

Annex II: Example on how to fill section D and E of the application form

This example should only demonstrate the logic behind the forms. It is not taken from a real application or complete. Figures are rounded in order to ease calculation.

D. Proposed activity data

Work programme: planned activities of each participating organisation

Please summarise in the table below the planned Partnership activities for both partner regions in the Partnership. Please present the activities for both academic years 2009/10 and 2010/11, in a chronological order. The eligibility period of activities starts on 1 August 2009 and ends on 31 July 2011.

D.1 Planned project activities (other than mobility)

Partner region 1	Approx. starting date MM/YY	Activity description (organisation of an event, publication, study, website, etc.)
<i>Authority</i>	<i>01/10</i>	<i>Teacher training seminar on "Cultural awareness and creativity"</i>
<i>Authority</i>	<i>04/10</i>	<i>Publication of seminar results and developed teaching materials</i>
<i>School 1</i>	<i>01/10</i>	<i>Exhibition of art works made by pupils; teaching material</i>
<i>Local art museum</i>	<i>05/10</i>	<i>Integration of art exhibitions in school work</i>
[Name of Organisation]

Add rows if necessary

Partner region 2	Approx. starting date MM/YY	Activity description (organisation of an event, publication, study, website, etc.)
<i>Authority</i>	<i>02/11</i>	<i>Teacher training seminar on "Technical inventions, creativity and research"</i>
<i>Chamber of commerce</i>	<i>02/11</i>	<i>Using the expertise of local companies in schools</i>
<i>Authority</i>	<i>05/11</i>	<i>Publication of seminar results and developed teaching materials</i>
....
[Name of Organisation]		

Add rows if necessary

D.2 Planned mobilities

What is counted as "a mobility" is one trip abroad by one person. Only transnational mobility¹ (i.e. travel abroad) counts for the calculation of the minimum mobility numbers.

Please note that mobility activities can take place only between organisations included in this application or to events organised by the partnership project.

Mobility may only be undertaken by staff of the organisations included in this application. Please note that any participation of pupils in mobilities has to be justified with regard to the aims of the partnership. In case you plan to involve pupils in mobilities, please indicate this in the column "Planned mobility description". A justification has to be annexed to the application.

Partner region 1

Approx. starting date mm/yy	Planned mobility description (travel to a project meeting, seminar, conference, etc.)	Sending Organisation ²	Duration	Destination (place and organisation)	No of persons travelling
09/10	<i>Project meeting</i>	<i>Authority</i>	3	<i>Region 2</i>	2
09/10	<i>Project meeting</i>	<i>School 1</i>	3	<i>Region 2</i>	1
09/10	<i>Project meeting</i>	<i>Chamber of Commerce</i>	3	<i>Region 2</i>	1
02/11	<i>Teacher Training Seminar</i>	<i>School 1</i>	5	<i>Region 2</i>	5
....					
....					
....					

Add rows if necessary

¹ "In-country" mobility to or from Overseas Countries and Territories and ultra-peripheral regions of the EU will also be considered as transnational mobility, e.g. mobility by a beneficiary from mainland France to a partner in Martinique.

² Please indicate if the mobility is done by the local or regional authority, a school or other organisation.

Partner region 2

Approx. starting date mm/yy	Planned mobility description (travel to a project meeting, seminar, conference, etc.)	Sending Organisation ³	Duration	Destination (place and organisation)	No of persons travelling
<i>09/09</i>	<i>Preparation meeting</i>	<i>Authority</i>	<i>3</i>	<i>Region 1</i>	<i>2</i>
<i>09/09</i>	<i>Preparation meeting</i>	<i>School 1</i>	<i>3</i>	<i>Region 1</i>	<i>1</i>
<i>01/10</i>	<i>Teacher training seminar</i>	<i>School 1</i>	<i>5</i>	<i>Region 1</i>	<i>5</i>
<i>01/10</i>	<i>Teacher training seminar</i>	<i>School 2</i>	<i>5</i>	<i>Region 1</i>	<i>5</i>
....					
....					

