The costs are reimbursed on presentation of a receipt from the recipient of the reimbursement stating the date of travel, the place of departure and the destination. Other car related costs are not eligible (e.g. fuel costs, parking and motorway tolls).

Subsistence costs

Subsistence costs include the costs of hotel accommodation and catering (breakfast, coffee breaks, lunch and dinner) offered to participants attending the event. The total of catering costs/person/day can be considered eligible up to the ceiling for daily subsistence per Member State established by the Commission (see Annex 1). Please indicate the country, the number of units (nights/meals), number of persons and the unit cost. Please use a different line for each sub-category (accommodation, breakfast, coffee break, lunch, etc.).

These costs are eligible only up to the actual amount spent. It is important to keep all supporting documents, as the Commission will ask you to submit these with the final financial report.

Daily allowances paid to the participants are not eligible.

To be accepted, subsistence costs must be:

- reasonable in the light of local prices;
- exclusively linked to the project;
- paid to the hotel/restaurant/catering service, etc.;
- for hotels, the costs should not be higher than the maximum amounts established by the Commission (see Annex 1).

All individuals travelling in connection with the action are required to make every effort to use the cheapest fare and method and wherever possible, public transport.

5.5.7 Budget categories: Direct costs of subcontracting: Category C

Subcontracted staff,

Examples:

- Temporary staff recruited through a specialised external agency, including agreed temp/interim agencies
- Staff employed through a subcontractor with a signed and dated contract (or similar document)
- Self-employed person/consultant under an individual contract.

Other subcontracted services

For all other subcontracted services, including interpreters.

5.5.8 Budget categories: Other direct costs: Category E

This budget category covers the costs for goods and services that were purchased for the action, including: conference room, equipment, publication and translation costs and any eligible direct costs not covered in the previous categories.

Conference rooms

When a conference or seminar is organised, charges may be incurred for meeting rooms and technical equipment necessary for holding the event. Where a public or private organisation makes a room available free of charge on its own premises, this is not regarded as an eligible expense.

Equipment

The depreciation costs of equipment (purchased before the beginning of the project) are in principle part of the indirect project costs ("overheads", category F).

However, if you need to buy specific equipment for the action (e.g. audiovisual equipment), it can be included under the "Other direct costs", provided the following conditions are complied with:

- You must clearly demonstrate why the equipment needs to be purchased, rented or leased for the action;
- You have to respect the contracting rules, e.g. compare the prices of different suppliers to see who offers the best value for money (taking account of price and quality). Keep evidence of doing this, and your choice of seller, on file. You must provide these to the Commission if requested;
- You can only budget the costs for equipment purchased or rented during the period covered by the grant agreement, at a rate that reflects the degree and duration of use for the action in that period;
- You have to ensure that the purchased equipment is itemised, and given an inventory number in the organisation where it is installed;
- You have to apply the depreciation rules in accordance with international accounting standards and your usual accounting practices, taking into account the rate of actual use for the purpose of the action.

Consumables

The costs of consumables and supplies are eligible if they are identifiable and exclusively used for the project. They must be identifiable as such in your accounts. When purchasing them, you must comply with the rules on contracting.

General office supplies

Pens, paper, folders, ink cartridges, electricity supply, telephone and postal services, internet connection, software, etc. are indirect costs – unless unusually high quantities of such supplies are required due to the specific action circumstances.

Publications

Costs for publications are only eligible if incurred specifically for the action and comply with the guidelines on visibility of EU funding. Publication and dissemination costs include costs for editing, translation and printing, as well as costs for website creation and/or maintenance.

Information needed:

- title
- reference number of the output in Annex I

- type of publication (e.g. brochure, leaflet)
- language(s) in which it will be produced
- estimated number of pages
- number of copies.

Translation

Publication/translation amounts must be a detailed and accurate estimate, based on type of publication, languages and number of copies/pages. They must also follow the eligibility rules in this guide/the grant agreement.

Information needed:

- title of the publication
- reference number of the output in Annex
- source and target languages (e.g. from English into Italian)
- number of pages
- type of unit, e.g. pages

Enter costs for editing, printing, translation, etc. in separate lines.

5.5.9 Budget categories: Indirect costs - Category F

Indirect costs are commonly known as overheads. These are costs that cannot be identified as specific costs directly linked to the action. They cover general indirect costs you incur in implementing the action, such as:

- General rental costs or depreciation of buildings and equipment
- Maintenance costs
- Telecommunication and postal fees
- Water, gas, electricity, heating, etc.
- Office furniture
- Supplies and petty office equipment
- Insurance
- Costs connected with support services, such as administrative and financial management; human resources; training; documentation; IT, etc.
- Indirect costs are eligible if they are declared on the basis of the flat-rate of 7% of the eligible direct costs. This means that, at the stage of final reporting, the costs do not need to be supported by any accounting documents. However, you must be able to explain them, in the event of an audit.

