

FINANCIAL GUIDELINES FOR APPLICANTS



Il Progetto VS 2021/0055

Just Transition: supporting trade unions in taking steps towards a sustainable future at company/sectoral level through social dialogue

KICK-OFF MEETING

26 april 2021



DURATION OF ACTION



The action shall run for 24 months

From **1/03/2021**

To **28/02/2023**

THE BUDGET OF ACTION

The project's budget is a total of

EUR 331.498,20

The Union Grant shall be of a maximum amount of

EUR 298.346,92

(90% of eligible costs of the action)

Total contribution in cash is

EUR 33.151,88

(10% total cost of action)

Total Income (T = C + R + S) **331.498,20**

Union grant (S) **298.346,92**

Total financial contribution (own resources) **33.151,88**



REPORTING PERIODS



THE ACTION

Period 1

from month **1°**
to month **12°**



THE ACTION

Period 2

from month **13°**
to month **24°**





PAYMENT PROCEDURES

1

First pre-financing payment of 40 % the Union Grant after the signed of agreement;

2

A second pre-financing the union grant, after to having used at least 70% of the previous financing instalment paid.
(60 calendar days following the end of the first reporting period)

3

The balance will be paid upon acceptance by the Commission of the final technical implementation report and Final Financial statement. The time limit for the Commission to make payment of balance is 90 days.





SECOND PRE-FINANCING PAYMENT

Within 60 days after the closing the first period, CISL must submit to the Commission the technical report on progress and statement on the use the previous pre-financing instalment (FOR APPLICANT AND CO-APPLICANTS).



FINAL FINANCIAL STATEMENT

Within 60 days after the closing date of action, CISL must submit to the Commission the final technical report and final financial statement (FOR APPLICANT AND CO-APPLICANTS).



FINAL FINANCIAL STATEMENT

Payment of balance other documents

- ❑ FINAL TECHNICAL REPORT (SEE ANNEX V GRANT);
- ❑ THE FINAL STATEMENT;
- ❑ A SUMMARY FINANCIAL STATEMENT;
- ❑ INFORMATION ON SUBCONTRACTING;
- ❑ A DETAILED BREAKDOWN OF ALL COSTS INCLUDED IN THE DIFFERENT HEANDING;
- ❑ A DESCRIPTION OF THE APPLIED METHODOLOGY TO CALCULATE THE DAILY STAFF RATES USED;
- ❑ TIME SHEETS OF THE PROJECT STAFF;
- ❑ SIGNED ATTENDANCE LISTS OF ALL CONFERENCES AND MEETINGS;
- ❑ EXPENDITURE MUST INCLUDE THE COSTS EXCLUSIVELY FOR THE IMPLEMENTATION OF ACTION.



ARTICLE II.22 — BUDGET TRANSFERS

“Beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves and between the different budget categories, if the *action* is implemented as described in Annex I. This adjustment does not require an amendment of the Agreement as provided for in Article II.13.

However, the beneficiaries may not add costs relating to *subcontracts* not provided for in

Annex 1, unless such additional *subcontracts* are approved by the Commission in accordance with Article II.11.1(d).”



INTERNAL COOPERATION AGREEMENT

The beneficiaries must conclude
an internal cooperation agreement
including provisions on the management, operation
and coordination of the beneficiaries and the
implementation of the action.



FINANCIAL GUIDELINES FOR APPLICANTS

ANNEX I

FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the call webpage:

<https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=548&furtherCalls=yes>



GENERAL CRITERIA FOR ELIGIBILITY OF COSTS

- ✓ RELEVANT AND ATTRIBUTABLE TO ELIGIBLE ACTIONS;
- ✓ ACTUALLY INCURRED;
- ✓ TEMPORALLY RELATES TO THE DURATION OF THE LOAN;
- ✓ DEMONSTRABLE;
- ✓ TRACEABLE;
- ✓ LEGITIMATE;
- ✓ CONTENT WITHIN THE LIMITS AUTHORIZED.



ELEGIBLE DIRECT COSTS OF THE BUDGET FORM

- 1) HEADING 1 - Staff costs;
- 2) HEADING 2 - Travel, accommodation and subsistence allowances;
- 3) HEADING 3 - Costs of services;
- 4) HEADING 4 - Administration costs;
- 5) HEADING 5 - Overheads.



HEADING 1- STAFF COSTS

Permanent or temporary staff working under an employment contract with the beneficiary/ies and assigned to the implementation of the project





HEADING 1- STAFF COSTS

costs assimilated to staff cost

The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:



the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);



the result of the work belongs to the beneficiary;



the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.



HEADING 1- STAFF COSTS

THE COST OF ANY WORK TO BE PERFORMED BY EXTERNAL EXPERTS MUST NOT
BE INCLUDED IN STAFF COSTS BUT UNDER SERVICE

(SEE HEADING 3).



HEADING 1- STAFF COSTS

Daily Rate = Cross actual salaries plus social security charges + Statutory costs

Total worktable days



The determination of the workable days should be made respecting the standard working time either under national laws, collective agreements or under the organisations' normal accounting practice.



