



Call for proposals to prevent and combat gender-based violence and violence against children (CERV-2024-DAPHNE)

Call for proposals to promote gender equality (CERV-2024-GE)

Online Info Session for the Applicants

European Commission DG Justice and Consumers
- H3 Budget, Programmes and Financial Management
- D3 Gender equality
- C2 Fundamental rights (rights of the child team)

18 January 2024

Agenda

| | | |
|-------------|---|--|
| 9:30 -9:40 | Connection of participants & Speakers to Webex and Welcome | Call coordinators, DG JUST unit H.3 - Programming |
| 9:40-10:30 | CERV-2024-DAPHNE Call for proposals to prevent and combat gender-based violence and violence against children: Information on policy priorities, areas of intervention, budget available, expected activities and results, eligibility conditions, evaluation timeline followed by a Questions & Answers session | Policy officers, DG JUST units D.3 Gender equality and C.2 Fundamental rights policy; Call coordinators, DG JUST unit H.3 - Programming |
| 10:30-11:20 | CERV-2024-GE Call for proposals to promote gender equality: Information on policy priorities, areas of intervention, budget available, expected activities and results, eligibility conditions, evaluation timeline, followed by a Questions & Answers session | Policy officers, DG JUST unit D.3 Gender equality; Call coordinators, DG JUST unit H.3 - Programming |
| 11:20-11:30 | Short coffee break | |
| 11:30-12:00 | Application process, evaluation criteria, the Funding and Tender Opportunities Portal, other topics | Call coordinators, DG JUST unit H.3 - Programming |
| 12:00-12:40 | Specific budgetary aspects related to the lump sums type 2 | Grant management officers, DG JUST unit H.3 - Grant management |
| 12:40-13:00 | Questions & Answers session related to the application process and budgetary aspects | Grant management officers and Call coordinators |



Call for proposals to prevent and combat
gender-based violence and violence against children

CERV-2024-DAPHNE

Online Info Session for the Applicants

[Funding & tenders \(europa.eu\)](https://europea.eu)

- European Commission DG Justice and Consumers
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18 January 2024



Policy aspects of the call for proposals to prevent and combat gender-based violence and violence against children

CERV-2024-DAPHNE

- DG JUST units:
- D3 Gender equality
 - C2 Fundamental rights (rights of the child team)

Daphne specific objectives under CERV

- (1) **preventing and combating at all levels all forms of gender-based violence against women and girls and domestic violence**, in line with the Istanbul Convention;
- (2) **preventing and combating all forms of violence against children, young people and other groups at risk**, such as LGBTQI persons and persons with disabilities;
- (3) **supporting and protecting all direct and indirect victims** of the forms of violence referred to in points (1) and (2).



33% of women in the EU has experienced physical and/or sexual violence.



22% of women in the EU have experienced violence by an intimate partner.



55% of women in the EU have been sexually harassed.



1/2
of children worldwide
are victims of violence
each year

Policy background – gender-based violence

- EU Gender Equality Strategy 2020-25
- The Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention) to which the EU has acceded as of 1 October 2023
- Proposal for a Directive on combating violence against women and domestic violence
- Upcoming Recommendation on harmful practices
- Network of prevention of gender-based violence and domestic violence
- EU Strategy on victims' rights
- Victim's Rights Directive



Policy background – children

- EU Strategy on the Rights of the Child
- EU acquis and policy documents on the rights of the child
- FRA/CoE Handbook on European Law relating to the Rights of the Child
- Council of Europe Policy Guidelines on Integrated National Strategies for the Protection of Children from Violence
- United Nations Committee on the Rights of the Child General Comment No 13 (2011) on the right of the child to freedom from all forms of violence



Policy background – children

- Upcoming Recommendation on integrated child protection systems in the EU (planned for the first half of 2024)

Priority initiative of the Commission in 2024

Commitment in Strategy, supported by the Council Conclusions

Importance in investing in protection and prevention

44 million children suffer from physical abuse, 18 million from sexual abuse

Suicide second leading cause of death among young people of 15–19-year-olds

How the EU can help MS strengthen integrated child-protection systems, pulling together existing tools at EU level (legislation, policy, funding, soft measures) :

- **Continuum of support** to respond to children's needs: prevention, early identification, reporting, support
- **Multilevel coordination** (national, regional, local level) and with different stakeholders (including CSOs)
- **Cross-sectorial support** (e.g. health, education, psycho-social, child-friendly justice, social sector)
- Embedding **child participation**

Evidence-based approach (FRA, broad consultation), child consultation ([EU Children's Participation Platform](#))

Policy background (continued)

- LGBTIQ Strategy
- EU Anti-racism action plan 2020-2025
- EU Roma Strategic Framework for Equality
- Participation and Inclusion (2020-2030)



Priorities of the 2024 Daphne call for proposals

1. Large-scale and long-term transnational actions on tackling gender-based violence (*11 M EUR*)
2. Actions for the protection of and support for victims and survivors of gender-based violence (*4.8 M EUR*)
3. Actions for the prevention of gender-based violence, in the domestic sphere, in intimate relationships, and online, including through targeted actions with perpetrators (*5 M EUR*)
4. Targeted actions making integrated child protection systems work in practice (*4 M EUR*)

Total budget 24.8 M EUR

**NON.
NO.
NEIN.**

**SAY NO! STOP VIOLENCE
AGAINST WOMEN**

Large-scale and long-term transnational actions Priority

- Different themes can be covered: domestic violence, harmful practices, gender-based cyber violence, violence and harassment in the world of work, gender stereotypes
- Transnational: wide geographical coverage (no national projects)
- Large scale: grant requested 1 – 2.5 M EUR
- Long-term impact and structural/systemic/sustainable changes (duration 24-36 months)
- To achieve these goals, strong/strategic partnerships are fundamental !

Protection of and support for victims and survivors of gender-based violence Priority

- The focus of this priority includes children
- Support to groups at risk of violence (e.g. migrants, minorities, women or children with disabilities, pregnant women, women in detention, children in alternative care, persons in prostitution, elderly women)
- Support to victims of sexual violence (incl. sexual exploitation/trafficking in the context of armed conflict)
- Promotion of multi-disciplinary cooperation
- Support through national helplines dedicated to victims of violence against women

Prevention of gender-based violence Priority

- Prevention of domestic violence (incl. coercive control and psychological violence)
- Prevention of violence in intimate relationships
- Prevention of gender-based cyber violence
- Perpetrator programmes to prevent (re)offending

Targeted actions making integrated child protection systems work in practice

- prevention through awareness raising activities, training of professionals
- early identification and reporting, strengthening referrals between relevant national actors;
- early multidisciplinary support, through integrated response activities, close coordination between authorities and actors at all levels;
- early setting up accountability mechanisms based on indicators, evaluation, data collection, self-monitoring and evaluation tools.

Targeted actions making integrated child protection systems work in practice

- harassment and (sexual) violence, in the formal and informal educational context, community or recreational activities, in the domestic context
- online and offline bullying, at school or in leisure activities, affecting children with specific vulnerabilities or at risk of discrimination

Activities to be funded

- Tools to recognise and address violence
- Awareness-raising, outreach and empowerment activities
- Capacity building and training
- Strategies, protocols, development of transferable working methods and tools, coordination platforms and groups
- Measures improving access to victim support services
- Good practices, cooperation, mutual learning, development of working and learning methods
- Guidelines and manuals for specialised support services
- Analytical activities, such as data collection and research, creation and implementation of data bases.

For more details please refer to the call document.

What we look for in proposals

- ✓ **Direct response** to the call notice, **clear rationale** linking to relevant EU policies
- ✓ Clearly defined and **realistic project's objectives**, translating into **concrete activities** supported by a **clear methodology** and in **practical and useful outputs**
- ✓ Potential for **impact** on **well-defined target groups** with **explanation of outreach**
- ✓ Strong **monitoring** and **evaluation** plan
- ✓ **Meaningful partnership** composition (Strong encouragement of participation of public authority)
- ✓ **Sustainability** prospects, measurable **impact**
- ✓ Good **value-for-money** projects
- ✓ Building on previous efforts (**no duplication**), taking into account **emerging issues**, **geographical areas** not covered yet

Proposals concerning children

❖ **Child participation**

The design and implementation of actions should be done in cooperation with children to make sure that actions are well tailored and reply to children's needs

❖ **Child safeguarding/protection policies**

Partners directly involving children must submit a child protection policy

Thank you
for your
attention





Administrative aspects about the call for proposals to prevent and combat gender-based violence and violence against children

CERV-2024-DAPHNE

Unit JUST.H.3 – Budget, Programmes and Financial Management

Available budget



TOTAL BUDGET AVAILABLE **24.8 M EUR**

11 M

1. Large-scale and long-term **transnational** actions on tackling gender-based violence

2. Targeted actions for the protection of and support for **victims and survivors** of gender-based violence

4.8 M

5 M

3. Targeted actions for the **prevention** of gender-based violence, in the domestic sphere, in intimate relationships, and online, including through targeted actions with perpetrators

4. Targeted actions making **integrated child protection systems** work in practice

4 M

EU Contribution



The maximum EU contribution corresponds to **90% of the total costs** of the project.

The **10% co-financing** should be covered by the applicant (and co-applicants)

Eligibility Conditions – All priorities



LEGAL STATUS

Legal entity
(public or private body)

LEAD APPLICANTS (coordinators)

must be **non-profit making**

➔ **N.B.** Organizations which are **profit-oriented cannot submit applications as lead applicants**, but only in partnership with public entities, private non-profit organizations, or international organizations.

ELIGIBLE COUNTRIES

EU Member States

+ their overseas countries and territories

+ possibly other countries
(depending on advancement of negotiations to join CERV)*

CONSORTIUM COMPOSITION

must involve **at least 2 organisations**
(applicant and partner, not being affiliated entity or associated partner)

N.B. SPECIFIC CASES

E.g. International organisations - The rules on eligible countries do not apply to them.

