



Management of the Grant Agreement

Project Representatives' Meeting
Brussels, March 2007



Structure of the Grant Agreement

I Special conditions

II General conditions

Annex I Description of the action and list of consortium members

Annex II Estimated budget of the action

Annex III Implementation Report and Financial Statement

Annex IV Third Party Fiche

Annex V Guidelines for the Use of the Grant

Annex VI Declaration on taxation of equipment and services

Annex VII Mandates conferring powers of attorney from the consortium members to the grantholder

Hierarchy

1. Special Conditions

take precedence over general conditions

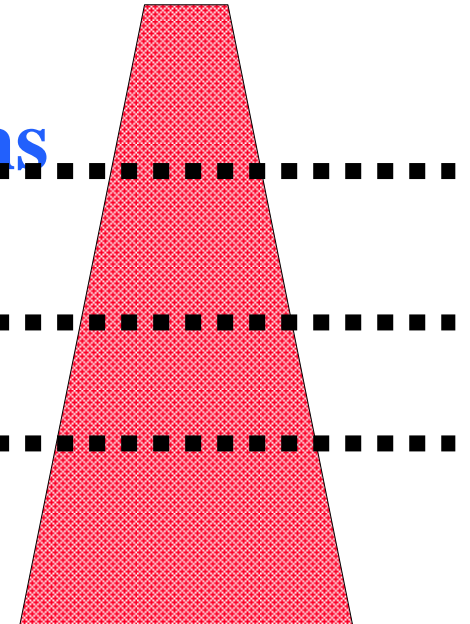
2. General Conditions

take precedence over annexes

3. Annexes

4. Guide for Applicants has no contractual value

5. Project Proposal has no contractual value



Special Conditions

What's important?

- **Purpose of the grant and duration**
- **Who can benefit?**
- **Role of beneficiaries**
- **What is the budget? / Co-financing / Flexibility**
- **When are payments made?**
- **When are reports submitted?**
- **Who should you write to?**
- **Eligibility of costs**

General Conditions

What's important?

- **Liability**
- **Ownership/use of the results**
- **Visibility**
- **Award of contracts**
- **Termination procedure**
- **Eligible and ineligible costs**
- **Requests for payment**
- **Determining the final grant**
- **Financial responsibilities**
- **Recovery**
- **Checks and audits**

Annex I

Description of the action and list of consortium members

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)**
- ✓ **The Amount of pre-financing (A.3.1 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 for the first report**
- ✓ **Deadlines (15 April / 15 June)**
- ✓ **What is to be reported?**
- ✓ **No more link between level of expenditure and reporting (2nd report)**

→ 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**

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

Declaration on taxation of equipment and services

What's important?

- ✓ **Necessary for avoiding VAT on equipment and services**
- ✓ **Procedures are lengthy**



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

Annex VII

Mandates conferring powers of attorney from the consortium members to the grantholder

What's important?

- ✓ **Mandates to be signed by all partners**
- ✓ **This mandate shall take precedence over any other agreement between the consortium members and the grantholder**