



**EU Aid Volunteers**

We Care, We Act



# **EU Aid Volunteers initiative**

## **Deployment**

### **Project Handbook**

### **Selection 2017**

**Version of February 2018**



## **Table of Contents**

### **Introduction**

### **Overview Project Life Cycle**

- 1. Support and monitoring of the Project by the Agency**
- 2. Obligations and Roles of the Beneficiaries**
- 3. Amendments**
- 4. Selection and management of volunteers**
- 5. Publicity obligations**
- 6. Dissemination and exploitation of results**
- 7. Final reports**

### **Annex I: Definition of terms**



## INTRODUCTION

### **Purpose of the Handbook**

The Handbook applies to grants awarded under the EU Aid Volunteers initiative. The Handbook is intended to serve as an aid to beneficiaries and a management tool for projects. Its principal aims are to:

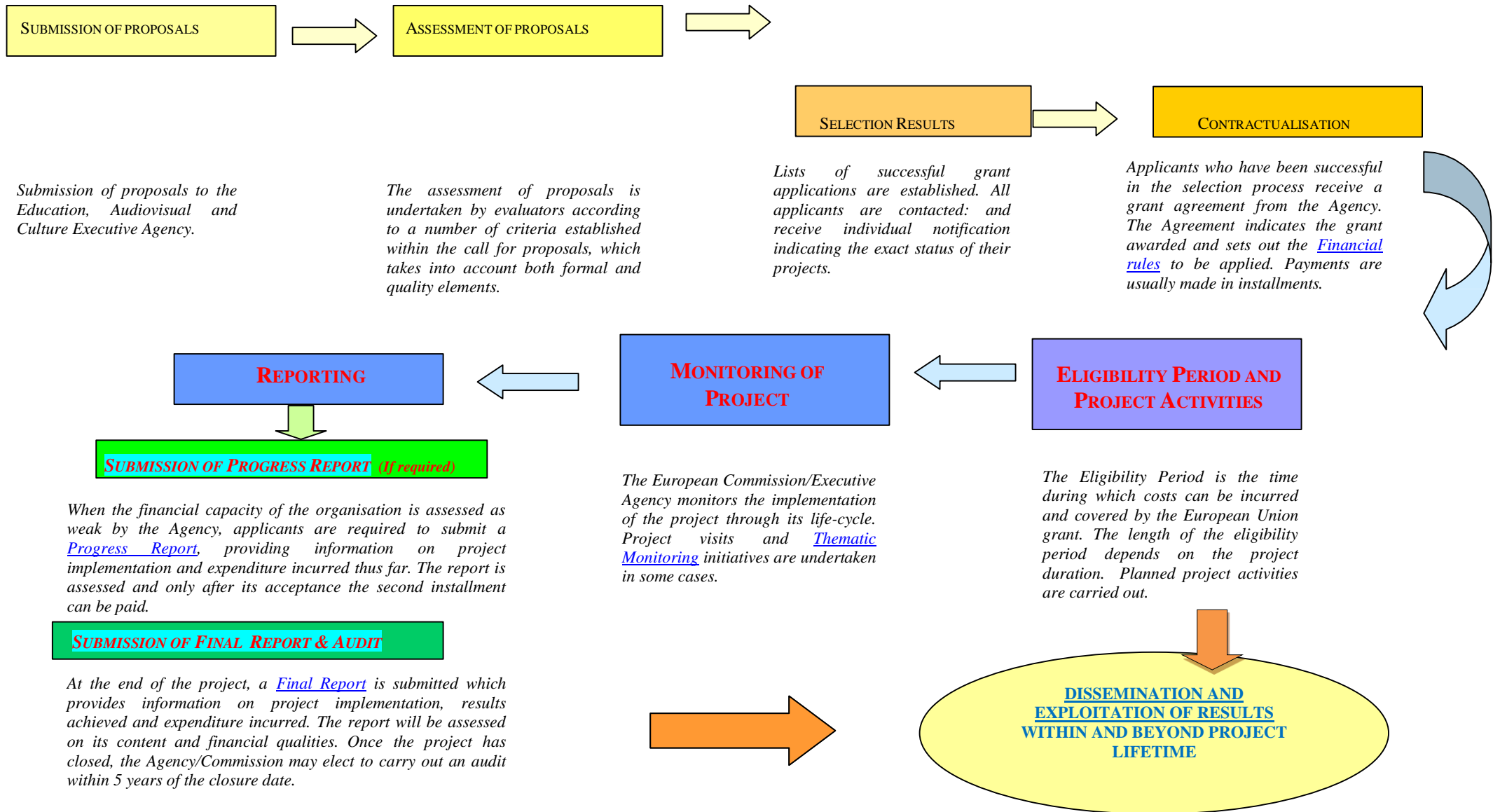
- help beneficiaries to manage their project and run it efficiently;
- clarify matters arising from the grant agreement and its annexes;
- provide practical information that may be referred to throughout the project's life;
- provide guidance on the methods of project monitoring and on the dissemination and exploitation of a project's results/products;
- provide guidance on how to handle the financial side of projects in such a way that financial statements can be readily drawn up;
- promote the sound financial management of a project and ensure that the best results/products are delivered at reasonable cost;

