



Education, Audiovisual and Culture Executive Agency

Erasmus+: Sport, Youth and EU Aid Volunteers

**ERASMUS+ SPORT**  
**COLLABORATIVE PARTNERSHIPS**  
**AND NOT-FOR-PROFIT EUROPEAN SPORT EVENTS**

**Project Handbook**

**Version 2, December 2015**

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# Introduction

## *Purpose of the Handbook*

The Handbook applies to grants awarded under Erasmus+ Sport Programme. This includes the following types of project (action): collaborative partnerships and not-for-profit European sport events. The Handbook is intended to serve as an aid to beneficiaries and a management tool for projects. Its principal aims are to:

- help beneficiaries<sup>1</sup> to manage their project and run it efficiently;
- clarify matters arising from the grant agreement and its annexes;
- provide practical information that may be referred to throughout the project's life;
- provide guidance on the methods of project monitoring and on the dissemination and exploitation of a project's results/products;
- provide guidance on how to handle the financial side of projects in such a way that financial statements can be readily drawn up;
- promote the sound financial management of a project and ensure that the best results/products are delivered at reasonable cost;

## *Other documents*

This document should be read in conjunction with your grant agreement, the call for proposals, the Guidance notes – Report of Factual Findings on the Final Financial Report – Type I, II or List of supporting documents and the Guidelines for applicants.

## *Sport actions*

The following Actions in the field of sport are implemented through the Erasmus+ Programme:

- Collaborative Partnerships;
- Not-for-profit European Sport Events.

The specific objectives pursued by the Erasmus+ Programme in the field of sport are:

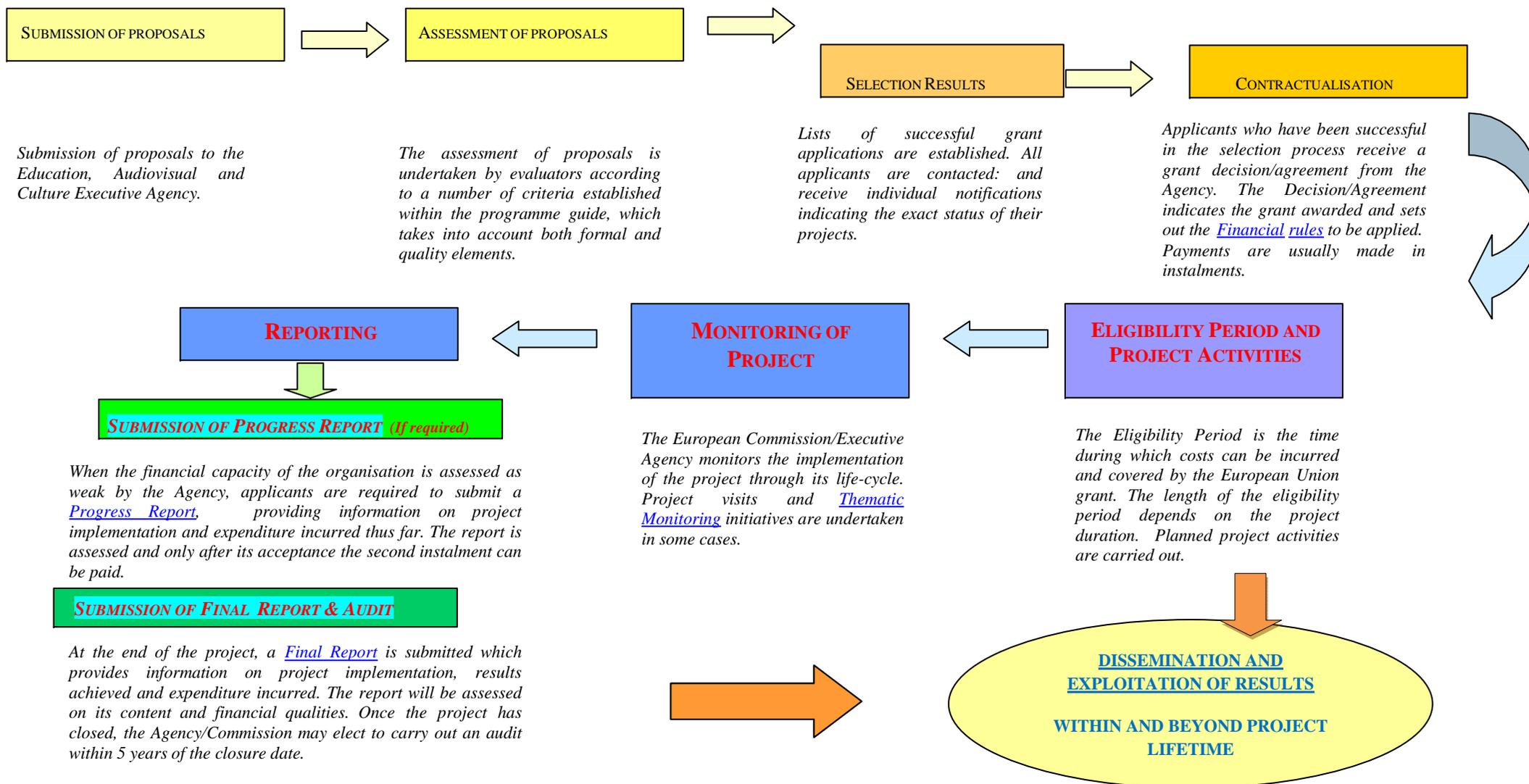
- to tackle cross-border threats to the integrity of sport, such as doping, match-fixing and violence, as well as all kinds of intolerance and discrimination;
- to promote and support good governance in sport and dual careers of athletes;

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<sup>1</sup> In a multi-beneficiary agreement the coordinator is always defined as the signatory of the grant agreement even if another partner can be chosen to coordinate the daily implementation of the project. On the other hand, the mono-beneficiary contract defines the coordinator as the beneficiary coordinating the project.

- to promote voluntary activities in sport, together with social inclusion, equal opportunities and awareness of the importance of health-enhancing physical activity through increased participation in, and equal access to, sport for all.

# 1. MANAGEMENT OF YOUR PROJECT – PROJECT LIFE CYCLE OVERVIEW





## **1. Your project in the lifecycle of the Erasmus+ Programme**

The Erasmus+ Programme is implemented via an annual Call for proposals in response to which you submitted an application. With the assistance of external experts, the Agency evaluated your application and decided to allocate European Union funds for the execution of the project you proposed. Because your project is funded by the Erasmus+ Programme, it is expected to contribute to the policy priorities for which the programme was established. The full results of the selection are published on the Agency's website.