Applicants that already receive an operating grant financed under the EU or Euratom budgets cannot declare indirect costs for the period covered by the operating grant.

The 7% flat-rate may be lower, or be unilaterally reduced by the Commission before the grant agreement is signed, based on the structure of the estimated budget, for example when applicants heavily rely on subcontracting. After the action is finalised, the final

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amount of indirect costs will depend on the amount of the direct eligible costs accepted by the Commission.

5.6 Help

The answer to most of your questions can be found in call documents and in the guides that can be retrieved via the Participant Portal:

- FAQs on the call page
- [Online Manual](#) (how to [create an ECAS account](#) or [register your organisation](#), etc.).

If you do not manage to find an answer to your question on the call or to technical questions about the online submission tool (*forgotten passwords, access rights and roles, technical aspects of application submission, etc.*), you may contact us via: [Participant Portal](#)

Questions must be sent at the latest seven days before the submission deadline of the call. Please clearly indicate the reference of the call. The Commission will reply as soon as possible, but a reply cannot be guaranteed if the Commission receives your question less than seven days before the deadline. The Commission may publish new information (e.g. call updates, FAQs) on the call page, so you should check it regularly.

To ensure equal treatment for all applicants, the Commission cannot issue a prior opinion on the eligibility of the costs, the types of action eligible for funding or the outcome of the call before the end of the evaluation.

5.7 What happens after submission of your application?

Once the application is submitted you will receive a confirmation e-mail (with date and time of your application).

If you do not receive this confirmation email, it means your application **has not been submitted**. If you believe this is due to a fault in the electronic submission system, you should immediately file a complaint via the [Participant Portal](#), explaining the circumstances and attaching a copy of the application.

After submission of your application you will only hear from the Commission at the end of the evaluation procedure, unless the commission needs additional information.

The Commission will check the eligibility of your application and will continue by evaluating your application against the award criteria. This step will lead to a ranking of the applications on the basis of the obtained score. The highest ranked applicants will be invited to prepare the grant agreement in the Participant Portal and will be requested to submit their legal and financial data. In addition, the Commission will finalise the mandatory checks (operational and financial capacity, exclusion and double funding).

If all requirements are fulfilled, you will receive an invitation to sign your grant agreement.

To ensure equal treatment for all applicants, we cannot give a prior opinion on the outcome of the call before the evaluation is completed.

6. Managing your grant

If your application is awarded a grant , the grant will be managed exclusively via the electronic submission system on the Participant Portal.

Paper or e-mail communications are no longer accepted.

Apart from implementing the action as foreseen in the description of the action (and complying with the accessory obligations under the grant agreement), applicants must submit a final financial report and a final technical report at the latest 60 days after the closing date of the grant agreement. You must submit both reports on the basis of a template that can be retrieved from the Participant Portal. The Commission cannot process reports that do not comply with the format and structure indicated in the template.

If you expect you cannot finish your action before the closing date indicated in the grant agreement, you may ask for an extension of this date by submitting a request via the Participant Portal. However, an extension beyond 1 July 2019 will not be awarded.

One year after the closing date of the action, you have to submit a final implementation report on the basis of the template that can be retrieved from the Participant Portal. The final implementation report has to contain information on the results and the mid-term impact of the action for which the grant was awarded and has to demonstrate how the action eventually contributed to the achievement of the objectives of the Programme.

Annex 1 - Accommodation and daily allowance ceilings per Member State (in EUR)

Destination	Plafond des frais d'hébergement (hôtel)	Indemnité journalière
Belgique	148	102
Bulgarie	135	57
République tchèque	124	70
Danemark	173	124
Allemagne	128	97
Estonie	105	80
Irlande	159	108
Grèce	112	82
Espagne	128	88
France	180	102
Croatie	110	75
Italie	148	98
Chypre	140	88
Lettonie	116	73
Lituanie	117	69
Luxembourg	148	98
Hongrie	120	64
Malte	138	88
Pays-Bas	166	103
Autriche	132	102
Pologne	116	67
Portugal	101	83
Roumanie	136	62
Slovénie	117	84
Slovaquie	100	74
Finlande	142	113
Suède	187	117
Royaume-Uni	209	125