



Education and Culture

**Tempus**

# Workshop 1

## Management of the Grant Agreement

**Project representatives' Meeting  
Brussels, January 2006**



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# the Grant Agreement

- ✓ **Structure**
- ✓ **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 Report  
and Financial Statement**

**Annex IV Financial Identification**

**Annex V Guidelines for the Use of the Grant**

**Annex VI VAT exemption certificate**



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# hierarchy

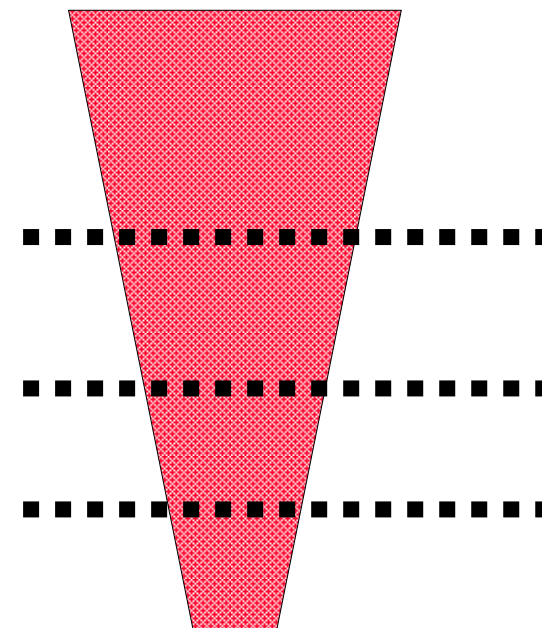
1. Special Conditions  
take precedence over all other parts

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?**
- **Visibility of EC programmes**



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# general conditions

## 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**



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# Annex I description of the action

## What's important?

- ✓ **Objective**
- ✓ **Participating institutions**
- ✓ **Institutions entitled to receive equipment**
- ✓ **Participating experts**
- ✓ **Special clauses**



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# Annex II estimated budget of the action

## What's important?

- ✓ The budget headings
- ✓ The overall cost of the action  
(A.4 of the Grant agreement)
- ✓ The Maximum Tempus Grant  
Amount (A.3 of the Grant agreement)
- ➔ Information given in the workshop on  
Financial Reporting





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# Annex III implementation report and financial statement

## What's important?

- ✓ On-line form
- ✓ Deadlines
- ✓ What is to be reported?
- ➔ Information given in the next workshops



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# Annex IV

## Financial identification

### What's important?

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



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# 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**



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# Annex VI VAT exemption certificate

## What's important?

- ✓ **Necessary for avoiding VAT on equipment and services**

**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**



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# payment cycle

**The Request for Payment should accompany the 2<sup>nd</sup> and the Final report**

**1<sup>st</sup> PREFINANCING = 60%**

**of the Maximum Tempus Grant Amount,  
paid within max. 45 days after:**

- **Signature of agreement**
- **Receipt and acceptance of the Financial Guarantee when requested**



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# payment cycle

**2nd PREFINANCING = 30%**

**of the Maximum Tempus Grant Amount  
paid within max. 45 days after:**

- **70% of the 1<sup>st</sup> pre-financing has been used up**
- **Approval of the 2<sup>nd</sup> report**
- **Receipt of Request for Payment of the 2<sup>nd</sup> pre-financing**
- **Receipt and acceptance of the Financial Guarantee when requested**



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# payment cycle

**The Balance = up to max. 10%**  
**of the Maximum Tempus 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 workshops**  
**on Reporting**