Workshop 1

Management of the Grant Agreement

Project representatives’ Meeting
Brussels, January 2006
the Grant Agreement

✓ Structure
✓ Conditions and annexes
✓ Payment Cycle

Questions
structure

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
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
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 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
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
Annex IV
Financial identification

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
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
The Request for Payment should accompany the 2nd and the Final report

1st 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
2nd PREFINANCING = 30% of the Maximum Tempus 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 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