



HUMAN
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Erasmus+

*Culinary Arts Education in Support of Youth Employment
and Social Inclusion (CASYS)*



1° TRANSNATIONAL MEETING
RIGA, 29-30.10.2015

THE CASYS PROJECT:
**Administrative
and Financial Rules**

Prepared by
International College



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2015-1-BG01-KA204-014346



THE CASYS GRANT AGREEMENT

- **2015-1-BG01-KA204-014346**, reference – the Human Resource Development Center/the Bulgarian National Agency
- GA duration – 24 months
- Partnership agreements based on the GA between the NA and the Coordinator – International College



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- Budget structure – standard and following the application form
- Budget categories/eligible expenses
 - I1: Project Management and Implementation
 - I2: Transnational Project Meetings
 - I3: Intellectual Outputs
 - I4: Multiplier Events
 - I5: Learning/Teaching/Training Activities
- Amounts – as revised by the NA (pls refer to the budget table in our DropBox)

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I1: Project Management and Implementation

- Unit rate per month
- Could cover expenses related to the management and dissemination of the project as well as expenses which cannot be covered in the other budget lines but are necessary for the project
- The coordinator shall report on the project activities and results on behalf of the Project as a whole.



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I2: Transnational Project Meetings

- Unit rate based on distance
- For each participation, the name of the participant, the places of origin and venue will be recorded, and determine the distance band on the basis of the on-line distance calculator.
- By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located
- a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations

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I3: Intellectual Outputs

- To be considered as "**staff**" for the development of intellectual outputs, the persons have to be, either on a professional or voluntary basis, involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff. In all cases, the beneficiaries have to be able to demonstrate the formal link with the staff member concerned.
- **Nota bene**: staff working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under "intellectual outputs" but may be eligible under "exceptional costs" under the conditions specified in the related section below



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14: Multiplier Events

- Unit rate per participant per nationality
- **Only participants from organisations other than the beneficiaries** can be counted in for the number of persons on the basis of which the grant amount is established.
- Multiplier events can take place only in the Programme Countries in which the beneficiaries are located.

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15: Learning/Teaching/Training Activities

Eligible participants - direct link with a beneficiary organisation in one of the following capacities:

- Students registered in a participating HEI and enrolled in studies leading to a recognised degree or other recognised tertiary level qualification ... (in blended mobility activities);
- Apprentices, VET students, adult learners, and young people in blended mobility;
- Pupils of any age, accompanied by school staff (in short-term exchanges of groups of pupils);
- Pupils aged 14 or older enrolled in full-time education at a school participating in the Strategic Partnership (in long-term study mobility of pupils);
- Professors, teachers, trainers and educational and administrative staff employed at a participating organisation, youth workers.
- In all cases, the beneficiaries shall be able to demonstrate the formal link with the persons participating in Transnational training, teaching or learning activities, whether they are involved in the Project as staff (either on a professional or a voluntary basis) or as learners.



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Reporting documents and templates

Annex I - Table of evidences

Form 1 – Declaration of management

Form 2 – Declaration of attendance/transnational meetings

Form 3 – Participants' List

Form 4 – Time-sheet

Form 5 – Report IO

Form 6 – Declaration transnational learning activity

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2015-1-BG01-KA204-014346



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Type/Annex II - Copies of Financial Documents+

Proof of payment for all Budget Categories

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Reporting Scheme

Type/Annex I - Table of evidences

Type/Annex II - Copies of Financial Documents+

Proof of payment for all Budget Categories

Presented as scans via e-mail every 6 months; Originals exchanged during the partner meetings:

Deadlines:

- 28.02.2016 (months 1-5)
- 31.08.2016 (months 6-11)
- 28.02.2017 (months 12-15)
- 31.08.2016 + Balance documents (months 16-23, month 24)

Preliminary consultations and exchange of information is very much advisable

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Grant Payment Scheme

- **40% advance - 20% interim - 20% balance**
- **An interim payment can be requested only after 70% of the advance payment is exhausted**

- **Reporting schedule to the NA – on a 6-month basis;**
- **technical report+figures – when no interim payment is requested**
- **technical +financial report – when an interim payment is requested**



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IO Development

! IO are evaluated by external experts selected by the NA: quotation rules and copyright must be observed in the production of all IOs

! The quality of the IO is decisive on the eligibility of the expenses.

Rule of Thumb: Quality + Financial Proof



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NA Evaluation

The final report, products and outputs will be assessed by the NA in conjunction with the reports from the mobility participants if any, using a common set of quality criteria focusing on:

- The extent to which the project was implemented in line with the approved grant application
- The **quality of activities** undertaken
- The **quality of the products** and outputs produced
- The **learning outcomes and impact** on participants

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2015-1-BG01-KA204-014346



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NA Evaluation

- The **impact on the participating organisations**
- In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants
- The quality and scope of the **dissemination activities** undertaken
- The potential **wider impact** of the project on individuals and organisations beyond the beneficiaries



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CONCLUSION

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III_multibeneficiary_Version



STARTUP