### **Other documents**

This document should be read in conjunction with [Guidelines for applicants](#), the [Call for proposals](#), the **Grant agreement you signed with the Agency and its annexes** and the [Guidance notes - Report of Factual Findings on the Final Financial Report - Type I or II](#).

# MANAGEMENT OF YOUR PROJECT

## Overview Project Life Cycle



## 1. Support and Monitoring of the Project by the Agency

The Agency supports and monitors your project to ensure that the stated objectives are achieved, that all basic rules are respected and to provide you support and guidance for a successful outcome. The Agency seeks to do this in several ways:

- ***Through desk monitoring***

The Agency, through your designated Project Officer, undertakes desk monitoring throughout the entire process and, in addition to more informal contact, we will contact you every 3-4 months to request a short update on the overall progress with your project as well as with your communication activities and to provide us with links, examples etc...

Project officers are available to provide information, answer queries and give guidance. You should use the email address [EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu) for any contact regarding your Deployment project. This ensures that your message is noted and replied to, if urgent, during the absence of your Project Officer.

- ***Through the kick off meeting***

A kick off meeting is organised at the beginning of your project as a guidance session to explain the practical steps necessary for the administrative management of the project. It is strongly recommended that the staff foreseen to coordinate this project participate in this briefing.

- ***Through monitoring visits to your organisation***

A monitoring visit can take place at any time during the lifetime of the project to verify the status of the project's implementation and the preparation of its outputs and to obtain a clear picture of how the project is being managed. If the monitoring requires a visit to your premises, the Agency will confirm in advance and in writing the purpose of the visit, the issues to be addressed and, where appropriate, the list of documents that should be made available or submitted in advance.

- ***Through EACEA's participation in an event organised by your organisation***

The Agency may attend a project event or a partnership meeting as an observer in order to become acquainted with the progress of the project.

- ***Through a meeting at EACEA/European Commission***

*[Where physical presence is expected]*

Representatives of the consortium shall participate in meetings organised by the Agency/European Commission. Consortium representatives may be asked to attend meetings/info days/conferences relevant to specific topics related to the content of their project or for promotion purposes. They may also be invited to meet the staff who monitors their project. Depending on the type of meeting, project representatives may also be requested to make presentations on the progress of their projects or aspects of its content or management.

## **2. General obligations and role of the Beneficiaries and the Coordinator**

*For the detailed list of obligations and roles please refer to the General Conditions of the Grant Agreement (Annex II).*

### The Beneficiaries:

The beneficiaries shall be jointly and severally responsible for carrying out the action in accordance with the terms and conditions of the Agreement.

Each beneficiary shall inform the coordinator immediately of any change likely to affect or delay the implementation of the action including any change in its legal, financial, technical, organisational or ownership situation and of any change in the name, address or legal representative of its affiliated entities.

In addition each beneficiary should submit in due time to the coordinator:

- (i) data for the reports, financial statements and other documents;
- (ii) all the necessary documents in the event of audits, checks or evaluation;
- (iii) any other information to be provided to the Agency according to the Agreement.

### The Coordinator:

**The Coordinator shall monitor that the action is implemented in accordance with the Agreement and be the intermediary for all communications between the beneficiaries and the Agency.**

In particular, the coordinator shall:

- i. immediately provide the Agency with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of its affiliated entities or to any event likely to affect or delay the implementation of the action, of which the coordinator is aware;
- ii. bear responsibility for supplying all documents and information to the Agency which may be required under the Agreement, where information is required from the other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Agency;

In addition, the coordinator shall:

- make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- establish the requests for payment in accordance with the Agreement;
- where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation;
- transfer to the beneficiaries, without delay, any document relating to the action or the grant.