Eligibility Conditions – Geographical coverage

- Activities must take place in any of the eligible countries
- International organisations may be registered outside eligible countries, but they must implement their project in the eligible countries

**Non-EU countries – Advancement of negotiations to join CERV*



Serbia

Albania

Kosovo

Ukraine

Bosnia and Herzegovina

have **signed** an **association agreement** (list of participating countries will be updated soon)



Moldova

Montenegro

**North
Macedonia**

expressed their **interest** to join CERV but have not made progress in the negotiations

Eligibility Conditions - Priority 1



11 M

**1. Large-scale and long-term
transnational actions on
tackling gender-based violence**

EU GRANT
Minimum 1 M EUR
Maximum 2.5 M EUR

TYPE OF PROJECT
Transnational

PROJECT DURATION
Minimum 24 months
Maximum 36 months

Eligibility Conditions - Priority 2, 3, 4



4.8 M

2. Targeted actions for the protection of and support for **victims and survivors** of gender-based violence

5 M

3. Targeted actions for the **prevention** of gender-based violence, in the domestic sphere, in intimate relationships, and online, including through targeted actions with perpetrators

4 M

4. Targeted actions making integrated **child protection systems** work in practice

EU GRANT

Minimum 100 K EUR
Maximum 1 M EUR

PROJECT DURATION

Minimum 12 months
Maximum 24 months

TYPE OF PROJECT

Either national or transnational

Evaluation Timeline

Deadline for
Submission
24 April 2024
17:00 CET
(Brussels time)

Evaluation
May –
September 2024

Information on
Evaluation Results
September – October
2024

Grant
Signature
October –
December
2024

Success rates – previous DAPHNE calls

| Year | Call budget (million €) | Number of proposals submitted | Number of projects selected | Success rate % |
|-------------|-------------------------|-------------------------------|-----------------------------|----------------|
| 2017 | 12,7 | 180 | 30 | 16,6 |
| 2018 | 13,3 | 213 | 39 | 18,3 |
| 2019 | 11,7 | 168 | 26 | 15,4 |
| 2020 | 12,4 | 182 | 34 | 19 |
| 2021 (CERV) | 17,7 | 154 | 40 | 26 |
| 2022 (CERV) | 30,5 | 269 | 46 | 17,8 |

Info on previous call(s) – funded projects

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

EN
Register Login

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE **PROJECTS & RESULTS** WORK AS AN EXPERT SUPPORT

Projects & Results

Search Clear all **46 funded project(s)** Sort by

Programming period
2021-2027

Programme / Programme group
Citizens, Equality, Rights and Values Program

CERV-2022-DAPHNE

Project ID
Type...

Programme Citizens, Equality, Rights and Values Programme (CERV)

DECIDES Europe – Youth Ambassadors for the Prevention of Gender-based Violence Active
DECIDES Europe – Youth Ambassadors for the Prevention of Gender-based Violence aims at contributing

| | | | |
|---------|------------|----------------|-------|
| ID | 101097038 | Country | Spain |
| Acronym | DECIDES YA | Contributor(s) | 5 |

4E (Early, Equal, Engaged, Empathetic) PARENT Active
4E (Early, Equal, Engaged, Empathetic) PARENT aims to promote engaged fatherhood and caring masculin

CERV-2022-DAPHNE

269 proposals received, out of which **11 ineligible**

Success rate **17,8 %**
(calculated from eligible applications)

Last awarded project obtained **75,5 points**
(but priorities were different)

40,3% of eligible projects were **rejected** due to **insufficient relevance and/or quality**

Please **pay attention to overall quality** of your application!



Q & A

CERV-2024-DAPHNE





Call for proposals to promote gender equality

CERV-2024-GE

Online Info Session for the Applicants

[Funding & tenders \(europa.eu\)](https://europa.eu)

European Commission DG Justice and Consumers:

- D3 Gender equality
- H3 Budget, Programmes and Financial Management

18 January 2024



Policy aspects of the call for proposals to promote gender equality

CERV-2024-GE

JUST D.3: Gender equality

Emanuela Tassa, Agnieszka Bielska Decugniere, Greet Vermeylen, Kalina Lewanska

CERV promoting Gender Equality

CERV STRAND **EQUALITY, RIGHTS AND GENDER EQUALITY:**

to promote rights, non-discrimination and equality, including gender equality, and to advance gender mainstreaming and the mainstreaming of non-discrimination.

Particular focus on:

1. **preventing and combatting inequalities** and discrimination on grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation and respecting the principle of non-discrimination on the grounds provided for in Article 21 of the EU Charter;
2. **supporting, advancing and implementing comprehensive policies aimed at:**
 - a) promoting women's full enjoyment of rights; gender equality, including work-life balance; women's empowerment; and gender mainstreaming;
 - b) promoting non-discrimination and the mainstreaming thereof;

Priorities of the CERV-2024-GE call

1. Tackling the root causes of the gender care gap by promoting a gender transformative approach and challenging gender stereotypes *(4 MEUR)*
2. Supporting the implementation of the provisions of the Pay Transparency Directive *(6.1 MEUR)*

Total budget *10.1 MEUR*



Policy background – Priority 1

- Gender Equality Strategy 2020-2025
- European Care Strategy
- Work-Life Balance Directive (EU) 2019/1158 - legal deadline for transposition: 2 August 2022



Policy background – Priority 2

- Pay Transparency Directive (EU) 2023/970 - 17 May 2023
- Directive 2006/54/EC on equal opportunities and equal treatment of men and women in matters of employment and occupation (recast)
- Commission Recommendation of 7 March 2014 on strengthening the principle of equal pay between men and women through transparency.



Gender care gap Priority (1)

Different themes can be covered:

- promotion of family-friendly practices in companies
- prevention and protection against unfavourable treatment and discrimination related to pregnancy, family leave, flexible work
- raising awareness of the value of care work
- challenging gender stereotypes that perpetuate the traditional division of labour

Priority open to all kind of organisations established in CERV countries, incl. private for profit



How? Activities to be funded – Priority 1

- Approaches to encourage a dual earner dual carer model and to tackle gender stereotypes
- Capacity building and training for human resource managers, public authorities, social partners etc.
- Mutual learning, exchange of good practices, cooperation between different actors
- Dissemination and awareness raising

Practical projects involving the target group are preferred

For more details please refer to the call document.

Pay Transparency Priority (2)

- support MS in developing national guidance and/or tools for gender-sensitive job evaluation and classification systems
- support MS in raising awareness of this guidance and/or tools among employers and workers representatives in their respective countries

Priority restricted to EU national authorities responsible for Pay Transparency Directive implementation (still partners can be other organisations)



How ? Activities to be funded – Priority 2

- Development of guidance, tools and checklists for the assessment and comparison of equal pay for equal work or work of equal value
- Training programmes and promotion of gender-neutral job evaluation and classification systems
- Assessment of existing job evaluation systems and pay classification for possible amendments to comply with equal pay principle and gender-neutral criteria

Practical projects that develop and implement specific measures and involve the target group are preferred

Strong/strategic partnerships of MS with other public entities, private organisations or international organisations are encouraged

Thank you for your attention!





Administrative aspects of the Call for proposals to promote gender equality

CERV-2024-GE

JUST.H3: Budget, Programmes and Financial Management
Jitka Verdickt

Evaluation Timeline (indicative)

Submission deadline
29 February
17:00 CET (Brussels time)

Evaluation
March – July

Information on
Evaluation
Results
July – August

Grant Signature
September
– November

Priorities and budget allocation

Overall call allocation: **10.1 MEUR**

Minimum grant : **100.000 EUR**

4 MEUR

1. Tackling the root causes of the **gender care gap** by promoting a gender transformative approach and challenging gender stereotypes

6,1 MEUR

2. Supporting the implementation of the provisions of the **Pay Transparency Directive**

Eligibility: Common eligibility criteria for both priorities

- maximum duration of the action is 24 months (between 12 and 24)
- EU grant applied for cannot be lower than EUR 100 000
- project can be either national or transnational
- activities must take place in any of the eligible countries

Transnational projects are encouraged

Eligibility: Specific eligibility requirement per priority

Priority 1: Tackling the root causes of the **gender care gap** by promoting a gender transformative approach and challenging gender stereotypes

- **Widely open:** public, private, profit, non-profit organisations from CERV eligible countries and international organisations are eligible lead-applicants and co-applicants
- **must involve at least 2 applicants** (lead applicant and at least one co-applicant not being affiliated entity or associated partner).
- **profit-oriented** organisation may apply **only** in partnership **with** public entities or private **non-profit** organisations

Eligibility: Specific eligibility requirement per priority

Priority 2: Supporting the implementation of the provisions of the **Pay Transparency Directive**

- **Lead applicants: EU national authorities** responsible for implementation of the provisions of the Pay Transparency Directive
- **Co-applicants: widely open** (public, private, profit, non-profit organisations from CERV eligible countries and international organisations)
- **Only** 1 application per MS is allowed
- The application **may** involve one or more organisations (lead applicant and co-applicants)

Eligibility: target countries

- proposals MUST relate to activities taking place in the eligible countries
- activities must take place in any of the eligible countries
- International organisation may be registered outside eligible countries, but they must implement their project in the eligible countries

Eligibility: eligible countries

- be international organisation or be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))
 - non-EU countries:
 - countries associated to the CERV Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))
- **Serbia, Albania, Kosovo, Ukraine and Bosnia and Herzegovina** have signed an association agreement (list of participating countries will be updated soon).
- **Moldova, Montenegro and North Macedonia** expressed their interest to join CERV but have not made progress in the negotiations.

