



Jean Monnet Activities within the Erasmus+ Programme Grant Management & Procedures

Budget based financing - financial rules

- Applied to **Jean Monnet Centres, Networks** and Support to **Associations**
- In the form of reimbursement 80% of eligible costs
 - eligible direct costs representing actually incurred expenditure budgeted by cost categories
 - indirect costs limited to 7% total eligible direct costs
- Based on eligible costs identified in General Conditions of the Grant Agreement/Decision

Budget based financing – financial rules

- Budget headings
 - Staff
 - Travel and subsistence
 - Equipment (10% limit)
 - Subcontracting (30% limit)
 - Teaching costs
 - Other costs
 - Indirect costs (7% total direct costs)

Budget based financing – financial report

- **Excel Financial Sheet** (based on the financial application form)
 - Completed (approved implemented)
- **Declaration of Honour**
 - Certified reliable and true, coherent with financial sheet and the supporting documentation
- **Supporting documentation**
 - Results with European emblem and funding disclaimer
- **Signed**
 - By the legal representative of the Beneficiary institution

Budget based financing – calculation of grant

- Reported eligible direct costs
- Minus ineligible costs
- Plus 7% of eligible direct costs
- Multiplied by % EU co-financing

= Final EU grant

- Minus pre-financing ➤ Balance Payment or Recovery

Flat rate financing - financial rules

- Applied to Jean Monnet **Modules, Chairs** and **Projects**
- Contribute up to 75% of the eligible costs
- Calculated on the basis of
 - National **hourly teaching** costs (Modules & Chairs)
 - **Number of participants** in conferences and events (Projects)
 - **"Top-up" percentage** to cover additional academic activities for Modules and Chairs (respectively 40% & 10%)
 - **Lump sum contribution** of 25,000€ to cover complementary activities for Projects

Flat rate financing - financial rules

Method of calculation only!

- Hours/Participants factor in the calculation but do NOT predetermine the use of the budget
- Grant should be used as a single amount to contribute to all planned activities
- Covers eligible costs but NO verification in terms of cost categories

Flat rate financing - financial report

- **Grant calculator** (based on the financial application form)
 - Completed (approved implemented)
- **Declaration of Honour**
 - Certified reliable and true, coherent with grant calculator and the supporting documentation
- **Supporting documentation**
 - Justify the number of teaching hours (Modules & Chairs)
 - Conference participants and days of the event (Projects)
(participant list with the number and names of all participants, including their signature)
- **Signed**
 - By the legal representative of the Beneficiary institution

Flat rate financing - calculation of grant

Module

- Reported actual number of teaching hours
- Minus number of hours refused following analysis of report
- Multiplied by "national teaching cost per hour"
- Plus 40% top up of eligible teaching costs
- Multiplied by 75% EU co-financing

= Final EU grant

(limited to maximum grant amount of 30,000€)

- Minus pre-financing ➤ Balance Payment or Recovery

Flat rate financing - calculation of grant

Project

- Local participants x duration x "national conference cost" for host
Plus
- Non-local participants x duration x "subsistence cost"
Plus
- Non-local participants x "unit costs" (per distance threshold)
- Repetition for ALL events plus lump sum of 25,000€
- Multiplied by 75% EU co-financing

= Final EU grant

(limited to maximum grant amount of 60,000€)

- Minus pre-financing ➤ Balance Payment or Recovery