Your project starts with the signature of the grant agreement by the last party and must follow the work programme that is included in that grant agreement. Through the implementation of your project you carry out a number of activities and follow the milestones in accordance with the rules set out in the grant agreement. The Agency co-finances the costs incurred in carrying out the project activities from the beginning until the end of the eligibility period set out in the grant agreement. Any project activities occurring outside of the eligibility period are not eligible for funding.

Depending on the evaluation of the financial capacity of the beneficiary organisation, the Agency may seek a financial guarantee before the pre-financing payment(s) are made.

At the beginning of the project the Agency transfers to you a first pre-financing payment which amounts to the percentage of the European Union's contribution to the project costs set out in the grant agreement. Depending on the project specificities, there may be a second pre-financing payment. At the end of the project and after approval of the project results, analysis and approval of the costs incurred, the Agency will execute the final payment which is made up of the contractual percentage of the total eligible actual costs less the payments already made on the pre-financing payments.

To enable the Agency to monitor and assess the achievements of your project, you are required to submit a progress report (if applicable) and a final report. It may be possible that the Agency uses external expertise to assess the progress of a project and the quality of its results. As part of the monitoring activity, the Agency may organise a meeting with the key staff of your project, either in Brussels or at your premises.

If during the project's lifetime the need for modifications to the grant agreement arises, you may request an amendment to the Agency.

Dissemination and exploitation of your project and its results are very important as they determine the extent to which your results reach the intended audience and are subsequently utilised. Poor dissemination in particular can lead to duplicated effort and wasted resources. It is important therefore that you plan thoroughly your dissemination and exploitation strategy right from the beginning of the project.

After the project's closure, independently of the report on factual findings made by an auditor to be transmitted with the final report, the Agency reserves the right to launch an audit to verify the accounts. The grant agreement includes a specific requirement to keep records (accounts and all supporting documents) for five years after the final payment is transferred to the beneficiary's account.



## 2. Monitoring of the project by the Agency

The main purpose of the monitoring is to provide support to each project to ensure that the stated objectives are achieved and that all basic rules are respected. Furthermore, it offers guidance and advice which can be integrated by the project team as it endeavours to achieve a successful outcome. Monitoring also ensures that projects fulfil their stated objectives and allows the identification of good practices and lessons learned so that others may benefit from them.

The Agency monitors projects in several ways. The following list is not exhaustive – additional project monitoring methods may be developed in response to new needs that arise.

- ***Desk monitoring***

The Agency undertakes desk monitoring throughout the entire process. Project officers are available to provide information, answer queries and give guidance. You should use the email address [EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu) for any contact regarding your sport project.

- ***Onsite or online kick-off meeting***

A kick-off meeting is organised at the beginning of your project as a guidance session to explain the practical steps necessary for the administrative management of the project. The obligation to participate at the meetings in Brussels is encompassed in Article I.10.5 of the grant agreement.

- ***Onsite or online monitoring visit to your organisation***

A monitoring visit can take place at any time during the lifetime of the project to verify the status of the project's implementation and the preparation of its outputs to obtain a clear picture of how the project is being managed.

An onsite visit to the beneficiary/coordinating organisation can take place at any time during the lifetime of the project. The main objectives of the visit are: to verify the status of project's implementation and the preparation of its outputs; to obtain a clear picture of how well the project is being managed; to see how well partners are cooperating; and to provide the project with support and guidance. At a more detailed level, the visit will focus on the follow-up of the work programme, project outputs, communications, administrative practices, project documents as well as on general questions relating to the financial management of the project.

The documents which should be made available for the Agency during the onsite visit will be specified by the Agency in advance. These could include, but may not be limited to, the following:

- any results/products available at the time of the visit;
- partner agreements referring explicitly to the EU grant agreement provisions (recommended for all projects);



- minutes of the partnership meetings;
- documents related to products;
- copies of the bank transfers to the partners;
- accounts and all the corresponding supporting documents;
- the full set of documents related to the procurement procedure (call/request of offers: the required number of offers, evaluation committee report, notification and rejection letters), the subcontracting agreements and invoices;
- internal and external evaluation reports, including results of testing;
- quality plan;
- dissemination and exploitation plan, including intellectual property and commercialisation agreements where appropriate;
- publicity material.

Visits by Agency representatives may be undertaken by Agency staff, external experts or a combination of the two.

If the monitoring requires a visit to your premises, the Agency will confirm in advance and in writing the purpose of the visit, the issues to be addressed and, where appropriate, the list of documents that should be made available or submitted in advance. The Agency's representative and the project coordinator will work together to ensure the visit is well planned and prepared.

On occasion, the Agency may request that the legal representative attends a particular meeting. After such a meeting, the Agency usually provides feedback to the project coordinator.

- ***EACEA participation in an event organised by your organisation***

The Agency may attend a project event or a partnership meeting as an observer in order to become acquainted with the progress of the project. If visiting a partnership meeting, each partner would generally be expected to describe its contribution to the project and demonstrate its activities and outputs during the meeting. The Agency's representative may be accompanied by an external expert.

The Agency representative may also wish to cover specific areas related to project implementation. Therefore, the Agency may take the opportunity to cover management issues at a separate meeting with the coordinator and other project representatives. This would follow the format of the onsite visit described above.

- ***Meeting at EACEA***

Generally at your request and insofar as possible, EACEA representatives will meet you at the Agency in Brussels if you have a particular situation to explain.



### 3. Amendments

Amendment requests are required when the beneficiary wishes to make changes to the project. Any amendment must be explicitly authorised by EACEA in advance of your proposed change and must comply with the eligibility criteria set out in the Erasmus+ Programme Guide. When preparing an amendment request, please ensure that you continue to respect the eligibility criteria defined per each type of sport action.

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

#### **I. Minor Amendments**

Amendments for minor changes can be made through an e-mail exchange with the Agency. Please use the email address [EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu) when sending the request.

Minor changes include:

- *Change of address of a beneficiary (excluding coordinator)*

Such a modification is made by the LEAR of the co-beneficiary in the Participant Portal. The coordinator will inform the Agency about this change by email. The coordinator has to ensure that the eligibility criteria are still respected.

- *Change of legal representative of a beneficiary (excluding coordinator)*
- *Change of contact person*

A request for amendment will have to be sent to the Agency. This can be in form of an email or a letter attached to an email. If it is a letter attached to an email, it should be signed by the legal representative. If it is an email, the legal representative should be at least in CC of the email.

#### **II. Major Amendments**

Major amendments require the submission of amendment request form duly signed by the legal representative of the beneficiary organisation (coordinator), accompanied by supporting documents, where applicable.

The template for major amendments (amendment request form) and its annexes is available on the beneficiaries' space: [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)

The reasons for the proposed changes need to be specified in the request, which must be submitted in good time and at the latest one month before the end of eligibility period of the project.

