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
Hierarch}

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