The coordinator shall not subcontract any part of its tasks to the other beneficiaries or to any other party.

Please note that Associated Partners cannot benefit from any portion of the grant.

### 3. Amendments

Amendment requests are required when the beneficiary wishes to make changes to the project. **Any amendment must be explicitly authorized by EACEA in advance of your proposed change and must comply with the eligibility criteria set out in the Call for proposals.** When preparing an amendment request, please ensure that you continue to respect the eligibility criteria defined per each type of activity.

Changes are categorized as either Minor or Major Amendments and have different procedures accordingly, as described below.

#### I. Major Amendments

Major amendments require the submission of an "Amendment request form" duly signed by the legal representative of the beneficiary organisation, accompanied by supporting documents, where applicable.

The template for major amendments and its annexes are available on the Beneficiaries space for Deployment (2017 selection).

The reasons for the proposed changes need to be specified in the request, which must be submitted in good time and at the latest one month before the end of the eligibility period of the project. The Agency reserves the right to reject an amendment request that is not sufficiently justified.

The request for an amendment may be submitted to the EACEA via e-mail by attaching a scanned version of the original signed Amendment request form. In this case, it is not necessary to send the paper version of the request. The email address for sending of your requests is the following: [EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu)

Type of major amendments:

#### **A. *Change in the partnership: withdrawal and/or replacement of partners***

If you need to make a change to the partnership of your project, the following information/documents need to be **attached** to the amendment request form:

- A withdrawal letter from the withdrawing organisation explaining the reasons of withdrawal signed by its legal representative.
- A description of the new organisation including PIC code and Certification reference if relevant. The document "New Partner Form" can be found on our Beneficiaries space for Deployment (2017 selection) under the subtitle "Contractual modification forms".
- The new mandate duly completed and signed.
- An official document showing the change (election results, statute, extract from register, etc.), if the withdrawal and/or replacement is related to the universal or partial transfer of rights and obligations from one to other organisation.

N.B.: A change of deployment venue implies that different volunteers' subsistence allowances may apply. If the new venue foresees a higher subsistence allowance than the one mentioned in the application form, the difference could be covered by the Contingency Reserve (up to 1000 euros per volunteer) if foreseen in the project's budget. The list can be found here: [https://eacea.ec.europa.eu/sites/eacea-site/files/update\\_2\\_-\\_eu\\_aid\\_volunteers\\_2017\\_subsidence\\_allowances.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/update_2_-_eu_aid_volunteers_2017_subsidence_allowances.pdf)

### **B. Change of legal representative**

The following information/documents need to be attached to the amendment request form:

- An official document showing the change (election results, statute, extract from register etc.).
- Full contact details of the new legal representative.

### **C. Changes to the eligibility period**

Please use the appropriate section in the amendment request form to request a change to the eligibility period. The total eligibility period of your project is maximum 24 months. An extension of a maximum of three additional months can be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 27 months.

### **D. Changes to the budget**

An amendment request relating to an adjustment to the budget breakdown is only necessary when the transfer between budget headings exceeds 10% of the amount of the heading of eligible direct costs for which the transfer is intended.

A new Excel budget sheet needs to be attached to the Amendment Request form.

N.B.:

- Please be careful: you need to keep track of any transfer between budget headings and inform us when the cumulative changes add to more than 10% so that we can approve or reject the budget amendment.
- Indirect costs are not concerned by this rule as they are always limited up to a maximum of 7% of total eligible direct costs.
- Transfers between real costs chapters and flat rate chapter (Subsistence allowances for volunteers) are not allowed.
- Contingency reserve for unforeseen additional costs in relation to volunteers to be deployed (possible increase in the subsistence allowances; logistical costs linked to change in deployed volunteers in case of absolute necessity) with a maximum of 1.000€ per volunteer. It is not a flat rate, but budget based cost (real cost; reimbursement upon the justification/invoice provided). If this contingency reserve is required, it must be duly notified before its implementation and after authorisation of the Agency.

### **E. Change of bank account**

The following document needs to be attached to the Amendment Request form:



- New financial identification form

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The form must be signed by the account holder in original and either stamped and signed by the bank concerned or accompanied by a recent bank statement. Then, the form must be uploaded in the Participant Portal and your request for amendment must be sent by e-mail.