Lessons learnt

Information on past awarded projects under the [2017](#), [2018](#), [2019](#), [2020](#) and [2022](#) similar calls is available in F&T.

[The 2019 call](#): Restricted call for proposals to national authorities on closing gender gaps over the life cycle - work-life balance for women and men - **a better sharing of care**

[The 2018 call](#): Open call supporting A) equal participation of women and men in public fora, in leadership positions in politics and in the corporate sector; **B) public authorities and civil society in relation with the 'New Start to Support Work-Life Balance for Parents and Carers' initiative**

[The 2017 call](#): Restricted call to national authorities for projects that analyse existing gender gaps and develop effective measures to tackle them, in particular the gender gap in pensions

Projects & Results

Search

Clear all <

Programming period

2021-2027

Programme / Programme group

Citizens, Equality, Rights and Values Program

CERV-2022-GE

Project ID

Type...

Project Acronym

Type...

Topic

Type...

21 funded project(s)

Programme Citizens, Equality, Rights and Values Programme (CERV)

Mi piace Spiderman... e allora? - A toolkit to deconstruct gender stereotypes in school

The idea of working on an educational toolkit that teachers could use in class to build awareness of

ID 101087999
Acronym SPD**Rewrite: Gender Narratives in the Media**

The project addresses the call priority for projects tackling gender stereotypes in the media and it

ID 101088096
Acronym RGNM**An inter-municipal youth-led forum for substantive gender equality in local decision-making**

The Cities4Her project rests on the assumption that ensured substantive women's representation in de

ID 101088190
Acronym Cities4Her**Empowering Women in Active Society**

European data reveals important gender differences of youth in expressing political interest and kno

Lessons learnt: overview of past calls

| Year | Scope | Budget (MEUR) | Submitted | Eligible | Awarded/ Main | Reserve | Lack of relevance/ quality |
|------|--|---------------|---------------|-------------------|----------------|--------------|----------------------------|
| 2017 | Restricted call to national authorities for projects that analyse existing gender gaps and develop effective measures to tackle them, in particular the gender gap in pensions (REC-RGEN-PENS-AG-2017) | 3 | 14 | 13 | 10 | 2 | 1 |
| 2018 | Open call supporting (REC-RGEN-WWLB-AG-2018) A) equal participation of women and men in public fora, in leadership positions in politics and in the corporate sector; B) public authorities and civil society in relation with the 'New Start to Support Work-Life Balance for Parents and Carers' initiative | 3.7 | 50 (35+15) | 49 | 12 (8 + 4) | 6 (3 + 3) | 16 |
| 2019 | Restricted call for proposals to national authorities on closing gender gaps over the life cycle - work-life balance for women and men - a better sharing of care (REC-RGEN-WWLB-AG-2019) | 3 | 10 | 9 | 8 | 1 | 0 |
| 2020 | Open call to raise awareness and tackle gender stereotypes in education, in particular in early childhood education and care and in schools, and in educational and occupational choices in a digitalised world (REC-RGEN-WWLB-AG-2020) | 3.933 | 45 | 45 | 11 | 4 | 24 |
| 2022 | 1) equal participation and representation of women and men in political and economic decision making 2) tackling gender stereotypes, including with a focus on youth, and in advertising and the media (CERV-2022-GE) | 6.8 | 155 | 144 (40 + 104) | 21 (14 + 7) | 4 (3+1) | 68 |

Lessons learnt: CERV-2022-GE

- Average grant 320.000 EUR (75.000 – 800.000)
- **Success rate 14,5 %** (calculated from eligible applications)
- Last awarded project under CERV-2022-GE achieved **84,5 points**
- **47%** of eligible projects did not meet minimum qualitative threshold (70 points)
- Please **pay attention to overall quality of your application** ([FAQ 30484](#))

Thank you for your attention!





Q & A

CERV-2024-GE



Coffee break

10 minutes





Info Session for the applicants of CERV-2024-DAPHNE / CERV-2024-GE

APPLICATION + EVALUATION PROCESS

European Commission DG Justice and Consumers:

- H3 Budget, Programmes and Financial Management

18 January 2024

Registration of participants

The validation of the legal entities will be done only **at a later stage** and **only for the proposals selected for funding**. At the submission phase, it is required that all participants register and get a “PIC”.

[Funding & tenders \(europa.eu\)](https://europea.eu)

Participant Register [Need help?](#)

i The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

[Search a PIC](#)

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

For more information about the "Registration of participants", please **check this video**.

How to apply

Find the call on the [Funding & tender opportunities portal](#)

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Call ID: **CERV-2024-DAPHNE**

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EU Programmes

| | | | | | |
|---|--|---|----------------------------------|---|--------------------------------|
| Asylum, Migration and Integration Fund (AMIF) | Border Management and Visa Instrument (BMVI) | Customs Control Equipment Instrument (CCEI) | Connecting Europe Facility (CEF) | Citizens, Equality, Rights and Values Programme (CERV) | Creative Europe (CREA) |
| Customs Programme (CUST) | Digital Europe Programme (DIGITAL) | Europe Direct (ED) | European Defence Fund (EDF) | European Parliament (EP) | EU Anti-fraud Programme (EUAF) |

Start submission

To access the Electronic Submission Service entry point.

To access existing draft proposals for this to

Please select the type of your submission:

CERV Project Grants [CERV-PJG], C

Start submission

Need help?

Standard proposal template

Call document

Mono/Multi-beneficiary Model Grant Agreement

CERV 2021-2022 work programme

Decision authorizing the use of lump sums

Grant Citizens' engagement and participation

Forthcoming

Programme Citizens, Equality, Rights and Values Programme (CERV)

ID CERV-2022-CITIZENS-CIV

Types of action CERV Lump Sum Grants

Create a proposal

Create proposal

Deadline
16 March 2022 17:00:00 Brussels Local Time

Call data:
Call: **JUST-2022-JCOO**
Topic: **JUST-2022-JCOO**
Type of action: **JUST-PJG**
Type of MGA: **JUST-AG**

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To
IT Helpdesk FAQ
Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Find your organisation
PIC Short name
Search for your organisation
Organisations you have been previously associated with. (Click to select)
PIC: 913842918 Test Camelia-Valeria place Rogier Brussels,BE
PIC: 892863661 SME Test Rue ABC, 3 Brussels,BE
PIC: 933341955 Charalampos Xenogiannis champ du champ de mard 5 brussels,BE VAT: BE0820975039
PIC: 956444445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle,BE

Your role
Please indicate your role in this proposal
 Main contact
 Contact person

Application form part B and annexes

Topic: **CERV-2023-DAPHNE**

Type of action: **CERV-LS**

Type of MGA: **CERV-AG-LS**



Topic and type of action can only be changed by creating a new proposal.



Proposal data

Acronym: **daphne 1**

Draft ID: **SEP-210927714**

Download Part B templates



Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:



EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

Administrative forms (Part A)

Edit forms

Edit Part C

View history

Print preview



Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B *



Upload

Detailed budget table *

xls format !



Upload

CVs *



Upload

Annual activity reports



Upload

List of previous projects *



Upload

Child protection policy



Upload

Letters of support



Upload

Other annexes



Upload



European
Commission

Part B (max. 45 pages)

Project summary

1. **Relevance:** objectives, needs analysis and EU legislative context
2. **Quality:** methodology, consortium, staff, management, monitoring and evaluation, cost-effectiveness, risk management
3. **Impact:** impact, communication, sustainability
4. **Workplan** (Work Packages, activities, resources and timing, subcontracting)
5. **Other** Ethics and EU Values, including possible impact on children and their rights
6. **Declarations**

What do I need to fill out to submit a complete application?

PART A

Administrative info

- Fill out on online screens
 - Data on project partners & budget
 - Information about contact persons
- pdf will be generated

PART B

Technical description in 3 sections: **relevance, quality and impact**

- Download template, fill in, upload pdf
- Data on needs analysis, methodology, activities & results

PART C

Indicators

- Fill out in online screens
- Data on main activities and n. of people involved

ANNEXES

- Detailed budget table
- CVs
- Annual Activity Report
- List of past EU funded projects
- Child protection policy in case children are directly involved
- Letter of support
- Other annexes

Your application must be **readable, accessible and printable.**

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest available data for each periodic report (the KPIs are mandatory part of the project reporting).

Citizens, Equality, Rights and Values Programme (CERV)

Type of project and thematic area

Type of project (main activity):

- | | |
|---|---|
| <input type="checkbox"/> Mutual learning and exchange of good practices | <input type="checkbox"/> Awareness raising, information and dissemination |
| <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Analytical activities |
| <input type="checkbox"/> ICT tools | |

Output, result and impact indicators

Persons reached

Number of persons reached:

Number of persons participating in mutual learning and exchange of good practices activities:

| Male | Female | Non-binary |
|----------|--------|------------|
| 0 | 0 | 0 |
| TOTAL: 0 | | |

Number of persons participating in awareness raising, information and dissemination activities:

| Male | Female | Non-binary |
|----------|--------|------------|
| 0 | 0 | 0 |
| TOTAL: 0 | | |

Number of persons participating in training activities:

| Male | Female | Non-binary |
|----------|--------|------------|
| 0 | 0 | 0 |
| TOTAL: 0 | | |

TOTAL PERSONS REACHED : 0

For more details on
How to fill in part C
please consult:

[FAQ 21991](#)

[FAQ 22031](#)

Warnings at validation and submission of a proposal

Validations



The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Eligibility warnings

⚠ Reminder!

-Please note that the amounts for each beneficiary to be indicated in section "Budget" in Part "A" of the application form are not the total costs of each partner. They correspond to the maximum EU grant for each partner from the Detailed budget table.

⚠ Reminder!

