



Active Seniors Educations withouth Barriers  
2020-1-CZ01-KA204-078151



# Financial conditions



## Budget of the project in summary: 222.921,- EUR

Each partner has a budget available for their organization according to the sent document, which is also an annex to the partnership agreement .

All rules of the previous period (our project ISEV) remain in force.

### Budget transfers

- move from any chapter up to **20%**
- increasing chapters Project Management and Implementation and Exceptional Costs is not possible!
- increase up to 20% for chapters Transnational Project Meetings, Intellectual Outputs and Learning/Teaching and Training Activities, Multiplier Events



# Budget chapters

## Project Management and Implementation

- ▶ Staff costs for project management and administration (not for IO)
- ▶ Promotion and project information drive, information brochures
- ▶ Websites
- ▶ All costs of organizing the international meeting in your country
- ▶ All cost that cannot be claimed in other chapters

**Flat-rate, we do not recommend moving funds from this chapter.**



## Transnational Project Meetings

Contribution for travel and subsistence costs for meeting participants:

100 – 1999 km 575,- EUR/person

> 2000 km 760,- EUR/person

For each meeting we assume the participation of three persons. More people can participate, but only three will receive a contribution.

The numbers of persons can be moved to the another meeting.

**Working relationship between the organisation and the participant is necessary!**



## Intellectual Outputs

Numbers of days and the rates for individual positions and intellectual outputs are listed in the budgets of each organisation.

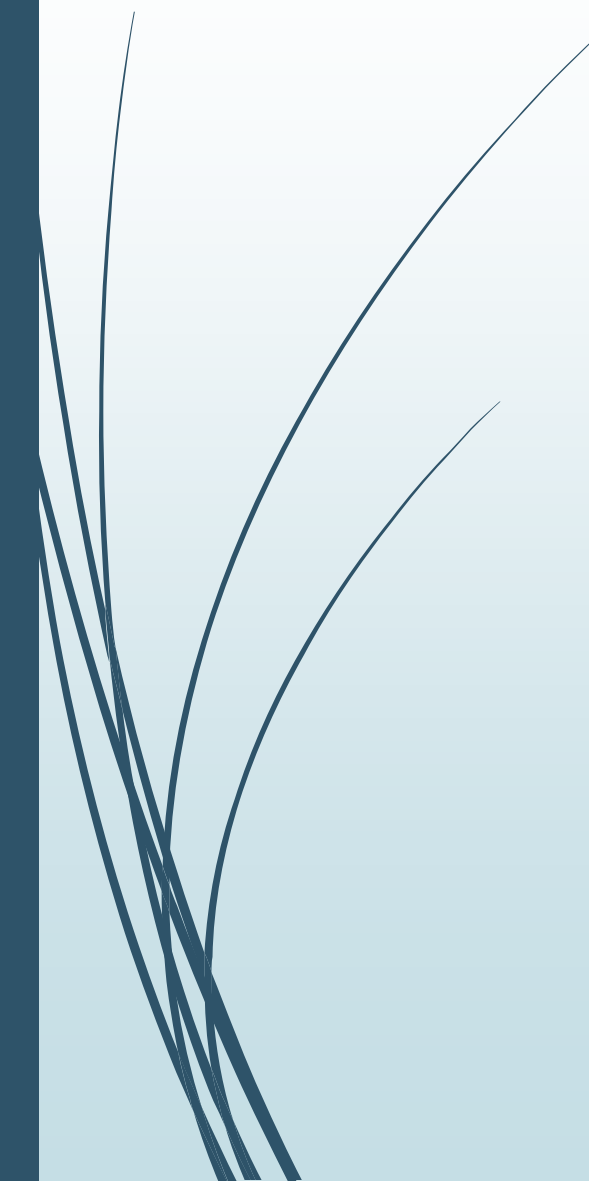
It is necessary to follow the schedule for each Intellectual Output.

A summary table created by the financial manager will be used for reporting. Each employee will then confirm the correct details in the form sent by the financial manager.

Excel spreadsheet has already been sent.



## Multiplier Events



Only the University of Ostrava has this item as the organizer of the event.

## Learning, Teaching and Training Activities

We have two activities – one in Czech Republic (C1), one in Portugal (C2)

Contribution for travel and subsistence costs for meeting participants:

C1: 100 – 499 km    180,- EUR/person (for participants from Slovakia)  
> 2000 km        360,- EUR/person (for participants from Portugal)

for 1 person/day 58,- EUR = 7 days x 58 = 406,- EUR/person

C2: > 2000 km        360,- EUR/person (for participants from Slovakia  
and Czech Republic)

for 1 person/day 106,- EUR = 7 days x 106 = 742,- EUR/person



## Exceptional Costs

- Costs of services that can not be provided by any of the organisations in the project.
- This item should be used in accordance with the schedule.
- In our project has partners only costs of translation services and video lessons processing! In addition, the Catholic University has an item of 200 EUR for the purchase of musical instruments
- 75% of real costs will be reimbursed, 25% of costs is participation of the organisation.





## Acceptable and unacceptable costs


- ▶ dated during the duration of the project (1.9.2020 – 31.8.2023)
- ▶ documented by invoice, bill, financial statements, etc.
- ▶ necessary for the implementation of the project
- ▶ dated before or after the project
- ▶ unreasonable costs
- ▶ the cost of opening and keeping bank accounts



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# Documents and forms



## Project Management and Implementation

- there is no need to report Erasmus
- for possible control: the invoices, bills, employment contracts, financial statements from the organisation's account, etc.

## Transnational Project Meetings

- attendance list
- detailed agenda of meeting
- confirmation of attendance for each participant issued by the receiving organisation
- employment contract for each participant
- tickets and boarding pass



## Intellectual Outputs

- employment contracts for each person
- Excel spreadsheet - monthly!!

## Exceptional Costs

- invoice or bill
- bank statement or another proof of payment
- VAT declaration (We are a registered VAT payer ....)



## Training activities

- attendance list
- detailed agenda of Training activity
- confirmation of attendance for each participants issued by the receiving organisation
- tickets and boarding pass
- **I will always create and send all the necessary forms (attendance lists, confirmations, etc.).**



Contact:

pavla.janoschova@osu.cz