#### **F. Change of name/legal address of the coordinator and/or of the co-beneficiary organisations**

In case one of your organisations changes name and/or legal address, the LEAR has to request a modification through the Participant Portal following this procedure:

- Apply the request in the Participant Portal
- Upload a new Legal Entity form together with all legal documents attesting the registration of the new address with the effective date of the change
- Once the REA validation system validates the change, inform your project officer at EACEA

In case of problems linked to your PIC or changes of legal entity's data, please follow these instructions:

- If you are a Self-registrant/LEAR please contact the Validation Services via the messaging tab of the PIC in the Participant Portal Beneficiary Register:

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html> (login with your EU Login)

- For technical questions, please address your request to the IT helpdesk:  
<http://ec.europa.eu/research/participants/api//contact/index.html>

## **II. Minor Amendments**

Amendments for minor changes can be made through an e-mail exchange or a letter attached to an email with EACEA. Please use the email address [EACEA-EUAID-VOLUNTEERS@ec.europa.eu](mailto:EACEA-EUAID-VOLUNTEERS@ec.europa.eu) when sending the request.

Type of minor amendments:

### **A. Change of the venue**

- Flexibility subject to your budget limit
- A change of deployment venue implies that different volunteers' subsistence allowances may apply. If the new venue foresees a higher subsistence allowance, the difference could be covered by the Contingency Reserve (up to 1000 euros per volunteer) if foreseen in the project's budget. The list can be found here: [https://eacea.ec.europa.eu/sites/eacea-site/files/update\\_2\\_-\\_eu\\_aid\\_volunteers\\_2017\\_subsistence\\_allowances.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/update_2_-_eu_aid_volunteers_2017_subsistence_allowances.pdf)

***B. Change of activity dates***

Flexibility subject to your budget limit.

***C. Distribution of volunteers***

- Flexibility subject to your budget limit.
- Please attach to your amendment request the table "Change of deployed volunteers" available on our Beneficiaries space to have a clear overview of the new distribution.
- A new distribution of volunteers implies that different volunteers' subsistence allowances may apply. If the new subsistence allowances are higher, the difference could be covered by the Contingency Reserve (up to 1000 euros per volunteer) if foreseen in the project's budget. The list can be found here: [https://eacea.ec.europa.eu/sites/eacea-site/files/update\\_2\\_-\\_eu\\_aid\\_volunteers\\_2017\\_subsistence\\_allowances.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/update_2_-_eu_aid_volunteers_2017_subsistence_allowances.pdf)

***D. Change of the contact person***

The contact person mentioned in the contract.

***E. Change in the work plan***

- Only if the change is substantive.
- Please note that the Agency can accept a higher number of participants for real cost activities (conferences, etc.) provided that this does not increase the budget.

***F. Final report submission deadline***

An extension of maximum 2 more months can be asked for the submission of the final report.

## **4. Selection and management of volunteers**

### **A. Selection of volunteers**

The recruitment of volunteers is a vital part of your project. In order to find the most adequate volunteers for each position please bear in mind the following points:

- Identify well in advance the needs of your partner Hosting Organisation in order to establish the right profile of your candidate volunteer.
- Reflect well on the content of your vacancy announcement.
- Focus on the volunteering dimension and remember that EU Aid Volunteers cannot be used to substitute an employed person.
- Select a volunteer who wants to be a part of your team and check their long-term and mid-term schedule.
- Make sure that the language skills of the selected candidate volunteer match the deployment country's requirements.

The final decision of the selection of EU Aid Volunteer should be done by the hosting organisation.

Once your consortium has selected the volunteers you, as Coordinator, should provide the information to the Agency.

### **B. Training of selected volunteers**

Selected candidate volunteers must participate in the mandatory training programme (online and face-to-face modules) provided by the EU Aid Volunteers initiative.

All candidate volunteers successfully completing the training course will be classified as "EU Aid Volunteers" and will be awarded an EU Aid Volunteers initiative certificate. These successful candidates are declared "Fit to be deployed".

Once you have completed the final selection of trained volunteers you should send the document called "Volunteers Status Deployment" to the Agency. This document can be found on our Beneficiaries space.

### **C. Management of volunteers**

- Contract with volunteer

The sending organisation is responsible for preparing a contract with the EU Aid Volunteer, in consultation with the hosting organisation. The contract has to be signed after the final assessment for eligibility of the candidate volunteer. It must contain the specific terms of deployment and the rights and obligations of the EU Aid Volunteer. It shall also indicate the legislation applicable to and the jurisdiction of the contract.