The Agency reserves the right to reject an amendment request that is not sufficiently justified.



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

## **Types of major amendments:**

### ***1. Changes in the partnership: withdrawal and/or replacement of partners***

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

- A withdrawal letter from the withdrawing organisation signed by the legal representative.
- A description of the new organisation template; the document can be found on our website for collaborative partnerships: [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)

Please stipulate if the termination of participation is on request of the beneficiary or on behalf of all the other beneficiaries.

Furthermore, please include:

- reasons for the termination of participation
- opinion of the beneficiary the participation of whom is terminated
- date on which the termination shall take effect
- proposal of the remaining beneficiaries relating to the allocation of tasks of that beneficiary or, where relevant to the nomination of replacement which shall succeed that beneficiary in all the rights and obligations under the grant agreement
- signed agreement of all the remaining co-beneficiaries (their legal representatives), if the termination of participation is on behalf of all the other beneficiaries
- an official document showing the change (election results, statute, extract from register, etc.), if the withdrawal and/or replacement is related to the universal or partial transfer of rights and obligations from one to other organisation
- two original mandate letters signed by the legal representative of coordinator and a new beneficiary; letters must be sent by post.

Note: the request shall be sent before the termination is due to take effect.

### ***2. Change of legal representative of a coordinator***

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

- an official document showing the change (election results, statute, extract from register, etc.).



- full contact details of the new legal representative (name, address, phone number, email).

### ***3. Changes to the eligibility period of the project***

It is possible to ask for an extension of the eligibility period only in well justified cases. Please use the appropriate section in the amendment request form to request a change to the eligibility period. A modification of the eligibility period also implies a modification of the deadlines for submission of reports and other documents specified in the grant agreement.

### ***4. Changes to the budget breakdown***

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

- Budget breakdown request template
- New budget table (excel) template

#### **Budget based on real costs**

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

This rule of transfer concerns the following budget headings:

1. Personnel/staff costs
2. Travel and subsistence
3. Equipment costs
4. Consumables and supplies
5. Subcontracting costs
6. Duties, taxes and charges
7. Other costs

Indirect costs are not concerned by this rule as they are always limited up to 7% of total eligible direct costs.

An amendment request relating to an adjustment to the budget breakdown **is therefore not necessary when the transfer between budget headings of eligible direct costs does not exceed 10% of the amount of the heading of eligible direct costs for which the transfer is intended.**

#### **Examples**

1) If you intend to increase the budget allocated to staff from EUR 30.000 to EUR 32.000, no formal amendment request is necessary. This is indeed an increase of less than 10% of the staff budget heading.



2) On the other hand, if you intend to increase the budget allocated to staff from EUR 30.000 to EUR 38.000, a formal amendment request is necessary as this adjustment is more than 10% of the staff budget heading.

### ***5. Change of bank account***

If the bank account of the coordinator (main beneficiary organisation) changes, the new bank details need to be communicated to the Agency by filling in the form on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

The following document needs to be attached to the amendment request form:

- New financial identification form

The form must be signed by the account holder in original and either stamped and signed by the bank concerned or accompanied by a recent bank statement. Please note we cannot accept a financial identification form which does not bear an original signature.

### ***6. Change of legal name of a beneficiary and legal address of a coordinator***

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

- Official document showing the change (election results, statute, extract from register, etc.).

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

- apply the request in the Participant Portal
- upload a new Legal Entity form together with all legal documents attesting the registration of the new address with the effective date of the change
- send an e-mail to [REA-URF-VALIDATION@ec.europa.eu](mailto:REA-URF-VALIDATION@ec.europa.eu)
- once the REA validation system validates the change, inform your project officer at EACEA

Note: This procedure does not solely apply if the change of name/address is related to e.g. a partial or universal transfer of rights and obligations or a creation of new legal entity (see *I. Changes in the partnership*).

### ***7. Change in the work programme***

The following document needs to be attached to the amendment request form:

- new work programme



A formal amendment request is only necessary for major changes to the work programme. If you are in doubt whether or not you need to request a formal amendment, please contact the Agency: [EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)



## 4. Financial rules

### ESTIMATED EXPENDITURES

Any costs that can be directly linked to the implementation of the complementary activities of the project and can therefore be attributed directly to it should be filled in the part "**Direct Costs**". In particular, the following direct costs may be included in the project budget provided that they satisfy the conditions outlined in the Erasmus+ Programme Guide:

#### **Direct cost**

Please note that with Collaborative Partnerships the estimated direct costs have to be indicated per Project partner. This does not apply for Not-for-profit European sport events as no partners are foreseen within this action.

#### **Staff costs**

Costs relating to the following categories of staff are considered:

- statutory staff, having either a permanent or a temporary employment contract with the applicant (in case of a *Not-for Profit European sport event*) or partner organisation (in case of *Collaborative Partnerships project*) or an equivalent appointing act and assigned to the action
- temporary staff, recruited through a specialised external Agency;
- other types of contracts as far as the national labour law assimilates them to staff.

Beneficiaries should report staff costs based on real daily staff cost rates, corresponding to the beneficiary's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration.

Non-statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded. Salary policy shall be the same for all staff no matter if they work or not in the project. The veracity of these costs may be the subject of an audit.

**Staff members of project partners are not allowed to operate in a subcontracting capacity for the project as this would be a clear conflict of interests (see article II.4.1 of the General Conditions).**

Costs related to agents working through subcontracting shall be included under the appropriate category (see heading "subcontracts").

Please note, work outside regular working hours (like weekends), a substantial increase of the number of working days and/or a significant shift between the categories in the final report in comparison to the initial budget must be duly justified.

Please note, the staff members for whom costs are foreseen in the budget have to correspond to the '**project team**' indicated in the '**Project Description**'. If this is not the case, the respective staff costs may be considered ineligible.



## **Examples of supporting documents that must be supplied when requested**

- Documents explaining the internal policy on salaries and the calculation of the daily cost rate (pro rata basis if of part-time workers). Internal policy means the policy that was in place before the implementation of the project and used for all staff members no matter if they work on the EU project or not
- **timesheets<sup>2</sup> signed by both** the employee and the responsible of the organisation mentioning name, function and tasks fulfilled, reference to the work programme's activities, number of hours per day or days per month allocated to the project;
- **employment contracts** with an indication of the type of contract, the start date (and end date if applicable), function and tasks, monthly salary, working time per staff member, **signed by both** the employer and the employee can serve as justifying documents.
- **official payroll** document which allows to check both number of days worked in a year and amounts paid & social security charges duly paid
- Proof that the salaries and social security contribution recorded in the accountancy have been paid by the partner to the authorities.
- **proof of payment** (bank statements)

**Please note these documents should be kept for a period of 5 years after the final payment is made.**

The following information has to be provided in the detailed budget for each staff member individually (separate lines): name of participating organisation (please use the organisation name or the partner number as indicated in the application, name of staff member and his/ her function in the project, the number of working days in the project, a task description as well as a clear reference to the respective activity indicated in F.4 of the Project Description.

