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## **Financial and administrative guidelines**

For the Erasmus+ Project CL4L

Creative Learning for Life

2022-1-NL01-KA220-VET-000084999



### **Project identifiers:**

Project title: CL4L  
Start: 1-11-2022  
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Programme: Erasmus+

## **Introduction**

This document describes financial and administrative guidelines for all partners of the Creative Learning for Life (CL4L) project to follow during the lifetime of the project. The financial and administrative guidelines are based on funding rules of the European Commission and the Dutch Erasmus+ National Agency, specified in the grant agreement (Annex III: Financial and contractual rules). The financial and contractual rules of the Dutch National Agency may slightly differ from rules of other Erasmus+ National Agencies. Since the Dutch Erasmus+ National Agency is the funder, the Dutch financial and contractual rules are binding.

It is very important that all project partners are familiar with the financial and administrative rules of the European Commission and Dutch Erasmus+ National Agency.

In this document, all financial and administrative rules and regulations (including the allocated budget) are explained in general. The exact budget for each individual partner is included in Annex II: Project Details.

## **Aim and Work-packages**

The funding for the CL4L-project is based on achieving the aim of the project, how this is done and on the results of the work-packages as it is described in the project application. The over-all aim of the CL4L-project is:

- Increasing the competences of teachers in Creative Teaching
- Increasing the competences of teachers in contributing to Life Skills Development of students in Vocational Education and Training (VET) through Creative Teaching

More specifically, project partners (teachers of VET-providers)

1. understand the concept of Life Skills (LS) and specifically the Life Skills-model of the World Health Organisation (WHO)
2. are able to identify key-criteria for assessing Life Skills with students in VET
3. gain competences in assessing Life Skills with students in VET

4. are aware of their personal strengths and challenges in training Life Skills with students in VET
5. understand the concept of Creative Teaching
6. are able to identify key-criteria for applying Creative Teaching in Life Skills development for students in VET
7. gain competences in Creative Teaching of Life Skills development.
8. carry out Creative Teaching of LS development with students in VET
9. are aware of their personal strengths and challenges in applying Creative Teaching of Life Skills

To achieve the aim, the project is divided in 5 work-packages. For each work-package we described the objectives, the expected results and qualitative and quantitative indicators to measure the level of achievement and the quality of the results. It is the task of the project partners to deliver results for each work-package as described in the application. More detailed information about the work-packages, the roles and responsibilities of the partners and the aims per work-package are described in the “Consensus Document”.

The budget which project partners will receive in the CL4L-project, is considered as a contribution for the project activities that they carry out in order to achieve the objectives of the project and the quality of the results of the work-packages. The expenses in the CL4L-project has 3 budget categories: expenses for working hours, expenses for travel and accommodation and expenses for exceptional costs. Each partner has its own budget. This budget is supposed to cover 80% of the real costs. For an overview of the budget which is agreed by the Dutch National Agency see Annex II Budget Project Details.

## **Payments**

The Erasmus+ programme works with a system of advance payments. This means payments will be done by the Dutch National Agency to the project applicant (Rea College (P0)) at the start of the project, halfway the project, and at the end of the CL4L-project. The project partners must provide evidence how this budget is spent and be transparent in administrating the costs. In a special web application of the EU, the project manager of the CL4L-project (Rea College (P0)) fills in all information about process, content and finances. Project partners must give input and information for this at first request by filling in timesheets and other forms (e.g., evaluation form, dissemination forms) which are used in the CL4L-project. Based on the payments of the Dutch National Agency (Pre-

financing) and on the related rules of Erasmus+, the project manager of the CL4L-project (Rea College (P0)) will transfer the allocated budget to the project partners.

- To transfer the payments to the project partners, all project partners need to send the financial identification form (attached to these guidelines) with their bank account data. On this form partners also must declare whether they are obliged to pay VAT (or not). The information need to be sent to [bgrimbergen@reacollege.nl](mailto:bgrimbergen@reacollege.nl).
- The first payment to the project partners will be 35% of the budget which is allocated to the project partner in the Grant Agreement. Rea College (P0) will pay the first pre-payment to the project partners within 30 days after receiving the pre-payment from the Dutch Erasmus+ National Agency and after signing the Consensus Document by the legal representative of the project partner.
- The second payment to the project partners will be 35% of the budget which is allocated to the project partner in the Grant Agreement. Rea College (P0) will pay the second pre-payment to the project partners halfway the project period, based on the budget which is spend until that time, and on the approval and validation of the interim report(s) by the Dutch Erasmus+ National Agency. If there is no eligible and sufficient evidence that a project partner has used 70% of its allocated budget, received in the first payment, the second payment will be delayed until this evidence is provided to and validated by the project manager. Rea College (P0) will pay the second pre-payment to the project partners within 30 days after receiving the second pre-payment from the Dutch Erasmus+ National Agency.