- List of countries for deployment

List of countries for deployment 2017 is in force.

If a country is marked with an '\*' you are supposed to prepare the safety/security assessment that should be done at the time of vacancy publication.

If in the meantime a new list of countries for deployment was published and:

- ❖ a country has been removed from the list: the Sending Organisation will need to send the safety/security assessment and potentially seek to re-assign new missions for the volunteers concerned.
- ❖ a country has been added to the list: the Sending Organisation can request a grant amendment to the Agency to include a new, already certified, Hosting Organisation from the added country to enable new deployments.

Please note that the place of deployment may need to be changed if the security situation in a country deteriorates considerably.

In both cases, consequential changes to the project budget must remain within the overall total grant award.

## **5. Publicity obligations**

### **Publicity**

Project beneficiaries must make themselves familiar with the publicity provisions as stipulated both in the specific and the general provisions of the Grant Agreement in conjunction with the instructions available on the following website: <http://ec.europa.eu/echo/en/what/humanitarian-aid/eu-aid-volunteers>.

### **Disclaimer**

"This project/document covers humanitarian aid activities implemented with the financial assistance of the European Union. The views expressed herein should not be taken, in any way, to reflect the official opinion of the European Union, and the European Commission is not responsible for any use that may be made of the information it contains."

### **EU Aid Volunteers visual**

Where the action, or part of the action, is a publication, the mention and graphic EUAV visual must appear on the cover or the first pages following the editor's mention.

If the action includes events for the public, signs and posters related to this action must be displayed. This must include the visual identity mentioned above. Authorization to use the visual identity described implies no right of exclusive use and is limited to this agreement.

The beneficiaries must inform the public, press and media of the action (internet included), visibly indicate "with the support of the EU Aid Volunteers initiative of the European Union" as well as the graphic visual identity available on our Beneficiaries space for Deployment (2017 selection)

## **6. Dissemination and exploitation of results**

EU Aid Volunteers co-funded projects have the responsibility to put emphasis on dissemination and exploitation of results, as they directly contribute to the impact of the initiative and to public awareness of their functioning and results. Grant beneficiaries must make themselves familiar with the underlying principles and tools and take them fully into account during the project implementation phase.

A first source of information is the EU Aid Volunteers Communication Plan: [https://eacea.ec.europa.eu/sites/eacea-site/files/euav\\_communication\\_plan\\_2016.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/euav_communication_plan_2016.pdf)

### **Purpose of dissemination and exploitation activities**

Significant emphasis is placed on the impact of EU co-financed projects and on ensuring that what they produce will be widely known about and widely used. The results generated, lessons learnt and the experience gained by the project should be made available to the widest possible community.

The objective of dissemination and exploitation is to maximize the impact of project results by optimizing their value, strengthening their impact, transferring them to different contexts, integrating them in a sustainable way and using them actively in systems and practices at local, regional, national and European levels.

Beneficiaries of grants under the EU Aid Volunteers initiative have the duty to ensure that the work undertaken within the framework of this grant agreement and the results accruing from it receive substantial visibility.

The coordinator must:

- pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level;
- provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the EU Aid Volunteers initiative and disseminate the results. This may include answering questionnaires and entering data into EU Aid Volunteers Platform.

### **What are the project results?**

The results of the project may be of a diverse nature and consist of concrete (tangible) results as well as skills and personal experiences (intangible results) that both project coordinators and participants to the activities have acquired. The different categories of results may require different approaches for dissemination and exploitation. For example, tangible results such as 'products' may be easily demonstrated with actual items, graphical representations and samples, whereas intangible results such as 'experiences' may require alternative methods of display such as survey results, interview analysis etc.

### **How to plan successful dissemination and exploitation:**

Having a strong plan for dissemination and exploitation from the beginning of a project is a key priority. In planning/updating these activities, the project team should address the following main questions:

- What needs does the project meet?
- What are the expected results?
- Which users will benefit from the project's results?
- To reach these users, in which languages should the products be disseminated?

Key elements of a dissemination and exploitation plan are among others:

- The types of activity – the methods and mechanisms, the languages to be used;
- The resources – people and budget including for translation;
- The timetable;
- The strategy beyond the project's lifetime and beyond the partnership.