-Under priority 1 (Tackling gender care gap): applicants must be public or private bodies established in EU MS and in [countries \(to be\) associated to CERV](#) or international organisations. The application must involve at least 2 applicants. At least one of them must be non-profit organisation.

-Under priority 2 (Pay Transparency Directive implementation): lead applicants must be EU national authorities responsible for implementation of the provisions of the Pay Transparency Directive, co-applicants (if any) must be public or private bodies established in EU MS and in [countries \(to be\) associated to CERV](#) or international organisations.

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

I am convinced that I comply with eligibility criteria

946

OK

- Besides formal warnings, which might be also blocking factor, submission system includes several eligibility conditions **Reminders**.
- These reminders appear at validation/ submission stage.
- They are not blocking factor.
- If you comply with eligibility criteria, please disregard them.

Tips

- **Submit** a (next to) final version of your proposal **several days before the deadline**
- **Avoid** editing (your part of) the proposal with **more than one user** from your organisation at the same time
- **Do not** edit the proposal in **more than one browser tab/window** at the same time
- **Save** your changes **frequently!** No data is saved until you click on “Save”
- **Do not use** file names containing **special characters** for files you upload. Only alphanumerical characters: A-Z, a-z, 0-9, _ (underscore), - (dash), . (dot) or space are allowed
- **Convert** the detailed budget table from format *.x/ism* into *.x/sx* before uploading it
- **Do not encrypt** or **digitally sign** your PDF files
- **Double-check after upload** of files whether they can be opened without problems, and that these files are fully readable (no words are missing or cut) and don't contain links to webpages

For further information, please consult the following pages:

[IT How To: Proposal forms](#)

[Part B - Uploading the annex forms](#)

Evaluation

How we evaluate proposals

EVALUATION CRITERIA

- Admissibility
- Eligibility
- Exclusion
- Selection
- Award

Admissibility & Eligibility

Admissibility

- **Electronically: SEP Grant Application Form**
- **To complete: Part A, Part B, Part C, Annexes**

Eligibility

- **Profile of the applicant/partners**
- **Consortium composition (e.g., transnational, multi-beneficiary proposal)**
- **Application (e.g., min and max EU grant requested)**

- **Mandatory annexes and supporting documents** (some templates are available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded):
 - **detailed budget table** (template available in the Portal Submission System - **to be re-uploaded filled out in the format .xlsx**)
 - **CVs (standard)** of core project team
 - **activity reports of last year** of the coordinator
 - **list of previous projects** of the coordinator (key projects for the last 4 years) (template available in Part B)
 - for participants with activities involving children: their **child protection policy** covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#). It should be clearly indicated in the application which partner(s) will work directly with children/minors.

Exclusion

Self-declaration in Part A

Applicants/partners cannot participate in case they are:

- in bankrupt, subject to insolvency or winding-up procedures...
- in breach of their obligations relating to the payment of taxes or social security contributions...
- guilty of grave professional misconduct...
- guilty of fraud, corruption, links to criminal organisation, money-laundering...

→ See Articles 136 and 141 of [EU Financial Regulation 2018/1046](#).

Selection criteria

- **Operational capacity – is evaluated along with award criteria**
 - CVs of the key project staff members
 - Annual activity report of last year of the coordinator (N/A for public bodies)
- **Financial capacity** (no checks for public bodies) → documents NOT to be provided at application stage; only later, during the grant preparation, if proposal is selected for funding

Award Criteria

| Award criteria | Minimum pass score | Maximum score |
|-----------------------|--------------------|---------------|
| Relevance | 25 | 40 |
| Quality | n/a | 40 |
| Impact | n/a | 20 |
| Overall (pass) scores | 70 | 100 |

Award criteria

Relevance (40/100; threshold 25/40)

- Priorities of the call for proposals, including adherence to EU values
- Needs assessment (*incl. gender equality & non-discrimination perspective*)
- Identification of target groups
- Contribution to the EU strategic, policy and legislative context
- European trans-national dimension

Award criteria

Quality (40/100)

- Methodology = Link between needs - objectives - activities - results; meaningful participation of target groups
- Organisation of work between partners, time schedule
- Risk identification, monitoring & evaluation (*incl. gender equality & non-discrimination perspective*)
- Ethics (measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in Article 2)
- Financial feasibility & cost-effectiveness

Award criteria

Impact (20/100)

- Results/outcomes, immediate changes on the target groups (*incl. gender equality & non-discrimination perspective*)
- Dissemination strategy (*incl. gender equality & non-discrimination perspective*)
- Multiplier effect
- Sustainability after end of EU funding, long-term impact, long-term socio-economic consequences

Pay attention to:

Adherence to EU values

**Ethics and EU values
(5.1 section of Part B)**

Eligibility criteria

Ethics and EU values

- **Respect of EU values** as enshrined in Article 2 of the Treaty on European Union (TEU) and in Art. 21 of the Charter of Fundamental Rights of the EU
- **Respect of the rights of the child** as described in the Charter of Fundamental Rights of the EU and in the United Nations Convention on the Rights of the Child (UNCRC) ;
- For proposals targeting children, demonstrate understanding and respect of the rights of the child, including on child participation, provide a Child Protection Policy (if direct in-person or online contact with children), (for more guidance see [FAQ 21985](#) and [FAQ 21975](#) and [FAQ21974](#))
- **Ensure gender and non-discrimination mainstreaming** in the project cycle (for more guidance see [FAQ 18231](#) and [FAQ18228](#))

Reference documents

[Reference Documents \(europa.eu\)](#)

- [Standard proposal template](#)
- [Call document](#)
- [Detailed budget table](#)
- [Model Grant Agreement](#)
- [CERV 2023-2024 Work Programme](#)
- [Regulation establishing the CERV programme](#)
- [Decision authorising the use of lump sums for actions under the CERV programme](#)
- [Decision on unit costs for travel and subsistence](#)
- [Decision on unit costs for volunteers](#)
- [Guidance: how to manage your lump sum grant](#)

Assistance

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For help related to this call you may contact the [CERV Contact Point](#) of your country, if established.

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: EC-CERV-CALLS@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).



Info Session for the applicants of CERV-2024-DAPHNE / CERV-2024-GE

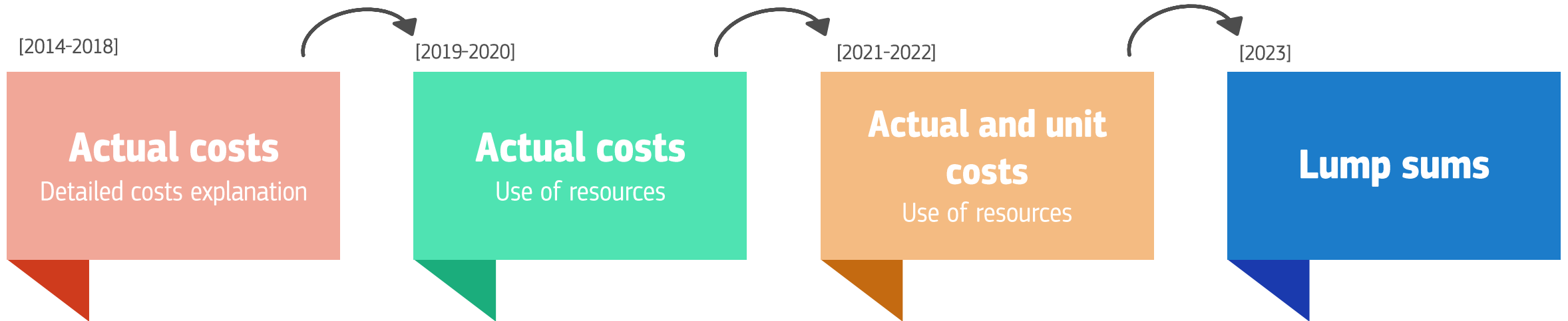
BUDGET (Lump sum funding in action grants)

European Commission DG Justice and Consumers:

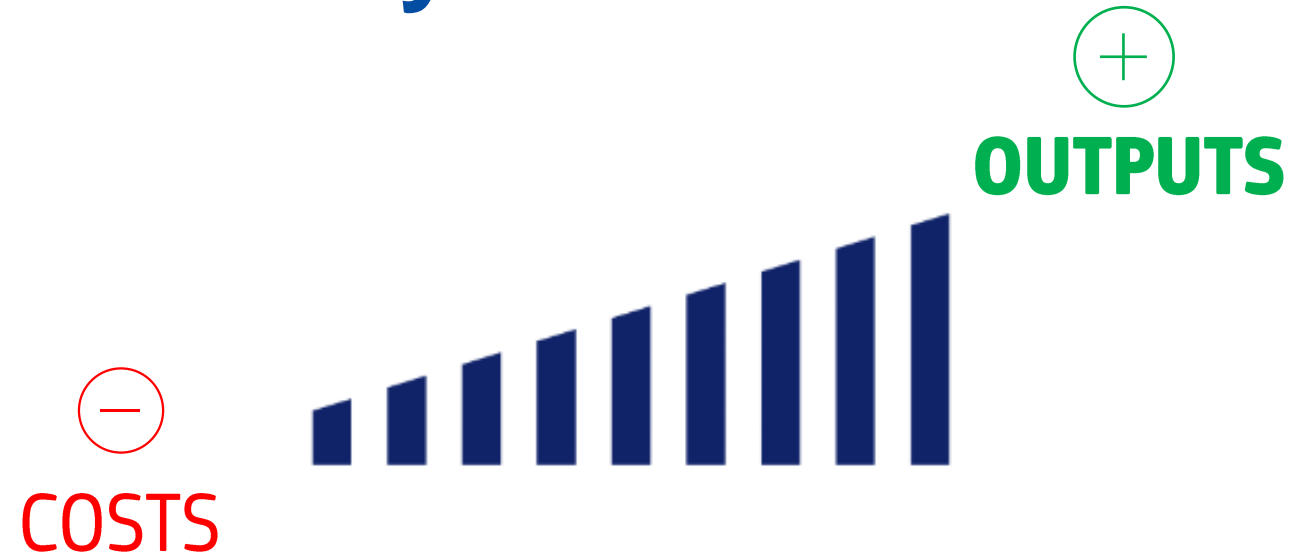
- H3 Budget, Programmes and Financial Management

18 January 2024

Evolution of funding in DG JUST



Lump sum – why?