At the end of the project, the project manager must deliver a final report about the fulfilment of all contractual agreements both on the content, on the financial and on administrative administration. The report will be reviewed and evaluated by the Dutch Erasmus+ National Agency. The result of evaluation is expressed in a score between 0 and 100 points. Based on the score of the results of the work-packages, the Dutch Erasmus+ National Agency will make a final payment. If the overall project score is insufficient, a proportionate reduction shall be applied to the whole grant, based on the standard scale:

• Project/WP score	% Grant Paid
• 70 - 100	100%
• 55 - 69	90%
• 40 - 54	60 %
• 0 - 39	30%

In case of reduction for more than 30%, all project partners must pay back a part of their pre-payments. Paying back prepayments must be done to REA College (P0) who manage the financial administration and paid the pre-payments to the partners. In

case of a score 59 and 100 points, the final payment to the partners will be up to 30% of the allocated

- partner budget, based on actually made cost for travel and accommodation; working hours to the work-packages; evidence of exceptional costs made for organising and carrying out multiplier events and subcontracting translation (for some partners). The final payment will be issued after approval and validation of the final project report by the Dutch Erasmus+ National Agency.

Rea College (P0) will pay the final payment to the project partners within 30 days after receiving the final payment from the Dutch Erasmus+ National Agency.

At each Transnational Project Meeting, the project manager provides an update to each individual project partner about their expenditures and the budget that is available.

(Based on the input received from this partner)

### **Budget and administration**

Since this year, the Erasmus+ fund works with Lump Sum financing. This means there is a fixed budget per work-package, as described in the project application. Officially, achieving the result of the work-packages and the results of the project are considered as key-criteria for payment. However, Erasmus+ still wants to have the opportunity to check expenses of the partners. This means that all project partners must keep records of their working hours which are made for achieving the results of the work-packages. They also should keep records of their exceptional costs: costs for translation and organising the multiplier events. The project manager needs to administrate the Transnational Meetings (attendance lists, certificates of attendance, minutes of the meeting, etc.)

After each Transnational Meeting, the project manager will send some documents to the project partners. Partners must fill in and to return the filled-in documentation (e.g., time sheets, evaluation forms). Documents need to be returned to the project manager:

[bgrimbergen@reacollege.nl](mailto:bgrimbergen@reacollege.nl).

The project partners are responsible for having an accurate administration (Financial and non-financial) of the project activities in their own organisation. They must ensure that they retain the following records in relation to costs for 5 years after completion of the project:

- Contracts of employment of staff members working on the project
- Copies of the timesheets

- Copies of the travel costs
- Copies of the subcontracts
- Copies of the invoices of the subcontractors

### **Budget categories**

In the project we have budget 3 categories:

- A. Staff costs**
- B. Travel and Accommodation costs**
- C. Exceptional costs**

#### **A. Staff costs**

Staff costs can be claimed for persons that have a contract with the project partner. The costs of natural persons working under a contract other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- the person works under conditions like those of an employee (in particular 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 project partner (unless exceptionally agreed otherwise)
- the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary

In the application an estimation of the number of working days for each partner is calculated to achieve the results of the work-packages. The calculation is based on fixed amounts of staff costs per country. These amounts are based on EU data and are supposed to cover 80% of the real costs. This implies that 20% of the costs will be co-financed by the project partners. The daily rates are:

<b>Country</b>	
The Netherlands	€ 240,00
Italy	€ 240,00
Slovenia	€ 150,00

Estonia	€ 125,00
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The estimated number of working days which is agreed by the Dutch Erasmus+ National Agency per work-package is shown in the table below.

No	Organisation	WP 1	WP2	WP3	WP 4	WP 5	Total
P0	Rea College Pluryn	65	26	12	52	32	187
P1	All About Quality Consultancy	23	45	9	11,5	5,5	94
P2	4B LS	5	50	15	10,5	6,5	87
P3	Doc Servizi	2	31	45	3	12	93
P4	Venetica	2	26	10	50	12	100
P5	BIC	2	47	10	50,5	12	121,5
P6	TMK	2	43.5	10	49,5	12	117
P7	CROAN	0	4	33.5	3	9	49,5
	Total	101	272.5	144,5	230	101	849

To claim the costs in the category “working days”, the project needs to show evidence that the partners have contributed to the work-packages. to ensure that we can show this evidence, the partner must:

- Keep record of the hours worked on the work-packages on timesheets.  
The project manager provides the format for the timesheets and gives a clarification how to fill them out. The original timesheets must be filled out, signed and sent to the project manager (Rea College (P0)) every 4 months.  
At the end of the project, all partners must have signed all timesheets and have sent them to the project manager Rea College (P0).
- Send a copy of the contract of those staff members who are working on and contributing to the Project Results to the project manager. It is also possible to send an official declaration that the person is employed by the project partner. This proof is needed for each participant that works on the project during the project period and when for this person costs are claimed for attending the on-site Transnational Meetings.

## B. Travel and Accommodation Costs (Transnational Meetings)

Travel and accommodation costs are linked to the onsite Transnational Meeting in the project. In the CL4L-project, 5 on-site Transnational Meetings are scheduled. The budget for travel and accommodation for the Transnational Meetings is meant as a contribution to the travel and subsistence costs made by project partners when they travel to the on-site meetings. For international trips the budget is € 575, - per participant. This amount is based on of the Erasmus+ budget calculations. Keep in mind that the budget is supposed to cover 80% of the real costs. When a project partner travels to a Transnational Meeting in his or her own country, this travel is considered as a local project activity without funding.