### **Travel and subsistence costs**

#### **Travel costs**

Travel costs **for staff (and only for staff) taking part in the project** are considered eligible, provided that they are in line with the partner's usual practices on travel costs.

Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities.

Reimbursement must be based on **real costs**, regardless the means of travel chosen (rail, bus, taxi, plane, hire car, etc.). Partners are required to use **the cheapest means** of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).

The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa).

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<sup>2</sup> The templates for timesheets (excel and word version) can be found in the beneficiary space: [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)



Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be reimbursed as follows (whichever is the cheapest):

- either a rate per km in accordance with the internal rules of the organisation concerned
- or price of a rail, bus or plane ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

For hired cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors e.g. time, excessive luggage). Reimbursement takes place independently of the number of people travelling in the same vehicle.

The following information has to be provided in the detailed budget for **each person travelling**: **name of participating organisation** (or sending organisation in case of a Not-for-Profit-European sport event), name of person travelling, the place of departure and arrival, the number of persons travelling, the mode of transport, and a clear link to the respective project activity indicated in the Project Description.

**Please note that in case of "Collaborative Partnerships" activities must take place in the countries (one or more) of the organisations involved in the Collaborative Partnership; travels to other destinations may not be considered eligible.**

In case travels are not clearly linked to a project activity (F.4 of the Project Description) the planned costs may be considered ineligible.

#### **Examples of supporting documents that must be supplied when requested**

- tickets (plane, train, bus, etc.) and invoices (hotels, restaurants, travel agency);
- boarding pass;
- for car journeys: declaration stating the city of departure and arrival, the calculation method with unit rate and number of units, dates and names and activities concerned; including list of travellers.
- proof that the payments have been made by the partner and are recorded in the accountancy.

#### **Subsistence costs**

- Costs of subsistence allowances **for staff (and only for staff) taking part in the project** are considered eligible, provided that these costs are in line with the applicant's usual practices on travel
- Reimbursement must be based on the existing internal rules which may be calculated on an actual cost (reimbursement of receipts) or on a daily allowance basis;
- Subsistence rates cover accommodation, meals and all local travel costs

The following information has to be provided in the detailed budget for **each person** receiving subsistence allowances: **name of participating organisation** (or sending organisation in case of a Not-for-Profit-European sport event), name of person receiving subsistence allowances, the place of stay, the number of persons receiving subsistence



allowance, details on the calculation of the subsistence allowances including a clear link to the respective project activity indicated in F.4 of the Project Description.

Subsistence costs claimed have to be in line with the travels indicated. In case subsistence allowances are not clearly linked to a project activity, the costs may be considered ineligible.

**Please note that no accommodation for local staff i.e. persons from a participating organisation may be requested if this organisation is located in the city where the meeting takes place.**

### **Examples of supporting documents that must be supplied when requested**

- List of participants/travellers duly signed with clear identification of the activity/purpose of the trip, dates, names and functions of each of the participants in the project
- Hotel bills
- Internal rules defined for the staff of the organisation travelling

### **Equipment Costs**

Purchase, rent or lease of equipment (new or second-hand), including the installation, maintenance and insurance costs, are considered eligible costs:

- only when specific and necessary for achieving the goals of the project. Proposed equipment costs must always be duly justified.
- provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. **Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account.**
- the costs of rental or lease of equipment or other assets are eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fees
- each item of equipment group of similar items (e.g. equipment with similar specifications) should be described and justified in a separate line in the excel table;
- the depreciation rule applies to any purchase above 500 EUR.

Purchased equipment needs to be written off in line with the international accounting standards and the usual accounting practices of the applicant.

The beneficiary shall explain the rules applied. If the nature and/or the context of its use justify different treatment, this should be duly justified.

**All equipment related to the administration of the project (e.g. PCs, portables, etc.) and all equipment purchased before the start of a project is covered by indirect costs of the project (See below in Indirect cost category ).**

### **Examples of necessary supporting documents**

- contracts and invoices;



- proof that the payments have been made by the partner and are recorded in his accounts;
- for costs incurred through subcontracting, please refer to subcontracting

### Examples of calculation:

With a project duration of 12 months: if the equipment needs to be written off over 3 years only 1/3 (33,33%) of the costs may be accepted for the project. In addition, the correct usage rate of the equipment needs to be indicated e.g. 2 months would correspond to a usage rate of 16,67 %.

The correct application of the depreciation and usage rate may be checked at final report level.

3. ESTIMATED Equipment costs (The depreciation rule applies to any purchase above 500,00 EUR)							
Organisation (please indicate name of applicant/partner organisation)	Type of equipment	Cost of purchase or rent per item (all amounts in Euro)	Depreciation rate % (if rented: depreciation rate = 100%)	Usage rate % (on the project)	Description and justification (please specify if the equipment is rented)	Activity Number as indicated in the first column of F.A. in the Project Description	Costs (all amounts in Euro)
ABC	Computer	1000	50%	100%		1,3,6	500,00 €
DEF	Computer	1000	33%	16,67%		4,5	55,00 €
XYZ	Projector	600	100%	100%	Equipment rented	12,3	600,00 €

Usage:  
 If 1 month:  
 $100\%/12=8,33\%$   
 If 2 months:  
 $100\%/12 \times 2=16,66\%$

### **Consumables and supplies**

- Costs of consumables and supplies, provided that they are directly assigned to the action, e.g. photocopies, office supply specifically for the project otherwise these costs should be included in the indirect cost.

### **Subcontracting Costs**

Costs entailed by procurement contracts for the purposes of carrying out **a part** of the project are considered when awarded by a partner to an **external** body, organisation or individual<sup>3</sup>.

The subcontracted party may **not be employed by any of the Partner organisations of the consortium.**

In order to maintain the concept of the project partnership, **the management and the general administration of the project may not be subcontracted.**

Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer. The estimate/offer will cover all costs (e.g. staff costs plus travel costs, etc.).

The beneficiary shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the principles of

<sup>3</sup> This refers to individuals who may be self-employed e.g. who are responsible for their own social security or social contributions, pensions and taxes. National legislation on the definition of these individuals can vary and should always be considered. Covers also consultants, who provide one off services for which a fee is received.



transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests in accordance with article II.4.1

A subcontract must at least indicate:

- the reference to the tender and offer;
- the reference to the EU project;
- the start/end date;
- the tasks to be implemented within a certain time schedule;
- the value of the contract;
- the payment modalities (amount or percentage and deliverables to be achieved; law applicable in case of contestation, etc.)
- date of signature of the agreement

A description and justification needs to be provided in the project description.

