

FINANCIAL GUIDELINES FOR APPLICANTS

Project VS 2021/0055

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

Exchange Seminar

2-4 March 2022



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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°**

From **1/03/2021**

To **01/03/2022**



THE ACTION

Period 2

from month **13°**
to month **24°**

From **02/03/2022**

To **28/02/2023**

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).

SECOND PRE-FINANCING PAYMENT



The Commission must make a second pre-financing payment of EUR 119 338.77 to the coordinator within 60 calendar days from when the Commission receives the request for second pre-financing payment referred to in Article I.4.2, except if Article II.24.1 or II.24.2 apply.



If the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70% of the previous pre-financing instalment paid has been used to cover costs of the *action*, the amount of the new pre-financing to be paid must be reduced by the difference between the 70% ceiling and the amount used.

Agreement number: VS/2021/0055

Multi beneficiaries agreement model of August 2019



FIRST FINANCIAL REPORT



Each co-applicant will send the first year financial report to CISL **by March 20, 2022**, according to the models that CISL will send by e-mail.

Copies of accounting documents will be attached



FIRST FINANCIAL REPORT

Eligible direct costs	EUR	Costs as confirmed by EU	BUDGET AVAILABLE
Position 1 - Costs for Personal	-	35.199,00	35.199,00
Mangement/coordination	-	6.816,00	6.816,00
Administration/Implementation of the Project	-	22.265,00	22.265,00
Secretarial	-	4.256,00	4.256,00
Accounting	-	1.862,00	1.862,00
Position 2 - Travel and subsistence allowances	-	16.867,50	16.867,50
travel costs	-	7.300,00	7.300,00
Subsistence	-	9.567,50	9.567,50
Position 3 - Costs for services	-	2.261,50	2.261,50
Information Dissemination	-	1.000,00	1.000,00
Translations	-	750,00	750,00
Reproductions and publications	-	-	-
Specific Evaluation	-	-	-
Interpretations	-	-	-
External Expertise	-	-	-
Other Services	-	511,50	511,50
Position 4 - Administration	-	1.025,00	1.025,00
Depreciation for purchase of equipment	-	-	-
Hire of rooms	-	1.025,00	1.025,00
Hire of interpreting booths	-	-	-
Audits	-	-	-
Financial costs	-	-	-
Other administrative costs	-	-	-
overheads	-	3.874,71	3.874,71
Sum of total eligible costs	-	59.227,71	59.227,71



FIRST FINANCIAL REPORT

Position 1 - Staff costs

Name	Daily salary costs	Number of days for preparation	Sum in EUR
Manangement/coordination			-
			-
			-
			-
Administration/Implementation			-
			-
			-
			-
			-
Secretarial costs			-
Accounting			-
			-
Sum staff costs			-



FIRST FINANCIAL REPORT

Position 2 - Travel and subsistence allowances

Flw. Nr.	Date of Invoice	Name of Traveller	Purpose of Travel	Venue	Date of arrival	Date of departure	Number of days	travel costs	subsistence p. person	Sum
1										- €
2										- €
3										- €
4										- €
5										- €
6										- €
7										- €
8										- €
9										- €
10										- €
11										- €
12										- €
								Sum Travel costs		- €
								Sum subsistence total		- €
								SUM total		- €



FIRST FINANCIAL REPORT

Position 3 - Costs for Services

Invoice date	Item of cost / payee	Explanation	Sum in EUR
	Information Dissemination		-
	Translations		-



FIRST FINANCIAL REPORT



Position 4 - Administration			
Invoice date	Item of cost / payee	Explanation	Sum in EUR
	Hire of rooms		-



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

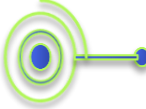
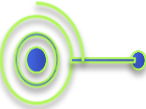
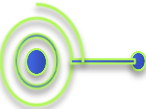


HEADING 1- STAFF COSTS

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

- ❖ 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).

Time Sheet

Daily Timesheet				
Employee Information				
Employee Name		Date		
Emp. No.		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				
9				
10				
11				
12				
13				
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Form 1000/01/01/01/01

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*

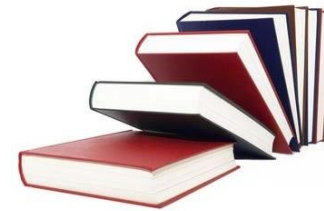
HEADING 2 – TRAVEL ACCOMODATION AND SUBSISTENCE ALLOWANCES

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Hotel price in EUR</i>	<i>Destinations</i>		<i>DSA in EUR</i>	<i>Hotel price in EUR</i>
AL	Albania	50,00	160,00	LI	Liechtenstein	80,00	95,00
AT	Austria	102,00	132,00	LT	Lithuania	69,00	117,00
BA	Bosnia-Herzegovina	65,00	135,00	LU	Luxembourg	98,00	148,00
BE	Belgium	102,00	148,00	LV	Latvia	73,00	116,00
BG	Bulgaria	57,00	135,00	ME	Montenegro	80,00	140,00
CH	Switzerland	80,00	140,00	MK	F.Y.R. of Macedonia	50,00	160,00
CY	Cyprus	88,00	140,00	MT	Malta	88,00	138,00
CZ	Czech Republic	70,00	124,00	NL	The Netherlands	103,00	166,00
DE	Germany	97,00	128,00	NO	Norway	80,00	140,00
DK	Denmark	124,00	173,00	PL	Poland	67,00	116,00
EE	Estonia	80,00	105,00	PT	Portugal	83,00	101,00
EL	Greece	82,00	112,00	RO	Romania	62,00	136,00
ES	Spain	88,00	128,00	RS	Serbia	80,00	140,00
FI	Finland	113,00	142,00	SE	Sweden	117,00	187,00
FR	France	102,00	180,00	SI	Slovenia	84,00	117,00
HR	Croatia	75,00	110,00	SK	Slovak Republic	74,00	100,00
HU	Hungary	64,00	120,00	TR	Turkey	55,00	165,00
IE	Ireland	108,00	159,00	UK	United Kingdom	125,00	209,00
IS	Iceland	85,00	160,00	XK	Kosovo (under UNSCR 1244)	80,00	140,00
IT	Italy	98,00	148,00				

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:

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