How many persons per partner can travel to the meetings is shown below.

Organisation	Kick Off meeting	LS training	Preparation	CT training	Evaluation implement.	Closing event	Total
	NL	IT	EST	IT	SL	NL	
Rea College Pluryn	3 persons € 0,-	5 persons € 2875,-	3 persons € 1725,-	4 persons € 2300,-	3 persons € 1725,-	3 guests € 1725,-	€ 10.350,-
All About Quality Consultancy	1 Person € 0,-	1 person € 575,-	1 person € 575,-	1 person € 575,-	1 person € 575,-	1 person € 0,-	€ 2.300,-
4B LS	1 person € 575,-	1 Person € 0,-	1 person € 575,-	1 person € 0,-	1 person € 575,-	1 person € 575,-	€ 2.300,-
Doc Servizi	2 persons € 1150,-	2 persons € 0,-	2 persons € 1150,-	10 persons € 0,-	2 persons € 1150,-	2 persons € 1150,-	€ 4.600,-
Venetica	2 persons € 1150,-	4 persons € 0,-	2 persons € 1150,-	4 persons € 0,-	2 persons € 1150,-	2 persons € 1150,-	€ 4.600,-
BIC	2 persons € 1150,-	4 persons € 2300,-	2 persons € 1150,-	4 persons € 2300,-	2 persons € 0,-	2 persons € 1150,-	€ 8.050,-
TMK	2 persons € 1150,-	4 persons € 2300,-	2 persons € 0,-	4 persons € 2300,-	2 persons € 1150,-	2 persons € 1150,-	€ 8.050,-
CROAN	2 persons € 0,-	2 persons € 1150,-	2 persons € 1150,-	5 persons € 2875,-	2 persons € 1150,-	2 persons € 0,-	€ 6.325,-
Total	€ 5.175,-	€ 9.200,-	€ 7.475,-	€ 10.350,-	€ 7.475,-	€ 6.900,-	€ 46.575,-

To claim the costs in this category we need proof that project partners attended the meeting. For this we require:

- The signature of each participant on the attendance list of the meeting
- A certificate of attendance signed by the hosting project partner of the Transnational Meeting.



- A document that proves the participant is an employee of the partner organisation.

To have proof for this the partner must:

- Sign the attendance list that will be provided by the project manager for each Transnational Meeting.
- Send a copy of a payslip or a copy of the contract of the participants in the project to the project manager.

The project management provides the attendance list and the certificates of attendance and keeps a copy in the project administration. The partners must keep the copy of the certificate in their own administration.

### C. Exceptional costs

A number of expenses in the project are categorized as Exceptional costs. This is for hosting a Transnational Project Meeting, hosting and organising multiplier events, building a project website and translation of some documentation used in the project and outcomes and results of the project.

According to the rules of the European Commission, the budget is supposed to cover 80% of the total incurred costs. The other 20% is seen as contribution of the partners.

The budget for the exceptional costs is

Organisation	Translation of documents	Hosting Transnational Meeting	Hosting Multiplier Event	Building and maintaining website	Total
Rea College Pluryn	€ 2.639,-	€ 1.752,-	€ 750,-	€ 1.275,-	€ 6.416,-
All About Quality Consultancy	€ 0,-	€ 0,-	€ 0,-	€ 0,-	€ 0,-
4B LS	€ 0,-	€ 1.500,-	€ 0,-	€ 0,-	€ 1.500,-
Doc Servizi	€ 0,-	€ 0,-	€ 0,-	€ 0,-	€ 0,-
Venetica	€ 2.639	€ 2.250,-	€ 750,-	€ 0,-	€ 5.639,-
BIC	€ 2.639,-	€ 1.500,-	€ 750,-	€ 0,-	€ 4.889,-
TMK	€ 2.639,-	€ 1.550,-	€ 750,-	€ 0,-	€ 4.939,-
CROAN	€ 0,-	€ 0,-	€ 0,-	€ 0,-	€ 0,-
Total	€ 10.139,-	€ 8.852,-	€ 3.000,-	€ 1.275,-	€ 22.966,-

To claim exceptional costs, the project partners require:

- An official letter of the subcontractor with an offer for the work that will be carried out and the related costs.
- Invoices of the actual costs incurred, specifying the name and address of the partner and the subcontractor, the amount and currency, and the date of the invoice.

To have evidence for claiming the exceptional costs the partner must:

- Send the original offer to the subcontractor to the project management (REA College)
- Send the original invoice of the subcontractor to the project management (REA College)

To claim exceptional costs for the multiplier events, the project partners require:

- A document of the Multiplier event with: title of the event; date and time; venue/on-line; the Intellectual outputs presented; agenda; documents used or distributed and feedback of the participants to the multiplier event.
- An attendance list signed by both the host and the participants.

To have evidence for claiming the exceptional costs for the Multiplier Event the partner must:

- Send the document and attendance list of the Multiplier Event to the project management (REA College)