Two main reasons:

1. Focus on outputs
2. Simplification (less administrative burden and workload, simplified records keeping, faster payments, no costs reporting, no financial audit)

Type of lump sums

Since 2023 DG JUST applies type I and II in its funding programmes: CERV and JUST2027

Pre-fixed

Type I

‘top-down’

Who? The European Commission pre-fix a lump sum in the call for proposal.

Published 2024 calls:

- **CERV-2024-CITIZENS-TOWN-NT** [managed by EACEA]

Project-based

Type II

‘bottom up’

Who? The consortium estimate the lump sums based on the project in their proposal (i.e. [detailed budget table](#)).

Published 2024 calls:

- JUST2027–all action grants [managed by DG JUST]
- CERV-2024-NRCP [managed by DG JUST]
- CERV-2024-GE [managed by DG JUST]
- CERV-2024-DAPHNE [managed by DG JUST]
- CERV-2024-DATA [managed by DG JUST]
- CERV-2024-CHILD [managed by EACEA]

What changes with LS II?

- Focus on completion of work packages

Work package completed → payment at interim/final report

- Payment depends on completion of activities
- No costs justification/explanation at payment stage
- **!** No financial ex-post audits

What does not change:

- Calls for proposals
- Admissibility / eligibility conditions
- Reporting periods and technical reporting
- Evaluation / award criteria
- Eligible activities
- Eligible costs
- Rate of EU funding – 90%
- Pre financing rate – 80%
- Payments: pre-financing, interim/final

Lump sum **Type II** rationale

The applicants **estimate** the budget in function of the project objectives and results.

The budget is the **best estimate** of the actual eligible costs, necessary to implement the action and justified by the activities proposed.

Estimated costs must be as close as possible to reality

The cost estimation is made per work package and a lump sum is set per work package.

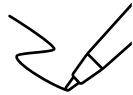
The payment of the lump sum depends on the implementation of the work package.

Once a WP is implemented, the beneficiary is entitled to the payment of the lump sum of the work package **INDEPENDENTLY** OF the actual costs incurred for the work package .

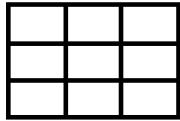
NO cost inflation! There is no possibility to underspend anymore – no costs reporting

The eligible budget costs are:

- **Direct** (Personnel costs, Subcontracting, Purchase costs)
- **indirect** costs (flat rate 7% of direct costs)



Lump sum **Type II** rationale



Detailed budget table to guarantee **accuracy** of the cost estimation;

The cost categories (personnel costs, subcontracting, purchase costs) and eligibility rules must be followed.

Applicants provide cost estimations for each cost category (personnel costs, subcontracting costs, purchase costs, other cost categories) **per beneficiary** and affiliated entity (if any), and **per work package** in the **detailed budget table**.

Cost estimations are subject to the same basic eligibility rules:

- must be reasonable/not excessive
- must be in line with and necessary for the activities proposed
- must be in line with beneficiaries' normal practices
- in compliance with applicable national laws



How to write a proposal with Lump sum Type II

No changes except for the detailed budget table!

Use the **standard proposal templates** for the programme in question.

A correctly filled-in **detailed budget table** is a **mandatory** annex to the proposal

LS II shift towards outputs

- Project proposal must have **clear objectives**.
- Outputs must be **measurable** and **quantifiable**.
- Well structured **work plan and solid methodology**
(Objectives > tasks and activities > deliverables)

Importance of the Work Packages

The completion of a work package will trigger the payment

Partial implementation → partial payment

It is important to have well drafted work packages with detailed tasks and quantifiable, measurable outputs (i.e. deliverables)

Projects should normally have a minimum of **2 work packages**

Each work package must have deliverables (e.g. around **4-5 deliverables** per WP).

The completion of a work package is assessed based on the **implementation of its deliverables.**

What's a work package?

A work package (WP) is a **major sub-division** of the work plan of your project.

Work packages with a long duration may be split along the reporting periods (e.g., Management, Dissemination and Exploitation, etc.). In this way, the relevant activities can be paid at the end of the reporting period. This may be relevant for the cash flow in the project

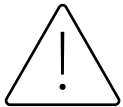
What's NOT a work package?

A single activity, single task (desk research) or percentage of progress (e.g. half-research)

A lapse of time is generally not a WP (e.g. activities of year 1)

Importance of the Work Packages

The estimated value (e.g. lump sum) of the work package must be related to the outputs



Pay attention in how you estimated the costs of [WP1 Project management and coordination](#)

No inflation of WP1 - less financial management due to lump sums, no financial audit, records keeping as before (no timesheets, boarding passes).

For example, given the simplification introduced with LS, the financial coordination of the project requires less administrative burden, hence **less human effort under WP1**.

Project evaluation

No changes in the evaluation of the proposal

Standard criteria: **Relevance, Quality and Impact**

Budget is evaluated under the **quality** criteria.

Its evaluation can be based on **benchmarks** (historical data, average costs per training/day, unit costs Decisions, etc)

9. Award criteria

The **award criteria** for this call are as follows:

- 1. Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation (40 points)
- 2. Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners, risks & risk management, monitoring and evaluation); ethical issues and measures/policies to guarantee full compliance with EU values are addressed; feasibility of the project within the proposed time frame; financial feasibility (sufficient/appropriate budget for proper implementation; cost-effectiveness (best value for money (40 points)
- 3. Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points)

| Award criteria | Minimum pass score | Maximum score |
|------------------------------|--------------------|---------------|
| Relevance | 25 | 40 |
| Quality | n/a | 40 |
| Impact | n/a | 20 |
| Overall (pass) scores | 70 | 100 |

Evaluation of costs estimations

Evaluators can make precise recommendations, on the basis of which the lump sum amount and lump sum breakdown will have to be modified during grant preparation to ensure that cost estimation is plausible, reasonable and in line with the outputs and resources needed.

Possible changes to the lump sum budget following evaluation:

- removal of ineligible costs (i.e. costs that do not meet the basic cost eligibility conditions in EU grants; see AGA — Annotated Grant Agreement, art. 6*)
- removal of erroneously duplicated cost items
- correction of **overestimated or underestimated** costs.
- Changes to the lump sum budget can lead to a lower lump sum and/or to the transfer of budget between different activities or different partners.
- A **flawed lump sum budget** should lead to a **decreased score** under the quality criterion (e.g. if the lump sum is clearly overestimated or underestimated, or if the budget structure is unfit for purpose).

Basic principle: the detailed budget table is based on **units**

Cost estimations are calculated by **multiplying** the cost per unit with the number of units

| BE 001 | BE 001 | | | BE 001 |
|--|--------|---------------|-------------------------|--------|
| | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | |
| Total WORK PACKAGES: | | | | |
| Project management & coordination | | | | |
| A. DIRECT PERSONNEL COSTS | | | | |
| A.1 Employees (or equivalent) person months | | | | |
| Type 1 | | | | |
| Type 2 | | | | |
| Type 3 | | | | |
| Type 4 | | | | |
| Other | | | | |
| A.2 Natural persons under direct contract | | | | |
| A.3 Seconded persons | | | | |
| A.4 SME Owners without salary | | | | |
| A.5 Volunteers | | | | |
| B. Subcontracting costs (please specify details under worksheet "Comments") | | | | |
| C. Purchase costs | | | | |
| C.1 Travel and subsistence per travel or day | | | | |
| Travel | | | | |

Personnel costs

How to make your cost estimation

A. Direct personnel costs

A.1 Employees

A.2 Natural persons under direct contract

A.3 Seconded persons

EC recommendations:

1 unit = 1-month full time for 1 person

Cost per unit = annual cost per person / 12 months

You can **customize** the staff categories in the detailed budget table.

The number of **person-months** required at each level of qualification/seniority must be in line with and justified by the activities proposed



Benchmark for personnel costs – see [Horizon Dashboard](#)

Personnel costs

How to make your **cost estimation**

A. Direct personnel costs

A.4 SME owners without salary

A.5 Volunteers

SME owners without a salary = Persons who are directly owners or co-owners (regardless of their percentage of ownership) of the beneficiary, if the beneficiary is an SME and the person is not an employee of the beneficiary.

1 unit = 1-month full time for 1 person

Cost per unit = monthly rate

The costs must be calculated, for the SME owner, in accordance with the methodology set out in [Decision C\(2020\) 7115](#) and [Annex 2a](#):

In the decision, the amount per unit is expressed in daily rate! [€ 5080/18]*country-specific correction coefficient of the country where the beneficiary is established.

Volunteers = persons who freely work for an organisation, on a non-compulsory basis and without being paid (Art. 6.2 CERV MGA)

1 unit = 1-month full time for 1 person

Cost per unit = monthly rate (=daily rate * 18)

The costs must be calculated in accordance with the methodology set out in the [Decision C\(2019\) 2646](#) and method set out in [Annex 2a](#).

In the decision, the amount per unit is expressed in daily rate!

Note that:

- max EU contribution = Total eligible costs – volunteers.
- The amount estimated as volunteers work must be less than 50% of the total eligible and ineligible costs and contributions estimated for the project.
- NO indirect costs for the volunteer part in the budget.