HEADING 1- STAFF COSTS

Documents for final financial statement



PAY SLIPS

TIME SHEETS SIGNED BY THE STAFF AND VALIDATED BY THE EMPLOYER

DECLARATION OF DAILY RATE.



HEADING 1 - STAFF COSTS

Time Sheet

- ❖ It is recommended to adopt a single timesheet encompassing the overall time worked by each staff member

(not just the time worked by the employee on the particular EU support ed action).

Daily Timesheet				
Employee Information				
Employee Name		Date		
Dept		Type of Work		
Pay Rate		D. No.		
Total Hours Worked				
Timesheet				
Job No.	Description of Work	Started	Finished	Total
1				
2				
3				
4				
5				
6				
7				
8				
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Form number: Form 1/2004



HEADING 2 - TRAVEL ACCOMODATION AND SUBSISTENCE ALLOWANCES

Travel:

- ① Air travel is acceptable only for distance above 400 km , i.e return flight above 800 km;
- ① For other modes of trasport, the benchmark is the first class rail fare.



HEADING 2 - TRAVEL ACCOMODATION AND SUBSISTENCE ALLOWANCES

Accomodation and subistance: in addition to costs for accomodation the DSA* – are considered to cover breakfast and the two main meals, local trasport.

**DSA = Daily substence allowance*



HEADING 2 - TRAVEL ACCOMODATION AND SUBSISTENCE ALLOWANCES

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Hotel price in EUR</i>
AL	Albania	50,00	160,00
AT	Austria	102,00	132,00
BA	Bosnia-Herzegovina	65,00	135,00
BE	Belgium	102,00	148,00
BG	Bulgaria	57,00	135,00
CH	Switzerland	80,00	140,00
CY	Cyprus	88,00	140,00
CZ	Czech Republic	70,00	124,00
DE	Germany	97,00	128,00
DK	Denmark	124,00	173,00
EE	Estonia	80,00	105,00
EL	Greece	82,00	112,00
ES	Spain	88,00	128,00
FI	Finland	113,00	142,00
FR	France	102,00	180,00
HR	Croatia	75,00	110,00
HU	Hungary	64,00	120,00
IE	Ireland	108,00	159,00
IS	Iceland	85,00	160,00
IT	Italy	98,00	148,00

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Hotel price in EUR</i>
LI	Liechtenstein	80,00	95,00
LT	Lithuania	69,00	117,00
LU	Luxembourg	98,00	148,00
LV	Latvia	73,00	116,00
ME	Montenegro	80,00	140,00
MK	F.Y.R. of Macedonia	50,00	160,00
MT	Malta	88,00	138,00
NL	The Netherlands	103,00	166,00
NO	Norway	80,00	140,00
PL	Poland	67,00	116,00
PT	Portugal	83,00	101,00
RO	Romania	62,00	136,00
RS	Serbia	80,00	140,00
SE	Sweden	117,00	187,00
SI	Slovenia	84,00	117,00
SK	Slovak Republic	74,00	100,00
TR	Turkey	55,00	165,00
UK	United Kingdom	125,00	209,00
XK	Kosovo (under UNSCR 1244)	80,00	140,00



HEADING 2 - TRAVEL ACCOMODATION AND SUBSISTENCE ALLOWANCES

- Boarding cards (Outbound/Inbound);
- Invoice of the flight ticket/s;
- Transportation tickets (train, bus, underground);
- The taxi costs will be reimbursed only if it is not possible to use local public transport..



HEADING 3 - COSTS OF SERVICES INFORMATION AND DISSEMINATION



- ❑ INVOICE AND PAYMENT ;
- ❑ INDICATE THE NUMBER OF COPIES AND THE COST PER COPY.

HEADING 3 - COSTS OF SERVICES

Traslation

The invoice must include the following details:

1. Number of languages;
2. Number of pages to be translated;
3. Rate applied per page.



HEADING 3 - COSTS OF SERVICES

Interpretation

THE INVOICE MUST INCLUDE
THE FOLLOWING DETAILS:

NUMBER OF LANGUAGES;

NUMBER OF INTERPRETERS;

NUMBER OF DAYS AND THE DAILY
RATES.



HEADING 4 - ADMINISTRATION COSTS

HIRE OF MEETING ROOMS - COFFEE BREAKS INCLUDED:

1. INVOICE INDICATES THE NUMBER OF THE PARTICIPANTS AND COST FOR EACH PARTECIPANT.



HEADING 5 - ELEGIBLE INDIRECT - *Overheads*

Indirect costs are general administrative costs-overhead costs incurred in connection with the eligible direct costs of the action.

The are limited to a flat rate of 7% of total eligible direct costs for the action;

Such costs do not need to be supported by accounting documents.



HEADING 5 - ELEGIBLE INDIRECT - *Overheads*



- Maintenance;
- Stationery;
- Photocopying;
- mailing postage;
- Telephone and fax costs;
- Heating;
- Electricity or other form of energy;
- Water;
- Office furniture.



THANKS FOR YOUR ATTENTION!



Should you still need any information on this procedure, please feel free to contact email:

l.petrillo@cisl.it

m.mansueti@cisl.it

