



Education and Culture

Tempus

Workshop on Contract Management the Grant Agreement

**Project representatives' Meeting
Berlin, September 2004**



Tempus

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

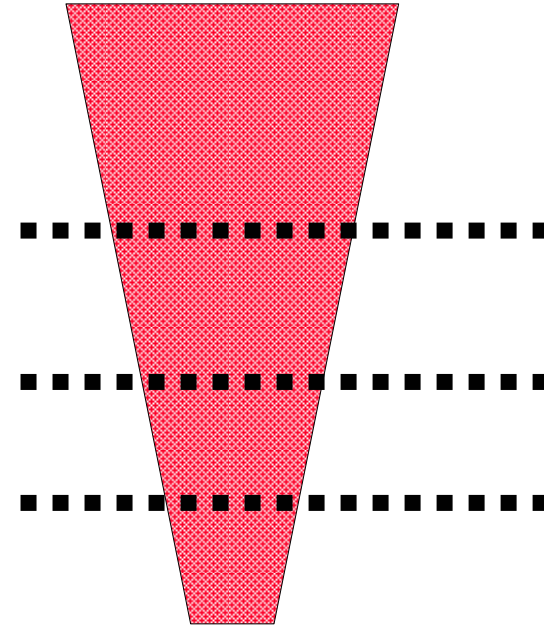
Annex V Guidelines for the Use of the Grant

Annex VI VAT exemption certificate



hierarchy

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**



Annex I

description of the action

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**



Annex IV third party fiche

What's important?

- ✓ **Payments are being made to this bank account number**
- ✓ **Changing bank account details**



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