### **How to disseminate and exploit results:**

In order to reach as many people as possible, it is advisable to translate as many communication materials and project outputs in as many languages as possible. It is recommended to cover all languages of the partnership and English; the cost of these translations could be included in the grant request if necessary.

There are many different ways to disseminate and exploit results. Beneficiaries could use:

- EU Aid Volunteers Platform;
- organisational websites;
- meetings and visits to key stakeholders;
- dedicated discussion opportunities such as information sessions, workshops, seminars, training courses, exhibitions, demonstrations or peer reviews;
- targeted written material such as reports, articles in specialized press, newsletters, press releases, leaflets or brochures;
- audiovisual media and products such as radio, TV, YouTube, Flickr, video clips, podcasts or apps;

- social media;
- public events;
- existing contacts and networks.

**When dissemination and exploitation activities should be carried out:**

Dissemination and exploitation of results are an integral part of the EU Aid Volunteers project throughout its lifetime. Examples of activities at different stages of the project cycle are:

**BEFORE** the project starts (NB: costs associated to those activities are not considered eligible):

- drafting the dissemination and exploitation plan;
- definition of the expected impact and deliverables;
- consideration of how and to whom dissemination and exploitation outcomes will be disseminated;
- identification of a communication focal point as main contact on communication issues.

**DURING** the project:

- use and promotion of the EU Aid Volunteers Platform as the principle forum of engagement with the EUAV community; use of the Platform for regular updates on the project and sharing the communication products.
- use of EU Aid Volunteers templates and materials in all communication/visibility products relating to the EUAV initiative; this includes the use of the name "EU Aid Volunteers", the slogan "We Care, We Act" and adherence to visual identity requirements.
- engage ECHO field offices by updating them on the presence of volunteers and, where appropriate, carrying out joint communication activities.
- communication strategy developed promoting the identity and positive contribution of EU Aid Volunteers, with a target audience of European citizens and the general public in countries where EUAVs are to be deployed.
- informing EU Aid Volunteers of the communication and visibility activities envisaged in the project and communication tasks expected of them.
- publicity event organised by Sending and Hosting organisations (examples of these events could include: welcome event with new EUAVs; farewell ceremony; former volunteers acting as "EUAV ambassadors"; Parliamentary visit; university talk; "International Volunteers Day" celebratory event; photo exhibition; local media engagement upon return of EUAVs from deployment).
- local media outreach (potential interviews, provision of EU Aid Volunteers/human interest stories) to targeted local media in European/third countries at a minimum once during deployment cycle.
- social media used throughout deployment cycle to reinforce identity of EU Aid Volunteers and share EUAV human interest stories.
- engagement with EU Aid Volunteers to encourage and support them in their communication activities.
- providing during the project lifetime the Agency and/or the Commission with the information requested in order to promote the EU Aid Volunteers initiative and disseminate the results. This may include answering questionnaires and entering data into EUAV Platform.

**AFTER** the project (NB: costs associated to those activities are not considered eligible. The following advice is not a contractual obligation, but should be considered as good project practice.)

- contacting policy-makers at wider scale;
- continuing further dissemination (as described above);
- developing ideas for future cooperation;
- evaluating achievements and impact;

- contacting relevant media.

### **How to assess success:**

The impact assessment is an essential part of the process. It evaluates achievements and generates recommendations for future improvements. Indicators could be used to measure progress towards goals. These are signs that help measuring performance. Indicators can be both quantitative relating to numbers and percentages as well as qualitative relating to the quality of the participation and experience. Questionnaires, interviews and assessments could also be used to measure the impact. Defining indicators relating to the different project activities should be foreseen at the start of the project and part of the overall dissemination plan. Some examples:

- Facts and figures related to the website of participating organisations (updates, visits, consultation, cross referencing);
- Number of meetings with key stakeholders/public authorities;
- Number of participants (institutions and individuals) involved in experimentation, discussions and information sessions (workshops, seminars, peer reviews); follow-up measures;
- Production and circulation of products;
- Media coverage (articles in specialized press newsletters, press releases, interviews, etc.);
- Visibility in the social media;
- Participation in public events;
- Links with existing networks and transnational partners; transfer of information and know-how;
- Impact on regional, national, EU policy measures;
- Feedback from end-users, other stakeholders, peers, policy-makers.

The dissemination and exploitation plan should be regularly reviewed, and if necessary corrective action should be taken in close cooperation and in agreement with the Agency.