Subcontracting, equipment and services

How to make your **cost estimation**

B. Subcontracting costs

C.2 Equipment

C.3 Other goods, works and services

EC recommendations:

Subcontracting – provide clear and detailed explanation of subcontracting costs in Annex 1

For C.3 Other goods, works and services, estimated costs must be in line with outputs.

For **equipment**, it is mandatory to use the worksheet ‘Depreciation costs’.

In the description of the proposal (Part B), make sure that activities are well described so that the evaluators can assess the link between resources (cost estimations in the detailed budget table) and the outputs.

C1 Travel, accommodation and subsistence

How to make your cost estimation

C. Purchase costs

C.1 Travel subsistence and accommodation



1 travel unit = 1 person return trip

1 accommodation unit = 1 night spent on travel for the action

1 subsistence unit = 1 day spent on travel for the action



The number of units for travel, accommodation and subsistence must be in line with the activities foreseen



Benchmark: [Decision on unit costs for travel and subsistence](#) and **new rates** published in the [Additional information on unit costs Annex 2a](#)

Travel, accommodation and subsistence

Rationale: to cover the most frequent cases

- travels intra member states (50-400km)
- Travels between member states (50-400km)
- All travels above 400k)

Same for accommodation and subsistence:
Only the most frequent destinations are listed
(55 countries out of 193 in the world)

For **all other situations** (less frequent/exceptional) not covered by the unit costs, you use estimated actual costs ([see datasheet](#))



How to calculate the distance:

Departure: **place of employment**
Arrival: **place where the activity takes place**



[Distance calculator](#)

Travel costs

Amounts for **intra-Member State** return journeys **by land** between 50 and 399 km

Units: travel (journeys) for the action

Amount per unit:

standard:

for travel of 50 -399km (inside EU countries):


| Country | Unit costs in € | Country | Unit costs in € | Country | Unit costs in € |
|---------|-----------------|---------|-----------------|---------|-----------------|
| AT | 60 | FI | 36 | PL | 20 |
| BE | 46 | FR | 64 | PT | 40 |
| BG | 12 | HR | 36 | RO | 16 |
| CZ | 20 | HU | 28 | SE | 56 |
| DE | 64 | IE | 36 | SI | 27 |
| DK | 76 | IT | 52 | SK | 20 |
| EE | 16 | LT | 20 | | |
| EL | 36 | LV | 16 | | |
| ES | 52 | NL | 49 | | |

Travel cost

Amounts for **Inter-Member States** return journeys **between 50 and 399 km**

for travel of 50-399km (land-based; between EU countries):

| MS | AT | BE | BG | CZ | DE | DK | EE | EL | ES | FI | FR | HR | HU | IE | IT | LT | LU | LV | NL | PL | PT | RO | SE | SI | SK |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| AT | | | | 58 | 65 | | | | | | 64 | 58 | 58 | | 58 | | | | | 58 | | 58 | | 58 | 58 |
| BE | | | | | 82 | | | | | | 82 | | | | | | 50 | | 82 | | | | | | |
| BG | | | | | | | | 37 | | | | 36 | 26 | | | | | | | | | 17 | | | |
| CZ | 58 | | | | 65 | | | | | | 64 | 36 | 26 | | | | | | | 20 | | 19 | | 37 | 21 |
| DE | 65 | 82 | | 65 | | 76 | | | | | 82 | 65 | | | 65 | | 82 | | 65 | 65 | | | | 65 | |
| DK | | | | | 76 | | | | | | | | | | | | | | 76 | | | | 76 | | |
| EE | | | | | | | | | | | | | | | | 22 | | 22 | | | | | | | |
| EL | | | 37 | | | | | | | | | | | | | | | | | | | | | | |
| ES | | | | | | | | | | | 82 | | | | | | | | | | 54 | | | | |
| FI | | | | | | | | | | | | | | | | | | | | | | | 55 | | |
| FR | 64 | 82 | | 64 | 82 | | | | 82 | | | | | | 82 | | 82 | | 82 | | | | | | |
| HR | 58 | | 36 | 36 | 65 | | | | | | | | 36 | | 50 | | | | | | | 36 | | 37 | |
| HU | 58 | | 26 | 26 | | | | | | | | 36 | | | 50 | | | | | 26 | | 26 | | 37 | 26 |
| IE | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT | 58 | | | | 65 | | | | | | 82 | 50 | 50 | | | | | | | | | | | 50 | |
| LT | | | | | | | | 22 | | | | | | | | | | | 19 | | 20 | | | | |
| LU | | 50 | | | 82 | | | | | | 82 | | | | | | | | | 82 | | | | | |
| LV | | | | | | | | 22 | | | | | | | | 19 | | | | | 20 | | | | |
| NL | | 82 | | | 65 | 76 | | | | | 82 | | | | | | 82 | | | | | | | | |
| PL | 58 | | | 20 | 65 | | | | | | | | 26 | | | 20 | | 20 | | | | 20 | | | 21 |
| PT | | | | | | | | | 54 | | | | | | | | | | | | | | | | |
| RO | 58 | | 17 | 19 | | | | | | | | 36 | 26 | | | | | | | 20 | | | | | 21 |
| SE | | | | | | 76 | | | | 55 | | | | | | | | | | | | | | | |
| SI | 58 | | | 37 | 65 | | | | | | | 37 | 37 | | 50 | | | | | | | | | | 37 |
| SK | 58 | | | 21 | | | | | | | | | 26 | | | | | | | 21 | | 21 | | 37 | |

 No connection below 400 km

for travel of 50-399km not covered above:

- for calls with opening date before 26 July 2023:
 - for projects with end date on 31 December 2022 or before: EUR 196
 - for projects ongoing on 1 January 2023 or with start date as from that date (voluntary**): EUR 245
- for calls with opening date after 26 July 2023: EUR 245

Travel costs

Amounts for return air, rail and combined air/rail journey



All distances to be measured using the [rail calculator](#) or [flight calculator](#)

for calls with opening date after 26 July 2023:

| Distance Band | Unit costs in € | Distance Band | Unit costs in € | Distance Band | Unit costs in € |
|---------------|-----------------|---------------|-----------------|---------------|-----------------|
| 400-600 | 245 | 1601-2000 | 369 | 4501-6000 | 796 |
| 601-800 | 261 | 2001-2500 | 429 | 6001-7500 | 900 |
| 801-1200 | 276 | 2501-3500 | 541 | 7501-10000 | 1 201 |
| 1201-1600 | 288 | 3501-4500 | 659 | 10001-Max | 1 376 |

Attention!

distance = one way distance

Rates = amount for a return journey.

special rates:

for travel from EU countries to EU outermost regions or OCTs:

| Remote region | Unit costs in € | Remote region | Unit costs in € | Remote region | Unit costs in € |
|------------------|-----------------|---------------|-----------------|---------------------------|-----------------|
| Aruba | 1 343 | French Guiana | 905 | Saint Helena | 2 395 |
| Bonaire | 1 344 | Martinique | 958 | Saint Martin | 939 |
| Curaçao | 1 302 | Mayotte | 1 170 | Saint Pierre and Miquelon | 1 832 |
| French Polynesia | 2 204 | New Caledonia | 2 065 | Wallis and Fotuna | 2 398 |
| Greenland | 1 118 | Réunion | 1 040 | | |
| Guadeloupe | 801 | Saba | 1 286 | | |

for travel to/from location 400 km or more from nearest airport: increase applicable unit cost by 50%

Nota bene European Green Deal

- ❑ Recurrent project meetings in **blended** way (in-person, online and hybrid)
- ❑ **In-person meetings** = consider limiting the n. people from each co-beneficiary;
- ❑ **Smart travelling** - promote **train** when efficient alternative to air travel

Accommodation costs

| Country | Accommodation - € per night | Country | Accommodation - € per night | Country | Accommodation - € per night |
|------------------------|-----------------------------|--------------|-----------------------------|-----------------|-----------------------------|
| Albania | 101 | Greece | 107 | North Macedonia | 95 |
| Algeria | 157 | Hungary | 105 | Norway | 145 |
| Armenia | 115 | Iceland | 190 | Palestine | 140 |
| Austria | 126 | Ireland | 139 | Poland | 103 |
| Azerbaijan | 136 | Israel | 187 | Portugal | 109 |
| Belarus | 108 | Italy | 114 | Romania | 109 |
| Belgium | 137 | Jordan | 140 | Serbia | 105 |
| Bosnia and Herzegovina | 90 | Kosovo | 92 | Slovakia | 98 |
| Bulgaria | 110 | Latvia | 95 | Slovenia | 113 |
| Croatia | 104 | Lebanon | 154 | Spain | 117 |
| Cyprus | 120 | Libya | 146 | Sweden | 158 |
| Czechia | 107 | Lichtenstein | 135 | Switzerland | 178 |
| Denmark | 158 | Lithuania | 94 | Syria | 145 |
| Egypt | 152 | Luxembourg | 163 | Tunisia | 99 |
| Estonia | 107 | Malta | 141 | Turkey | 116 |
| Finland | 146 | Moldova | 133 | Ukraine | 122 |
| France | 166 | Montenegro | 98 | United Kingdom | 151 |
| Germany | 119 | Morocco | 129 | | |
| Georgia | 134 | Netherlands | 133 | | |

Accomodation

Type: unit costs

Units: nights spent on travel for the action

Subsistence costs

| Country | Subsistence daily rate in € | Country | Subsistence daily rate in € | Country | Subsistence daily rate in € |
|------------------------|-----------------------------|--------------|-----------------------------|-----------------|-----------------------------|
| Albania | 50 | Greece | 82 | North Macedonia | 50 |
| Algeria | 85 | Hungary | 64 | Norway | 80 |
| Armenia | 70 | Iceland | 85 | Palestine | 60 |
| Austria | 102 | Ireland | 108 | Poland | 67 |
| Azerbaijan | 70 | Israel | 105 | Portugal | 83 |
| Belarus | 90 | Italy | 98 | Romania | 62 |
| Belgium | 102 | Jordan | 60 | Serbia | 60 |
| Bosnia and Herzegovina | 65 | Kosovo | 60 | Slovakia | 74 |
| Bulgaria | 57 | Latvia | 73 | Slovenia | 84 |
| Croatia | 75 | Lebanon | 70 | Spain | 88 |
| Cyprus | 88 | Libya | 50 | Sweden | 117 |
| Czech Republic | 70 | Lichtenstein | 80 | Switzerland | 80 |
| Denmark | 124 | Lithuania | 69 | Syria | 80 |
| Egypt | 65 | Luxembourg | 98 | Tunisia | 60 |
| Estonia | 80 | Malta | 88 | Turkey | 55 |
| Finland | 113 | Moldova | 80 | Ukraine | 80 |
| France | 102 | Montenegro | 60 | United Kingdom | 125 |
| Germany | 97 | Morocco | 75 | | |
| Georgia | 80 | Netherlands | 103 | | |

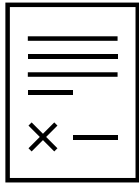
Subsistence unit costs are for a 24-hour period. The amount of unit costs to be **estimated** should be calculated by rounding up or down to the nearest full number of days, except for the first day where any amount of hours will be rounded up to 1 full day (if the event duration is less than 1 day).

