



**Erasmus+
Capacity Building
in the field of Higher
Education**

**PROJECT
MANAGEMENT**

**PART D – BUDGET –
EQUIPMENT AND
SUBCONTRACTING**

Grant Holders' Meeting Brussels, 27-28 January 2020

- Part A – Introduction
- Part B – Project Management
- Part C – Budget (staff, travels and costs of stay)
- Part D – Budget (equipment and subcontracting)
- Part E – Changes to the Agreement
- Part F – Reporting

PART D – BUDGET - EQUIPMENT AND SUBCONTRACTING

1. EQUIPMENT
2. SUBCONTRACTING
3. RULES APPLICABLE

ACTUAL COSTS - DEFINITION

Expenses actually incurred

(Documented and justified with corresponding level of cost)

Example:

Reported cost (laptops) of 1.500 EUR

=

Supporting documents to the value of 1.500 EUR



EQUIPMENT

RELEVANT TO THE OBJECTIVES OF THE PROJECT AND FORESEEN IN THE APPLICATION

- **Total purchase cost** (no depreciation)
- Exclusively for **Partner Country Higher Education Institutions**
- Recorded in the **inventory** of the institution
- Labelled with **E+ stickers** (to be printed by beneficiaries)
- Purchased and installed **not later than 12 months before the end of the project**

Co-funded by the
Erasmus+ Programme
of the European Union



Equipment **not foreseen** in the application?
(Serious) **Delays** in the purchase/instalment?



**Prior authorisation
From the Agency !**

SUBCONTRACTING

Implementation of specific tasks, by third party, to which a contract is awarded by one/several beneficiaries

Examples:

- Evaluation activities/auditing
- IT courses, Language courses
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance

Not foreseen in the application? → Prior authorisation from Agency



Tasks that cannot be performed by Beneficiaries
NO project-management related tasks

SUPPORTING DOCUMENTS

Equipment

- Invoice(s) and proofs of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- EUR 134.000: procedure according to national legislation
- Registration in the inventory

Subcontracting

- Invoice(s), subcontracts and proofs of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- EUR 134.000: procedure according to national legislation
- Travel activities of subcontracted service provider: copies of travel tickets, boarding passes, invoices and receipts

To keep with project accounts

To send with Final Financial statement:

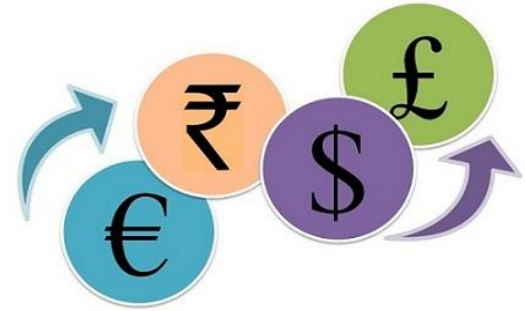
>EUR 25.000: invoices, (subcontracts for subcontracting), competitive offers
Any prior authorisation from the Agency

VAT (VALUE ADDED TAX)

- VAT can only be claimed if it cannot be recovered by a beneficiary
- If VAT is claimed under the project, in case of sampling of supporting documents, the Agency/Auditor will request an official document from **national tax authorities** stating that the institution concerned can not recover VAT
- **Alternative options:**
 - ✓ *Specific declaration of refused claim for reimbursement by tax authorities*
 - ✓ *Declaration on honour from institution concerned accompanied by an expert statement (e.g. certified auditor)*

EXCHANGE RATE

Which exchange rate should be applied?



- Requests for payment and financial statements must be **in euros**.
- Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the Official Journal of the European Union, determined over the corresponding reporting period, available at: <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>
- Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

TENDERING PROCUREMENT OF GOODS/SERVICES

Less than 25.000 €

•Best value for money

25.000 € - 134.000 €

•Tendering procedure

More than 134.000 €

•National Legislation



Foundations

(or other autonomous legal entities)

Costs of Foundations (or other autonomous legal entities), if not listed in Annex IV of the Grant Agreement, cannot be allowed and become ineligible for reimbursement. This concerns all costs (staff, travels, costs of stay, equipment and subcontracting)



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Any Questions?

Contact our team:

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Don't forget to mention your project number!