Workshop on
Contract Management
the Grant Agreement

Project representatives’ Meeting
Berlin, September 2004
the Grant Agreement

✓ structure and payment
✓ Conditions and annexes
✓ Payment Cycle

Questions
I Special conditions
II General conditions

Annex I Description of the action
Annex II Estimated budget of the action
Annex III Implementation Reports and Financial Statements
Annex IV Third party fiche
Annex V Guidelines for the Use of the Grant
Annex VI VAT exemption certificate
1. **Special Conditions** take precedence over all other parts

2. **General Conditions**

3. **Annexes**

4. **Guide for Applicants** has no contractual value

5. **Project Proposal** has no contractual value
special conditions

What’s important?

- Co-financing
- Eligibility of activities and costs
- Who can benefit?
- What is the budget and is there flexibility?
- When are payments made?
- When are reports submitted?
- Can the bank account be changed?
- Who should you write to?
What’s important?

- Liability
- Suspension and force majeure
- Award of contracts
- Eligible and ineligible costs
- Requests for payment
- Determining the final grant
- Recovery
- Checks and audits
What’s important?

✓ Objective
✓ Participating institutions
✓ Institutions entitled to receive equipment
✓ Participating experts
✓ Special clauses
Annex II

estimated budget of the action

What’s important?

✓ The budget headings

✓ The cost of the action
  (A.4 of the Grant agreement)

✓ The Tempus Maximum Grant
  (A.3 of the Grant agreement)

Information given in the workshop on Financial Reporting
Annex III
implementation reports and financial statements

What’s important?

✓ One report form for all types of report
✓ Deadlines
✓ What is to be reported?

Information given in the next workshops
What’s important?

- Payments are being made to this bank account number
- Changing bank account details
Annex V

guidelines for the use of the grant

What’s important?

✓ Modification of institutions
✓ Rules for each budget heading
✓ Supporting documents
✓ Request for payment

→ Information given in the workshop on Financial Reporting
Annex VI

VAT exemption form

What’s important?

✓ Necessary for avoiding VAT on equipment

get in touch with National Tempus Offices (NTO) at the start of the project to get acquainted with local procedures on VAT & customs

✓ Procedures are lengthy
The Request for Payment should accompany the 2nd and the Final report

1st PREFINANCING = 60% of the Tempus Grant Amount, paid within max. 45 days after:

- Signature of agreement
- Receipt and acceptance of the Financial Guarantee when requested
2nd PREFINANCING = 30% of the Tempus Maximum Grant Amount paid within max. 45 days after:
- 70% of the 1st pre-financing has been used up
- Approval of the 2nd report
- Receipt of Request for Payment of the 2nd pre-financing
- Receipt and acceptance of the Financial Guarantee when requested
The Balance = up to max. 10% of the Tempus Maximum Grant Amount paid within 15 days after:

- Approval of Final report (including assessment of all costs)
- Receipt of Request for Payment of the balance

The reporting cycle will be covered by the workshop on Contractual matters and Reporting