Grant Agreement

- The overall lump sum is fixed in the grant agreement.
- The breakdown of lump sum shares per beneficiary and per work package is included in the grant agreement (**Annex 2**).

The detailed cost estimations from your proposal **do not** become part of the grant agreement.

- Once the lump sum is fixed in the grant agreement, the **costs actually incurred are not relevant**.
- If a work package is incomplete at the end of the project, the lump sum is paid partially in line with the degree of completion. This amount is determined after a contradictory procedure.
- No financial audits – in case of audits, supporting documents must prove the proper implementation of the work and achievements of results (see Article 20)



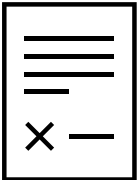
Grant Agreement

General eligibility conditions for lump sum **contributions**:

(i) they are **set out in Annex 2**

(ii) the work must be **properly implemented by the beneficiary** in accordance with Annex 1

(iii) the **deliverables/outputs must be achieved in the period** set out in Article 4 (with the exception of deliverables/outputs relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)



Budget flexibility

- You can use the budget as you see fit, as long as the project is implemented as agreed.
- The actual distribution of the lump sum is invisible to us.
- Budget transfers require an amendment if the consortium wants to reflect them in the grant agreement.
- Transfer between Work Packages are possible if:
 - Work Packages concerned are not already completed (and declared in a financial statement)
 - Justified by the technical and scientific implementation of the action

Detailed budget table

The file is protected – **do not modify the formulas!**

Instructions

| | |
|---|---|
| 1 | <p>This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.</p> <p>Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).</p> |
| 2 | <p>According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.</p> |
| 3 | <p>We recommend using Excel 2010 or more recent.</p> |
| 4 | <p>The only currency used in this worksheet is EURO.</p> |
| 5 | <p>The first thing you need to do is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call.</p> <p>This data can be found on the Portal under Topic Conditions and in the Call document.</p> |
| 6 | <p>You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment). The final tab "Any comments" must be used to provide key information required for a full evaluation of your detailed budget (see point 18 below).</p> |
| 7 | <p>You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities.</p> <p>To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliated Entity'.</p> <p><i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i></p> |

Instructions

FILL IN THE VALUES BELOW BEFORE STARTING:

| | |
|---|---|
| Insert the name of your call : | |
| Insert the acronym of your project : | |
| Maximum grant amount as stipulated in the call : | TYPE HERE THE MAXIMUM GRANT AMOUNT |
| Maximum co-financing rate as stipulated in the call : | TYPE HERE THE MAXIMUM CO-FINANCING RATE |

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

Create XLSX document

Double-Click to activate

Instructions

Possibility to [customize](#) the staff categories:

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) person months (you can change the types based on your structure)

Type 1

Type 2

Type 3

Type 4

Other

3. Beneficiaries list

7 You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities.
To add beneficiaries, please double-click on '**Add a Beneficiary**'; to add an affiliated entity, please, double-click on '**Add an Affiliated Entity**'.
NOTE: the costs of Associated Partners cannot appear in any part of this budget.

| List of Beneficiaries and Affiliated Entities | | | |
|---|------------|---------|---------|
| BE NR/AE | BE/TP name | Acronym | Country |
| BE 001 | | | |

Actions (double-click to activate)

| | |
|-------------------------|--------------------------|
| APPLY CHANGES | Add a Beneficiary |
| Remove this Beneficiary | Add an Affiliated Entity |

Instructions

| | |
|---|--|
| 8 | Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on ' Add a Work Package '. |
| 9 | Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the " Apply changes " buttons to generate the related sheets in the Excel workbook. At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned. You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage. |

| List of Work Packages | |
|-----------------------|----------|
| WP Nbr | WP Label |
| WP 001 | |

| Actions (double-click to activate) | |
|------------------------------------|--------------------|
| APPLY CHANGES | Add a Work Package |
| Remove this Work Package | |

4. Work Packages list

Once you double click «**APPLY CHANGES**»
you will see **this box** loading



TASKS IN PROGRESS

- 1 ✓ Update from BENEFICIARIES LIST
- 2 ✓ Update from WORK PACKAGES LIST
- 3 📊 Update DETAILED SUMMARY TABLE
- 4 📊 Update BE-WP Person Months
- 5 📊 Update TECHNICAL CALCULATIONS
- 6 📊 Update PROPOSAL BUDGET
- 7 📊 Update BE-WP Overview

Instructions

- 10 You have to complete a 'BE XXX' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each Work Package of the project.
Complete only the **number of units** and the **cost per unit** for each cost category. The total cost per cost category will be automatically calculated.
If the Beneficiary does not contribute to a specific WP or cost category, then leave it blank.
- 11 You have to estimate the eligible costs of your proposal using the same methodology as if these costs were declared under an actual cost-based grant agreement. Make sure the budget table is consistent with the work packages described in application form part B.
For additional information, please refer to the Annotated Model Grant Agreement.
[Annotated Grant Agreement in Reference-documents section of Erasmus](#)
- 12 In each 'BE XXX' sheet, for section "A. DIRECT PERSONNEL COSTS", you have to encode your costs using the following unit: 1 unit is 1 person-month
You can customize the categories of Employees that correspond to your organisation in rows 45 to 49 below.
- 13 In each 'BE XXX' sheet, for section 'C2. Equipment', use the 'Depreciation costs' sheet as a tool to calculate the depreciation costs to be charged for the whole duration of the project.
This amount is **NOT** automatically transferred to the respective 'BE XXX' sheet. You have to add manually the depreciation costs in the dedicated section of the 'BE XXX' sheet. If you have several items in the 'Depreciation costs' sheet for one single section (same Beneficiary, same Work Package and same "Resource type"), you must add only the total of these items to the relevant cell in the 'BE XXX' sheet.
- 14 **Indirect costs** will be calculated automatically in each 'BE XXX' sheet.
- 15 The summary tables 'BE-WP Overview', 'Estim costs of the project', 'Proposal Budget', and 'BE-WP Person Months' will be produced automatically.
- 16 The amount calculated in the 'BE-WP Overview' sheet of this Excel workbook under the heading 'Max TOTAL EU Contribution' **must be copied exactly** into the Requested Grant Amount in the "Section 3 - Budget", of the application form.
- 17 The 'Estim costs of the project', 'Proposal Budget' and 'BE-WP person months' sheets are there for your information and will be used during evaluation of your application.
- 18 If you have any comment, you can use the 'Any comments' sheet.
If you use the category 'other' in sections 'A.1 Staff costs' and / or 'C.3 Other goods, works and services', you should specify the breakdown of the cost, in the 'Any comments' sheet.

| 43 A. DIRECT PERSONNEL COSTS | |
|------------------------------|--|
| 44 | A1. Employees (or equivalent) person months (you can change the types based on your structure) |
| 45 | Type 1 |
| 46 | Type 2 |
| 47 | Type 3 |
| 48 | Type 4 |
| 49 | Other |

Application forms

Proposal ID: SEP-210903849

Acronym: test

3 - Budget

| No | Name of Beneficiary | Country | Requested grant amount |
|-------|---------------------|---------|------------------------|
| 1 | Inf. Camera-riena | BE | 0.00 |
| Total | | | 0.00 |

Encode the estimated costs in the individual beneficiary sheets ('BEx' tab)

- Complete **one 'BEx' sheet per beneficiary**. This sheet includes one separate section for each work package. For each work package, enter the cost estimations under each cost category used.
- Enter only the **number of units** and the **cost per unit** for each cost category. The total costs per cost category is calculated automatically.
- The table accepts **decimals**.
- If the beneficiary does not contribute to a specific work package, **leave the cells empty**

| BE 001 | | BE 001 | | | BE 001 |
|--|---|--------|---------------|-------------------------|--------|
| | | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | |
| Total WORK PACKAGES: | | | | - | - |
| Project management & coordination | | | | | |
| WIP 001 | A. DIRECT PERSONNEL COSTS | | | - | - |
| | A.1 Employees (or equivalent) person months | | | - | - |
| | Type 1 | | | - | - |
| | Type 2 | | | - | - |
| | Type 3 | | | - | - |
| | Type 4 | | | - | - |
| | Other | | | - | - |
| | A.2 Natural persons under direct contract | | | - | - |
| | A.3 Seconded persons | | | - | - |
| | A.4 SME Owners without salary | | | - | - |
| | A.5 Volunteers | | | - | - |
| | B. Subcontracting costs (please specify details under worksheet "Comments") | | | - | - |
| | C. Purchase costs | | | - | - |
| | C.1 Travel and subsistence per travel or day | | | - | - |
| | Travel | | | - | - |
| | Accommodation | | | - | - |
| | Subsistence | | | - | - |
| | C.2 Equipment (please refer to the Depreciation Cost sheet) | | | - | - |
| | C.3 Other goods, works and services | | | - | - |
| | Consumables | | | - | - |
| | Services for Meetings, Seminars | | | - | - |
| | Services for communication/promotion/dissemination | | | - | - |
| | Website | | | - | - |
| | Artistic Fees | | | - | - |
| | Other (please specify details under worksheet "Comments") | | | - | - |
| D. Other cost categories | | | - | - | |
| D.1 Financial support to third parties | | | - | - | |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | - | - | |
| E. Indirect costs 7% | | | - | - | |
| TOTAL COSTS (A+B+C+D+E) | | | - | - | |

Personnel costs

How to encode in the table

Example under one Work Package:

Executive Director with annual costs of EUR 48,000 works in this WP for **1 month**. *For personnel costs, 1 unit is 1 person-month.*
The cost per unit is EUR 4,000 (48,000 / 12 months) and the number of units is 1 (1 month). The detailed budget table will then display the estimated cost for this Executive Director as EUR 4,000 (4,000 x 1).