Please also refer to Art. II.10 of the General Condition

NB: When the rules of your institution oblige you to work with a unique supplier for each assignment with the aim of obtaining the fairest economic conditions, this situation can be accepted provided that you can prove that a procurement procedure was launched in order to choose this subcontractor “in tempore non suspecto”(i.e existing framework contract).

### **Duties, taxes and charges**

Duties, taxes and charges related to the implementation of the project and to be paid by the applicant in line with the provisions set out in the Erasmus+ Programme Guide.

Under this category you may include:

- costs for visa applications for staff travelling for the project
- travel insurance
- charges to be paid to a public authority in relation to the implementation of your project (e.g. charges for the registration of an event with a municipality).

### **\*\*\* REMINDER \*\*\***

Please note that VAT is an **INELIGIBLE** cost, unless the beneficiary organisation can prove that it is unable to recover it.

Non recoverable VAT amounts shall not be indicated under this budget heading. Instead, gross amounts shall be filled in the respective budget heading(s).

### **Other costs**

Costs falling under this category may be considered eligible if they arise:



- from requirement imposed by the grant agreement (dissemination of information, specific evaluation of the project, audits, translations, reproduction, website, etc.), including the costs of financial services (bank guarantees)

- from the realisation of specific actions or of products/results of the project are eligible e.g. the organisation of seminars by the project team itself (where the seminar is foreseen as a product/result and where task-related costs are easily identifiable), the "in house" production of proceedings of a seminar, the production of a video, the purchase of product-related consumables (reams of paper for printing of publications, blank DVDs), etc.

Only activities which are specific and necessary for achieving the goals of the project are considered.

Travel and subsistence costs for external persons (experts, speakers, etc)

Costs which are not covered by the other categories are also considered as other costs. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees; meeting registration costs; rental of exhibition space, etc.

- audit costs or costs of any financial services (especially costs of financial guarantees);
- costs for translations or for publications, if not subcontracted.

### **Examples of necessary supporting documents**

- contracts and invoices;
- proof that the payments have been made by the partner and are recorded in his accounts.

### **\*\*\* REMINDER \*\*\***

All costs related to the administration of the project e.g. consumables, supplies, photocopying costs, telephone costs, internet access, paper, etc., are covered by **indirect costs** of the project (see below).

### **Indirect costs**

The eligible indirect costs for the project are those costs which, with due regard to the conditions of eligibility described above, are not identifiable (no specific invoices) as specific costs directly linked to performance of the project which can be recorded in the project's accounts, **but which have nevertheless been incurred in connection with the eligible direct costs for the project**. They cannot include any eligible direct costs.

The indirect costs of the project eligible for European Union funding is a flat rate amount set at a maximum of 7% of the total amount of eligible direct costs. This indirect costs rate was **contractually agreed and cannot change**. It is given in Annex III of the grant agreement.

The corresponding costs need **not** be justified by accounting documents.



Examples of indirect costs are:

- All costs for equipment related to the administration of the project (e.g. PCs, portables, etc.);
- Communication costs (postage, fax, telephone, internet access, mailing, etc.);
  - Infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;
- Office supplies;
- Photocopies.

**Indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an operating grant from the EU during the period in question.**

### **Calculation of the Final European Union Grant**

Please refer to Article II.25.1 of the grant agreement for more information on the calculation of the final grant.

In short, the final grant is determined as follows:

<b>DECLARED EXPENDITURES from the statement of accounts – cost claim (final report)</b>
<b>MINUS</b>
Costs that are judged ineligible during assessment of your final statement <ul style="list-style-type: none"><li>• Costs ineligible by nature or</li><li>• Limited by application of articles I.2 (eligibility period) and II.19 (eligible costs) of the grant agreement.</li></ul>
<b>= TOTAL ELIGIBLE COSTS AGREED BY THE AGENCY</b>
<b>X</b> percentage of co-financing from the grant agreement (article I.3) <b>LIMITED</b> to the maximum European Union contribution from the grant agreement (article I.3 /article II.25)
<b>= FINAL EUROPEAN UNION GRANT</b>

Finally, the balance payment or recovery will be calculated as follows:

<b>FINAL EUROPEAN UNION GRANT</b>
<b>MINUS ( - )</b> Pre-financing amount(s) already received
<b>EQUALS = Balance payment if positive or Recovery if negative</b>

### **Initial Situation:**

- **ESTIMATED Project total cost: 700.000 €**
- **EU grant requested in the proposal: 500.000€**
- **EU funding 71,43%: 500.000€**
- **Own funding 28,57%: 200.000€**
- **Pre-financing 60%:300.000€(60% x 500.000 €)**



Calculation with payment and NO cuts	Calculation with Payment and cuts	Calculation with Recovery a) with cuts b) with NO cuts
<p><b>750.000€ Total <u>REAL EXPENDITURES</u></b></p> <p>X</p> <p><b>71,43% Percentage of co-financing</b></p> <p>=</p> <p><b>535.725 € up to 500.000€</b></p> <p><b><u>Maximum:</u></b></p> <p>=&gt;500.000€ for SCP =&gt;500.000€ for SNCESE <b><u>not related</u></b> to EWOS =&gt;250.000€ for SNCESE <b><u>related</u></b> to EWOS</p>	<p><b>700.000€ Total <u>REAL EXPENDITURES</u></b></p> <p>-</p> <p><b>150.000€ Total INELIGIBLE Costs</b></p> <p>=</p> <p><b>550.000€ Total ELIGIBLE costs</b></p> <p>X</p> <p><b>71,43% Percentage of co-financing</b></p> <p>=</p> <p><b>392.865 €</b></p>	<p><b>350.000€ Total <u>REAL EXPENDITURES</u></b></p> <p>-</p> <p><b>a) 100.000€ Total INELIGIBLE Costs</b></p> <p>=</p> <p><b>250.000€ Total ELIGIBLE costs</b></p> <p>X</p> <p><b>71,43% Percentage of co-financing</b></p> <p>=</p> <p><b>178.575 €</b></p> <p><b>b) No INELIGIBLE Costs</b></p> <p><b>350.000€ x 71,43%</b></p> <p>=</p> <p><b>250.005€</b></p>

Finally, the balance payment or recovery will be calculated as follows:

<p>➤ <b>500.000€ - 300.000€ (Pre-financing)</b></p> <p>= <b>200.000 €</b></p> <p><b>FINAL PAYMENT</b></p>	<p>➤ <b>392.865 € - 300.000 € (Pre-financing)</b></p> <p>= <b>92.865 €</b></p> <p><b>FINAL PAYMENT</b></p>	<p>a) <b>178.575 € - 300.000 € (Pre-financing) = &lt; 121.425 €&gt;</b></p> <p>b) <b>250.005 € - 300.000 € (Pre-financing) = &lt; 49.995 €&gt;</b></p> <p><b>RECOVERY ORDER</b></p>
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## **ESTIMATED INCOME**

In the **income** part of the detailed project budget the applicant must indicate the contribution from sources other than the EU grant. This co-financing may take the form of the applicant's own resources, financial contributions from third parties or income generated by the project.

