



KA2 STRATEGIC PARTNERSHIPS

Financial Management

YASAR UNIVERISTY
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Financial Mechanism



Erasmus+ grant is regarded as a contribution to project costs and is not intended to cover the total cost of running a project. Grants are awarded under the following budget headings and cost categories.

Unit Costs

Unit cost budget items are calculated according to the rates set out in the annex of the grant agreement.

- Project Management and Implementation (PMI)
- Transnational Project Meetings (TPM)
- Intellectual Outputs (IO)
- Multiplier Events (ME)
- Travel
- Individual Support (IS)
- Linguistic Support (LS)

Subcontracting costs and special needs support operate on the basis of real costs. Beneficiaries need to submit invoices for these items. 75% of Exceptional Costs and 100% of Special Needs Support claimed within the project, can be reimbursed.

Real Costs

- Special Needs Support (SNS)
- Exceptional Costs (EC)

Eligible & Ineligible Costs



For costs to be eligible;

They must be actually used or produced in the period set out in grant agreement.

Costs must be necessary for implementing the Project or produced by it.

Costs must be identifiable and verifiable, in particular supported by records and documentation.



Following costs are considered ineligible according to the rules of Erasmus+ programme:

return on capital, debt and debt service charges, interest owed, exchange losses, costs of opening and operating bank accounts (including costs of transfers from/to the NA charged by the bank of the beneficiary), costs declared by the beneficiary in the framework of another Project receiving a grant financed from the Union budget, contributions in kind from third parties excessive or reckless expenditure, VAT

Project Management & Implementation



PMI Budget can be used for the following:

Staff costs for general project management (e.g. planning, coordination, finances, communication)

Small scale learning/teaching/training materials, tools, approaches etc.

Virtual cooperation and local project activities

Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.).



500 EUR per month (Coordinating organization)

250 EUR per month (Partner organizations)



Allocation of grant is done based on the duration of the Strategic Partnership and on the number of participating organizations involved.

E.g. for a 24 month strategic partnership project, the coordinating organization will receive 12000 EUR (500 EUR 24 months) while participating organizations will receive 6000 EUR each (250 EUR * 24 months)*

Transnational Project Meetings



Through Transnational Project Meetings, participants get the chance to observe the working environment and facilities of the hosting organization thus creating a stronger partnership between organizations. TPM budget is allocated for participation in these meetings between project partners and hosted by one of the participating organizations for implementation and coordination purposes.



575 EUR per participant per meeting (100 -1999KM)

760 EUR per participant per meeting (\geq 2000 KM or more)



Applicants must justify the need for the meetings in terms of number of meetings and participants involved. Travel distances must be calculated using the distance calculator supported by the European Commission.

Only the personnel of partner organizations are eligible for participation in transnational project meetings.

Intellectual Outputs



For Strategic Partnership projects with Intellectual Outputs envisioned in their project design, staff costs can be claimed from Intellectual Output budget line. Intellectual Outputs are tangible deliverables of the project (such as curricula, pedagogical materials, open educational resources , IT tools, analysis, studies, peer-learning methods, etc.)



Grant calculation is done by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established.

There are 4 categories of staff: manager, teacher/trainer/researcher technician, administrative staff.



The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for impact.

Staff costs can be claimed only after the completion of the related output.

Learning / Teaching / Training Activities



For LTT Activities envisioned in the project, this budget item contributes towards travel and individual support for participants.

Individuals who have a direct link with the partner organizations are eligible for participation. (e.g. professors, teachers, trainers, educational and administrative staff, students, volunteers etc.)



Travel

275 EUR per participant (100-1999 KM)

360 EUR per participant (\geq 2000 KM)

Individual Support

100 EUR per day per participant (Short term joint staff training)

55 EUR per day per participant (Short term activities for learners)



Applicants will have to justify that mobility activities are necessary to achieve the objectives and results of the project. Travel distances must be calculated using the distance calculator supported by the European Commission. Each participant should be given a certificate of participation by the host organization.

Multiplier Events



Multiplier Events aim at disseminating Intellectual Outputs produced within the project. ME budget is calculated on the basis of the number of participants (local and international) taking part in the event. Funding contributes to the costs linked to the organization of national /international conferences, seminars, events sharing and disseminating the intellectual outputs realized by the project.



100 EUR per local participant

(i.e. participants from the country where the event is taking place)

200 EUR per international participant

(i.e. participants from other countries)



Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project. A project without grant support for intellectual outputs cannot receive support for organizing multiplier events.

Travel and subsistence costs for representatives of partner organizations can not be covered by this budget item.

Exceptional Costs



Exceptional Costs can be used for subcontracting requirements and costs related to the depreciation of equipment. Exceptional Costs are real costs, consequently the beneficiary needs to report actual costs incurred during reporting.

Only 75% of the eligible costs under this category are reimbursed by Erasmus+ grant.



The Exceptional Costs budget does not cover normal office equipment or equipment which you and your partners normally use, such as PCs, laptops, printers, etc. These costs belong under the Project Management and Implementation budget.



It is not possible to add additional subcontracting costs to a project after the application stage. Projects can only incur costs associated with those subcontracting activities which were included and approved within the grant application and therefore represent part of the projects budget.

Budget Transfers



The beneficiaries are allowed to transfer up to 20% of the funds allocated for **Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs** to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.



When transferring into eligible budget headings, the budget heading receiving the additional funding cannot increase by more than 20% of the amount awarded.



Project Management and Implementation and Exceptional Costs can not be increased under any circumstances.

Record Keeping



Project Management and Implementation

description of meetings in Final Report on Mobility Tool+, certificate issued by receiving organization, boarding passes, related invoices and proofs of payment

Intellectual Outputs

description of the LTT activities in Final Report on Mobility Tool+, Certificate issued by receiving organization, attendance lists, boarding passes and related invoices

Multiplier Events

description of the subcontract in Final Report on Mobility Tool+, invoices for related purchases and proofs of payment

description of activities in Final Report on Mobility Tool+, uploading Intellectual Outputs to Erasmus+ Dissemination Platform, timesheets for personnel reimbursed within PMI, invoices and proofs of payment

Transnational Project Meetings

description of IOs in Final Report on Mobility Tool+, uploading Intellectual Outputs to Erasmus+ Dissemination Platform, employment contracts, timesheets for personnel reimbursed within IO, proofs of payment

Learning / Teaching / Training Activities

description of the multiplier event in Final Report on Mobility Tool+, participant list (with name, e-mail address, signature of the person, name and address of the sending organization of the person), detailed agenda, documents used at the multiplier event, invoices related to the organization of the event and proofs of payment

Exceptional Costs



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