Project manager with annual costs of EUR 42,000 works in this WP for **2 month and a half**. *For personnel costs, 1 unit is 1 person-month.*
The cost per unit is EUR 3,500 (42,000 / 12 months) and the number of units is 2.5 months. The detailed budget table will then display the estimated cost for this Project manager as EUR 8,750 (3,500 x 2.5).



Average

| BE 001 | | BE 001 | | | BE 001 |
|---|--|--------|---------------|-------------------------|-----------|
| | | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | |
| Total WORK PACKAGES: | | | | 20,062.50 | 20,062.50 |
| A. DIRECT PERSONNEL COSTS | | | | 18,750.00 | 18,750.00 |
| A.1 Employees (or equivalent) person months | | | | 18,750.00 | 18,750.00 |
| Executive Director | | 1.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| Project manager | | 2.50 | 3,500.00 | 8,750.00 | 8,750.00 |
| Financial manager | | 1.00 | 6,000.00 | 6,000.00 | 6,000.00 |
| Expert | | | | - | - |
| Other | | | | - | - |

Subcontracting costs

How to encode in the table

| BE 001 | | BE 001 | | | BE 001 |
|-------------------------------------|---|-----------------|---------------|-------------------------|-------------------|
| | | Association ABC | | | |
| Association ABC | | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | BE+AE TOTAL COSTS |
| WP 002 | A.5 Volunteers | | | | - |
| | B. Subcontracting costs | 3 | 22,500 | 67,500 | 67,500 |
| | C. Purchase costs | | | | - |
| | C.1 Travel and subsistence per travel or day | | | | - |
| | Travel | | | | - |
| | Accommodation | | | | - |
| | Subsistence | | | | - |
| | C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | - |
| C.3 Other goods, works and services | | | | - | |



Average

There is one line for subcontracting per beneficiary and work package (i.e., the encoded amount covers **all subcontracting activities for the beneficiary in a work package**).

Number of unit = number of subcontracted tasks for a given beneficiary and a given work package as number of unit.

Cost per unit = average of the costs of all subcontracted.

The tasks to be subcontracted and their costs **must** be described and justified in **part B of the application form**.

Purchase costs

How to encode in the table

| BE 001 Association ABC | BE 001 Association ABC | | | BE 001 BE+AE TOTAL COSTS |
|--|-----------------------------|---------------|-------------------------|-----------------------------|
| | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | |
| | Total WORK PACKAGES: | | | |
| Management and coordination activities | | | | |
| A. DIRECT PERSONNEL COSTS | | | | |
| A.1 Employees (or equivalent) person months | | | | |
| Project manager | | | | |
| Expert/advisor/trainer | | | | |
| Researcher | | | | |
| Administrative/financial personnel | | | | |
| Other | | | | |
| A.2 Natural persons under direct contract | | | | |
| A.3 Seconded persons | | | | |
| A.4 SME Owners without salary | | | | |
| A.5 Volunteers | | | | |
| B. Subcontracting costs | | | | |
| C. Purchase costs | | | | |
| C.1 Travel and subsistence per travel or day | | | | |
| Travel | | | | |
| Accommodation | | | | |
| Subsistence | | | | |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | |
| C.3 Other goods, works and services | | | | |

If you have a cost (line) with **different costs per unit**, you have first to calculate **an average amount** in order to fill in the cells.

For **example**, for subsistence:

1 day meeting in ITA – 10 participants – Daily rate: 98 €

1 day meeting in DK – 10 participants – Daily rate: 124 €

The **cost per unit** is 110 € (average between € 98 and € 124).

N. Units = n. days spent per participant on the action (20)



Average

Equipment

How to encode in the table

| BE 001 Association ABC | | BE 001 Association ABC | | | BE 001 BE+AE TOTAL COSTS |
|---------------------------|---|---------------------------|---------------|-------------------------|-----------------------------|
| | | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | |
| WP 002 | A.5 Volunteers | | | - | - |
| | B. Subcontracting costs | | | - | - |
| | C. Purchase costs | | | - | - |
| | C.1 Travel and subsistence per travel or day | | | - | - |
| | Travel | | | - | - |
| | Accommodation | | | - | - |
| | Subsistence | | | - | - |
| | C.2 Equipment (please refer to the Depreciation Cost sheet) | | | - | - |
| | C.3 Other goods, works and services | | | - | - |

For section 'C2. Equipment', use the '[Depreciation costs](#)' sheet as a tool to calculate the depreciation costs to be charged for the whole duration of the project.

This amount is NOT automatically transferred to the respective 'BE XXX' sheet.

You have to **add manually** the depreciation costs in the dedicated section of the 'BE XXX' sheet.

Charge the depreciation costs to the relevant beneficiary and work package

Depreciation costs worksheet

For equipment:

| A | B | C | D | E | F | G | H | I | J | K |
|-------------------------------|-------------------------|--------------|----------------------------|----------------------|--------------------------------------|-------------------------|----------------------|-------------------------------|---|--|
| TOOL: DEPRECIATION COSTS LIST | | | | | | | | | | |
| <i>BE nr</i> | <i>Beneficiary name</i> | <i>WP nr</i> | <i>Work Package name</i> | <i>Resource type</i> | <i>Short name of the investments</i> | <i>Date of purchase</i> | <i>Purchase cost</i> | <i>% used for the project</i> | <i>% use for lifetime of the investment</i> | <i>Charged depreciation costs per investment</i> |
| 1 | Association ABC | 2 | Raising Awareness Campaign | Equipment | Two laptops | 24/04/2023 | 1,500 | 60% | 66% | 594 |
| | | | | | | | | | | - |

Indirect costs

Indirect costs will be **automatically calculated** in each 'BE XXX' sheet

| | | | | |
|--|--|--|------------------|------------------|
| Services for meetings, seminars | | | | - |
| Services for communication/promotion/dissemination | | | - | - |
| Website | | | - | - |
| Artistic Fees | | | - | - |
| Other (please specify details under worksheet "Comments") | | | - | - |
| D. Other cost categories | | | - | - |
| D.1 Financial support to third parties | | | - | - |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | 18,750.00 | 18,750.00 |
| E. Indirect costs 7% | | | 1,312.50 | 1,312.50 |
| TOTAL COSTS (A+B+C+D+E) - | | | 20,062.50 | 20,062.50 |

Upload the file in the application

FILL IN THE VALUES BELOW BEFORE STARTING:

| | |
|--|------------------|
| Insert the name of your call : | CERV-2023-DAPHNE |
| Insert the acronym of your project : | POWER2all |
| Maximum grant amount for the EU contribution as stipulated in the call : | 329,450.00 € |
| Maximum cofinancing rate as stipulated in the call : | 90.00% |

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

Create XLSX document
Double-Click to activate

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

| A. DIRECT PERSONNEL COSTS |
|--|
| A1. Employees (or equivalent) person months (you can change the types based on your structure) |
| Project manager |
| Expert/advisor/trainer |
| Researcher |
| Administrative/financial personnel |
| Other |

Go back to the first tab 'Instructions' and DOUBLE CLICK on 'Create XLSX document' in order to save this Excel file on your computer

Annex 2 Estimated budget in the Grant Agreement

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

| Estimated EU contribution | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|---|
| Estimated eligible lump sum contributions (per work package) | | | | | | | | | | | | Maximum grant amount ¹ |
| WP1 [name] | WP2 [name] | WP3 [name] | WP4 [name] | WP5 [name] | WP6 [name] | WP7 [name] | WP8 [name] | WP9 [name] | WP10 [name] | WP [XX] | | |
| / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | / Lump sum contribution // Financing not linked to costs / | |
| | a | b | c | d | e | f | g | h | i | j | k | $l = a + b + c + d + e + f + g + h + i + j + k$ |
| 1 - [short name beneficiar] | | | | | | | | | | | | |
| 1.1 - [short name affiliated entity] | | | | | | | | | | | | |
| 2 - [short name beneficiar] | | | | | | | | | | | | |
| 2.1 - [short name affiliated entity] | | | | | | | | | | | | |
| X - [short name associated partner] | | | | | | | | | | | | |
| Total consortium | | | | | | | | | | | | |



Q & A

Application + Evaluation Process Budget (Lump sum funding in action grants)



Thank you for your attention!

European Commission
DG Justice and Consumers
Unit JUST.H3 – Budget, Programme and financial management



« Apollo e Dafne », detail of Dafne - Gian Lorenzo Bernini, 1625; Galleria Borghese, Rome