**Please note that the budget has to be balanced in order to be valid i.e. the total project expenditure must be equal to the total project income.**

### **Contribution in kind**

A contribution in kind is something that the beneficiary organization has not to pay for.

Contributions in-kind and voluntary works are not eligible and cannot be considered as part of the eligible budget, not even as partners own contribution.

Contributions in kind shall not constitute eligible costs.

All contribution in kind will be deducted from the total grant if they occur between the project duration (eligibility period).

Eligible costs must be actually incurred by the beneficiary and members of the consortium and be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation.

### **Examples:**

#### **Staff (Salaries):**

- Voluntary work
- Portion of the salary of a project manager or research support staff person assigned to fulfil duties specifically related to the project (e.g. staff works 8 hours per day, but only 6 hours are paid; the difference of 2 hours worked for free would be considered as a contribution in kind and therefore not eligible).

#### **Travel and subsistence:**

- Use of air mile points to pay for travel
- Conference registration fees; or a proportion of these fees if only part of the conference focuses on issues or topics related to the project

#### **Equipment**

- Donated used/new equipment, material and supplies

#### **Other**



Donated meeting rooms, space or facilities for which a fee is usually charged

## **5. DISSEMINATION AND LOGO**

With regards to the dissemination of your project results and the use of the Erasmus+ logo you are required to follow the publicity obligations set out in your grant decision/agreement (Article I.10.4). For visibility purposes, you must use the logo and the following statements:

Visibility activities: "With the support of the Erasmus+ Programme of the European Union"

Publications: "This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

Full instructions are set out in the following links:

[http://eacea.ec.europa.eu/about/eacea\\_logos\\_en.php](http://eacea.ec.europa.eu/about/eacea_logos_en.php)

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/identity\\_en.htm](http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm)

Translations can be found at the following website:

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/beneficiaries\\_all.pdf](http://ec.europa.eu/dgs/education_culture/publ/graphics/beneficiaries_all.pdf)

The Erasmus+ Programme Guide - Annex II covers the dissemination and exploitation of results. We provide information also in this Project Handbook – Annex II.



## 6. FINAL REPORTS

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

- *Narrative part*

You will be requested to describe the project implementation in detail. The final report template can be downloaded in the 'Beneficiaries space': [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)

You will also be requested to provide deliverables/examples of the products arising from the project (e.g. training materials, videos, handbooks and guides, etc.).

The narrative part can be submitted in English, French and German.

- *Financial part*

You will be requested to present the financial aspects of the project implementation in detail. The budget table template can be downloaded in the 'Beneficiaries space': [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)

You must keep all supporting documents and records for a period of five years after the final balance of the grant is paid in case of audit. This period shall be limited to three years in case the maximum amount specified in Article I.3 of the grant agreement is lower than EUR 60 000.

### **1. Reporting of expenses based on actual/real costs**

#### **a. EU grant awarded higher than 60.000 EUR**

If the EU grant awarded is higher than 60.000 EUR you are requested to submit an audit report produced by an external independent auditor. Please refer to Annex VI of the Grant Decision/Agreement for further details.

The following links provide the 'Guidance Notes' on the Audit Report:

Type I:

[https://eacea.ec.europa.eu/sites/eacea-site/files/annex\\_iii\\_guidance\\_notes\\_audit\\_type\\_i\\_03-2014\\_en.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf)

Type II:

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

It is important to select the auditor well in advance to avoid delays in submitting the final report.



The costs of the audit certificate are eligible costs of the project.

A template for your engagement letter with the auditor is available in the Guidance Notes together with the exact role and procedures to be respected by the auditor.

**b. EU grant awarded lower than 60.000 EUR**

If the EU grant awarded is equal or lower than 60.000 EUR, you will be requested to present the financial aspects of your project as follows:

1. You will be asked to submit a list of invoices
2. You will be asked for copies of some of these invoices at EACEA's request



## ANNEX I – DEFINITION OF TERMS

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

**Beneficiary:** it is any of the legal entities of the partnership.

**Coordinator:** a beneficiary with whom the agreement for receiving a grant is signed. The organisation is responsible for the project towards the Agency.

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

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

**Contact person:** the person responsible for the daily management of the project and for contact with the Agency.

**Grant decision:** contract that the Agency signs and which confirms the grant award and sets out the terms and conditions and the financial rules that apply. A grant decision is signed when the beneficiary is an organisation from one of the 28 EU member states.

**Grant agreement:** contract that the Agency and the legal representative of the beneficiary organisation sign and which confirms the grant award and sets out the terms and conditions and the financial rules that apply. A grant agreement is signed when the beneficiary is an organisation from a Programme country other than the 28 EU Member States.

**Amendment:** a written supplementary agreement that modifies the grant decision/agreement.

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

**Progress Report:** a mid-term report and financial statement on the implementation of a project submitted in accordance with the deadline indicated in article I.4.1 of the grant decision/agreement.

### Programme countries

Belgium	Greece	Lithuania	Portugal
Bulgaria	Spain	Luxembourg	Romania
Czech Republic	France	Hungary	Slovenia
Denmark	Croatia	Malta	Slovakia
Germany	Italy	Netherlands	Finland
Estonia	Cyprus	Austria	Sweden
Ireland	Latvia	Poland	United Kingdom



### **Non EU Programme Countries**

Former Yugoslav  
Republic of  
Macedonia

Iceland  
Liechtenstein

Norway  
Turkey

**Partner Countries:** Countries other than Programme Countries.



## **ANNEX II – DISSEMINATION AND EXPLOITATION OF RESULTS**

### **INTRODUCTION**

Activities serving the dissemination and exploitation of results are a way to showcase the work that has been done as part of the Erasmus+ project. Sharing results, lessons learned and outcomes and findings beyond the participating organisations will enable a wider community to benefit from a work that has received EU funding, as well as to promote the organisation's efforts towards the objectives of Erasmus+, which attaches fundamental importance to the link between Programme and policies. Therefore each of the projects supported by the Programme is a step towards achieving the general objectives defined by the Programme to improve and modernise education, training and youth systems.