In this respect, the coordinator must:

- pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level.
- provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the EU Aid Volunteers Initiative and disseminate the results. This may include answering questionnaires and entering data into EUAV Platform.

## **7. Final reports**

The final report is to be submitted to the Agency at the latest 2 months after the end of the project. It consists of a narrative and a financial part.

### The narrative part:

You will be requested to describe the project implementation in detail. The information requested will follow the structure of the application form. You will also be requested to provide examples of the products arising from the project (e.g. training materials, videos, handbooks and guides, etc.). Instructions and templates are available on our Beneficiaries space for Deployment (2017 selection).

### The financial part:

You will be requested to present the financial aspects of the project implementation in detail.

You must keep all supporting documents and records for a period of five years after the final balance of the grant is paid in case of audit.

You will be requested to present a list of invoices and/or copies of invoices of the project. A rigorous bookkeeping is therefore essential.

VAT will be considered as an eligible cost only if it is recoverable under the applicable national VAT legislation. The auditor should verify the non-deductibility of the VAT and the appropriate supporting documents at the final report level and report on it in the report of factual findings.

Please note that all travel costs should be linked to eligible countries and to countries which take part in the project. Any exception to this rule must always be subject to prior authorization from EACEA.

1) Reporting of expenses based on actual/real costs

a. Exchange rate to be used for your final report

You should use the current exchange rate for the reimbursement of your partners' participants. However, for the final report presentation, the exchange rate of the month of the pre-financing of your project should be used (please refer to the terms of article I.10.3 of your grant agreement).

b. Real costs higher than 700.000 EUR

When the real costs of your project are higher than 700.000 EUR you are requested to submit an audit report produced by an external independent auditor. Please refer to Annex VII of the Grant Agreement for further details. The following link provides guidance on the Audit Report:

[https://eacea.ec.europa.eu/sites/eacea-site/files/annex\\_iv\\_guidance\\_notes\\_audit\\_type\\_ii\\_03-2014\\_en.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iv_guidance_notes_audit_type_ii_03-2014_en.pdf)

It is important to select the auditor well in advance to avoid delays in submitting the final report. The costs of the audit certificate are eligible costs of the project. A template for your engagement letter with the auditor is available on the website together with this handbook. The exact role and procedures to be respected by the auditor are stated in the Guidance note.



## **Annex I - Definition of terms**

**Agency:** the Education, Audiovisual and Culture Executive Agency, acting under powers delegated by the European Commission.

**Amendment:** an amendment is an act modifying the grant conditions initially agreed or established in clauses of the grant agreement.

**Beneficiary:** a moral person or entity, whether private, public or semi-public, that is responsible by the signature of the grant agreement for the coordination and management of the project, including the dispatch of the funds. The beneficiary is the one who receives the grant and who reports directly to the Agency. Beneficiaries are solely and totally responsible for implementing the action or the work programme defined in the grant.

**Contact person:** the person responsible for the management of the project vis-à-vis the Agency and the contact for any communication from the Agency to the beneficiaries.

**Coordinator:** the beneficiary which signs the grant agreement and has the responsibility of coordinating the action. As coordinator, this beneficiary becomes the contact point between the other beneficiaries and the Agency.

**Final report:** a report to be submitted by the deadline stipulated in the grant agreement at the end of the project and consisting in both a narrative and a financial report covering the entire period of a project.

**Financial Regulation:** Council Regulation (EU, Euratom) N° 966/2012 of 25 October 2012 repealing Council Regulation N° 1605/2002 on the Financial regulation applicable to the general budget of the European Communities (OJ L 298/1 of 26 October 2012); Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 (OJ L 362/1 of 31 December 2012) on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

**Grant agreement:** agreement between the Executive Agency and several beneficiaries. This represents the most common form of the legal commitment. These beneficiaries have given mandate for the purpose of the signature of the agreement to the representative of the signatory of the agreement (called "coordinator").

**Irregularity:** means an infringement of a provision of EU law or a breach of a contractual obligation resulting from an act or omission which has or would have the effect of prejudicing the general budget of the European Union or budgets managed by it through unjustified expenditure.

**LEAR:** Legal Entity Appointed Representative. It is the person authorised to have access to the Participant Portal on behalf of a legal entity and make any changes related to its legal status, legal address and legal name if needed.

**Legal Representative:** the person legally authorised to enter into legal and financial commitments on behalf of the beneficiary organisation.

**Partner organisation:** an organisation participating in the project.

**PIC:** Participant Identification Code.