Dissemination activities will vary between projects, and it is important to consider what kinds of dissemination activities are fitted to each participating organisations. Partners in smaller projects should undertake dissemination and exploitation appropriate to the level of their activity. Dissemination activities for a mobility project will trigger different requirements than those for a partnership project. The extent of dissemination and exploitation activities will increase with the size and strategic importance of the project. When applying, applicants will be asked to explain their intentions/plans for dissemination and exploitation activities, and if successful, required to carry them out.

**Section 1** defines some key terms and explains what can be achieved with dissemination and exploitation of results and how these activities will contribute to the overall objectives of the project.

**Section 2** outlines the requirements for Erasmus+ beneficiaries in terms of dissemination and exploitation of results.

### **1. DISSEMINATION AND EXPLOITATION OF PROJECT RESULTS: WHAT, WHY, WHO, WHEN, WHERE AND HOW**

#### **WHAT DO DISSEMINATION AND EXPLOITATION MEAN?**

**Dissemination** means to spread widely. In terms of the Erasmus+ Programme this involves spreading the word about the project successes and outcomes as far as possible. Making others aware of the project will impact on other organisations in the future and will contribute to raising the profile of the organisation carrying out the project. To effectively disseminate results, an appropriate process at the beginning of the project needs to be designed. This should cover why, what, how, when, to whom and where disseminating results will take place, both during and after the funding period.

**Exploitation** means to use and benefit from something. For Erasmus+ this means maximising the potential of the funded activities, so that the results are used beyond the lifetime of the project. It should be noted that the project is being carried out as part of an international programme working towards lifelong learning and supporting European policies in the field



of education, training, youth and sport. Results should be developed in such a way that they can be tailored to the needs of others; transferred to new areas; sustained after the funding period has finished; or used to influence future policy and practice.

#### **WHAT IS INTENDED BY "RESULTS OF THE ACTIVITY"?**

**Results** are the outputs of the European activity or project funded. The type of result will vary depending on the type of project. Results can be accessible products like curricula, studies, reports, materials, events, or websites; results can also mean the knowledge and experience gained by participants, partners or other stakeholders involved in the project.

#### **What do impact and sustainability mean?**

**Impact** is the effect that the activity carried out and its results have on people, practices, organisations and systems. Dissemination and exploitation of results plans can help to maximize the effect of the activities being developed so that they will impact on the immediate participants and partners for years to come. Benefits to other stakeholders should also be considered in order to make a bigger difference and get the most from the project.

**Sustainability** is the capacity of the project to continue and use its results beyond the end of the funding period. The project results can then be used and exploited in the longer-term, perhaps via commercialisation, accreditation or mainstreaming. Not all parts of the project or results may be sustainable and it is important to view dissemination and exploitation as a progression that extends beyond the duration of the project, and into the future.

#### **WHAT ARE THE AIMS AND OBJECTIVES OF DISSEMINATION AND EXPLOITATION?**

The first goal of dissemination and exploitation is to spread and embed the project's results. The second goal is to contribute to the implementation and shaping of national and European policies and systems. Beneficiaries should develop their own way of achieving this aim. To develop ideas for dissemination and exploitation is important for every project funded by the Erasmus+ Programme. However, the type and intensity of dissemination and exploitation activities should be proportional and tailored to particular needs and type of project developed. This includes whether the project is process-oriented or aimed to produce tangible deliverables; if it is stand alone or part of a larger initiative; whether is developed by large or small-scale participating organisations, etc. Participating organisations should discuss the aims and objectives of the activities/plan and decide on the best activities and approaches as well as share the tasks among partners taking into account the particular specifics of the project.

For structured cooperation projects such as Strategic Partnerships, Knowledge Alliances, Sector Skills Alliances, Sport, Collaborative Partnerships and Capacity Building projects, a good quality dissemination and exploitation plan should include measurable and realistic objectives, adhere to a timetable and provide a resource planning for the activities to be undertaken. Involving target groups in activities will also help to maximise the use of the project's results. It is important to get the strategy right as this is the main way that will help communicating with the target audiences. Such a requirement is not foreseen for mobility projects. However, project organisers are invited to communicate the learning outcomes reached by participants in such activities. They should also encourage participants to share with others what they have gained from taking part in the mobility activity. Another aim is to



raise the quality of the Programme by stimulating innovative projects and sharing best practices.

Communication is a broader concept. It includes information and promotion activities to raise awareness and enhance the visibility of the project's activities in addition to the dissemination and exploitation of the project results. However, very often it is difficult to make a clear distinction between these areas. For this reason it can be more efficient to plan an overall strategy framework covering both fields so as to make the most of the available resources. Dissemination and exploitation of results should form a crucial part of any communication activities taking place during the project's lifetime.

#### **WHY IS IT IMPORTANT TO SHARE PROJECT RESULTS? WHAT ARE THE WIDER BENEFITS?**

Taking the time to develop a comprehensive dissemination and exploitation plan will be advantageous for both the beneficiary and its partners. As well as raising the profile of the organisation, dissemination and exploitation activities can often create new opportunities to extend the project and its results or develop new partnerships for the future. Successful dissemination and exploitation may also lead to external recognition of the work carried out adding further credit to it. Sharing the results will enable others to benefit from the activities and experiences of the Erasmus+ Programme. Project results can serve as examples and inspire others by showing what is possible to achieve under the Programme.

Dissemination and exploitation of project results can help to inform future policy and practice. Dissemination and exploitation of results activities carried out by beneficiaries will support the wider aim of improving the European Union's systems. The impact of the Erasmus+ Programme is measured not only by the quality of project results but also by the extent to which these results are known and used outside the project partnership. By reaching out to as many potential users as possible through effective dissemination, this will help to achieve a return on investment.

The dissemination and exploitation of project results also increases awareness of the opportunities offered by the Programme and highlights the European added value of activities supported by Erasmus+. This can contribute to a positive public perception and encourage wider participation in this new EU Programme. It is fundamental to consider the aims and objectives of the dissemination and exploitation plan. These should link to the project aims to ensure that the methods and approaches used are appropriate for the Erasmus+ project and its results, as well as for the identified target audiences. Dissemination and exploitation goals may be to:

- raise awareness;
- extend the impact;
- engage stakeholders and target groups;
- share a solution and a know how;
- influence policy and practice;
- develop new partnerships.

#### **WHAT CAN BE DISSEMINATED AND EXPLOITED?**

The next step is to identify **what** to disseminate and exploit. The results of the project may be of diverse nature and consist of both concrete (tangible) results as well as of skills and



personal experiences that both project organisers and participants to the activities have acquired (intangible results).

**Tangible results** may include for example:

- an approach or a model to solve a problem;
- a practical tool or product, such as handbooks, curricula, e-learning tools;
- research reports or studies;
- good practice guides or case studies;
- evaluation reports;
- recognition certificates;
- newsletters or information leaflets.

In order to disseminate more widely experiences, strategies, processes, etc, it is recommended to document them.

**Intangible results** may include for example:

- knowledge and experience gained by participants, learners or staff
- increased skills or achievements;
- improved cultural awareness;
- better language skills.

Intangible results are often more difficult to measure. The use of interviews, questionnaires, tests, observations or self-assessment mechanisms may help to record this type of result.

#### **WHO ARE THE TARGET AUDIENCES?**

Identifying target groups, both at different geographical levels (local, regional, national, European) and in the own field of the beneficiary (colleagues, peers, local authorities, other organisations leading the same type of activity, networks, etc.) is essential. Activities and messages have to be tailored appropriately taking into account audiences and target groups, for example:

- end-users of the project activities and deliverables;
- stakeholders, experts or practitioners in the field and other interested parties;
- decision-makers at local, regional, national and European level;
- press and media;
- general public.

The project plans should be flexible enough to allow target groups and other stakeholders to become involved during the different stages of the project. This will help to ensure that the project remains on track in terms of their needs. Their participation will also highlight the potential value of your project as well as help to spread the news to other interested parties throughout Europe.

#### **HOW TO DISSEMINATE AND EXPLOIT RESULTS?**

In order to reach as many people as possible, it is advisable to translate as many communication materials and project outputs in as many languages as possible. It is



recommended to cover all languages of the partnership and English; the cost of these translations could be included in the grant request if necessary.

There are many different ways to disseminate and exploit results. Being creative and thinking of fresh ideas so that the Erasmus+ project and results really stand out will be appreciated. Beneficiaries could use:

- the EU Dissemination Platform (see below);
- project or organisational websites;
- meetings and visits to key stakeholders;
- dedicated discussion opportunities such as information sessions, workshops, seminars, training courses, exhibitions, demonstrations, or peer reviews;
- targeted written material such as reports, articles in specialised press, newsletters, press releases, leaflets or brochures;
- audiovisual media and products such as radio, TV, YouTube, Flickr, video clips, podcasts or apps;
- social media;
- public events;
- project branding and logos;
- existing contacts and networks.

In terms of exploitation it is important to think about how results can make a difference to the project, end- users, peers or to policy makers. Exploitation mechanisms include:

- positive reputational effects for the participating organisations;
- increased awareness on a theme, target or area of work;
- increased financial support by other supporters or donors;
- increased influencing on policy and practice.

#### **WHEN SHOULD DISSEMINATION AND EXPLOITATION ACTIVITIES BE CARRIED OUT?**

Dissemination and exploitation of results are an integral part of the Erasmus+ project throughout its lifetime: from the beneficiary's initial idea, during the project and even after European funding has ended.

Setting up a timetable of activities together with the partners involved and allocating appropriate budget and resources will be necessary. The plan will also have to:

- agree realistic targets and deadlines with partners to monitor progress;
- align dissemination and exploitation activities with key stages of the project;
- offer sufficient flexibility to respond to the needs of the target group as well as wider developments in policy and practice.

Examples of activities at different stages of the project cycle are:

- **BEFORE** the project starts
  - drafting the dissemination and exploitation plan;
  - definition of the expected impact and deliverables;
  - consideration of how and to whom dissemination and exploitation outcomes will be disseminated.



- **DURING** the project
  - updating the dissemination platform with recent information on the project and with project results;
  - contacting relevant media e.g. at local or regional level;
  - conducting regular activities such as information sessions, training, demonstrations, peer reviews;
  - assessing the impact on target groups;
  - involving other stakeholders in view of transferring results to end users/ new areas/policies.
  
- **AFTER** the project
  - continuing further dissemination (as described above);
  - developing ideas for future cooperation;
  - evaluating achievements and impact;
  - contacting relevant media;
  - contacting policy-makers if relevant.

### **HOW TO ASSESS SUCCESS?**

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

Some examples:

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

## **2. REQUIREMENTS IN TERMS OF DISSEMINATION AND EXPLOITATION**

### **GENERAL QUALITATIVE REQUIREMENTS**



Depending on the action, applicants for funding under Erasmus+ are required to consider dissemination and exploitation activities at the application stage, during their activity and after the activity has finished. This section gives an overview of the basic requirements laid down in the official documentation of the Erasmus+ Programme.

Dissemination and exploitation is one of the award criteria on which the application will be assessed. Depending on the project type, it will be given a different weight in the assessment of the application.

- For mobility projects, listing planned dissemination activities and identifying potential target groups will be requested in the application form.
- For cooperation projects, a detailed and comprehensive plan, describing targets, tools and outcomes will be requested and further assessed. Although generally one partner will take the responsibility for dissemination and exploitation coordination for the whole project, the responsibility for implementation should be shared among all partners. Each partner will be involved in these activities according to the needs and roles in the project.

For all project types, reporting on the activities carried out to share the results inside and outside participating organisation will be requested at final stage.

## **VISIBILITY OF THE ERASMUS+ PROGRAMME**

### **THE PROGRAMME LOGO**

For any publication, poster, gadget, etc. produced with Erasmus+ support, beneficiaries have the obligation to use the official logo and graphic identity related to the Erasmus+ Programme. In case of non-compliance, the final grant may be reduced.

All necessary information can be found on the following website:

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/identity\\_en.htm](http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm)

### **THE WRITTEN MENTION**

Beneficiaries have an obligation to publicly acknowledge the support received from the European Union.

The preferred option to communicate about EU funding is to write “Co-funded by the European Union” as appropriate next to the EU emblem on the communication material where the EU emblem is used. The positioning of the text in relation to the EU emblem is not prescribed in any particular way but the text should not interfere with the emblem in any way.

For further requirements and examples, please refer to:

[http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf)

### **USE OF THE ERASMUS+ DISSEMINATION PLATFORM**

A new platform established for Erasmus+ offers a comprehensive overview of projects funded under the Programme and will highlight best practices. The platform will also make available products/deliverables/intellectual outputs which are the result of the projects funded.



Good practices will be the object of an annual selection by each National Agency and at European level by the Executive Agency.

The new platform serves different purposes:

- project database (including project summaries, URL links, etc.);
- database of project results giving access to end-users and practitioners to main outcomes;
- showcasing of best practices among Erasmus+ beneficiaries that will be selected every year at national and European level.

Most Erasmus+ projects, at application stage, beneficiaries will be required to provide a summary describing their project in English.

The project summary is of particular importance as it provides a description for the general public. It should therefore be drafted in a plain language and clear style so that the actual content of the project can be quickly understood, also by outsiders.

The following elements are to be part of the summary: context/background of project; objectives of project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

The Erasmus+ Dissemination Platform can be consulted at:  
<http://ec.europa.eu/programmes/erasmus-plus/projects/>