Add rows if necessary

³ Please indicate if the mobility is done by the local or regional authority, a school or other organisation.

E. Requested EU funding

E.1 Mobility

Funding requested and estimated number of persons participating in mobility (per participating organisation).

For each of the participating organisations, please select the "Partnership type" that best corresponds to your Partnership work plan for the whole 2 year duration. The Partnership type indicates the minimum number of mobilities to be conducted and the lump sum amount related to it.

Each lump sum type is linked to a minimum number of mobilities to be carried out during the grant agreement period – these minimum numbers have to be respected when entering the numbers of persons taking part in mobility activities into the table.

The lump sum amounts for each Partnership type are defined at national level and they can vary from one country to another. Please make sure that, for each of the participating institutions, you have selected the grant amounts applicable in the country and for the programme in question.

Please indicate the exact distance between the two applicant institutions (in km).

DISTANCE:

1000

	Partnership type [Table E – mobility action types]	Nr of planned mobilities	Grant amount requested (€) [Table G – National lumpsum amounts]
<i>Partner Region 1</i>	<i>COM-12M</i>	<i>12</i>	<i>10 000</i>
<i>Partner Region 2</i>	<i>COM-8M</i>	<i>8</i>	<i>6.400</i>

E.2 Other (non-mobility) costs

In order to fill the following table please refer to part 4.E and 4.F of the LLP Guide. Please note that

- **Indirect costs** are not eligible for funding support in Comenius Regio Partnerships,
- **Other (non-mobility) costs** in Comenius Regio Partnerships can only be funded up to a maximum of 25.000 EUR per partner region,
- **Travel and subsistence** costs have to be covered by the mobility lump sum; this includes also local transport during the mobility.

When filling in the table, please make sure that you use the right cost category for your expenses and that you base your calculation on eligible costs only.

- **Staff costs:** costs relating to statutory or temporary staff, based on real daily staff cost rates which cannot exceed the maximum eligible daily rates indicated in the LLP Guide, part 4.F.
- **Subcontracting:** cost entailed by procurement contracts, including work such as translation, interpretation, printing.
- **Equipment:** purchase, rent or lease of equipment if justified and necessary for the project, depreciated in according with tax and accounting rules.
- **Other project costs on the basis of real costs:** costs not covered by other cost categories like rental costs, purchase of consumables, travel costs for experts or speakers at conferences.

More detailed information on cost categories as well as the eligibility of costs can be found in the LLP Guide 2010, chapter 4.F.

Staff costs

Partner region incurring the costs	Staff category	N° of working days	Cost per working day (in EUR)	Costs (in EUR)
Partner Region 1	Senior Administrator	20	254	5080
Partner Region 1	Trainer	5	325	1625
Partner Region 1				
Partner Region 1				
total				6705

Partner Region 2	Senior Administrator	10	205	2050
Partner Region 2	Teacher	15	220	3300
Partner Region 2	Secretary	10	95	950
Partner Region 2				
total				6300

Add rows if necessary

Subcontracting

Partner region incurring the costs	Service or task subcontracted	Costs (in EUR)
Partner Region 1	<i>Translation of seminar results and training materials</i>	3500
Partner Region 1	<i>Print of seminar results</i>	4000
Partner Region 1		
Partner Region 1		
total		7500

Partner Region 2	<i>Translation of seminar results and training materials</i>	2500
Partner Region 2	<i>Print of seminar results</i>	4000
Partner Region 2		
Partner Region 2		
total		6500

Add rows if necessary

Equipment

Partner region incurring the costs	Equipment	Costs (in EUR)
Partner Region 1	Beamer for exhibition and seminars	1500
Partner Region 1		
Partner Region 1		
Partner Region 1		
total		1500
<p>Please indicate the depreciation rules applicable in your institution: Electronic devises and IT equipment are depreciated over 3 years.</p>		

Partner region 2		
Partner region 2		
Partner region 2		
Partner region 2		
total		
<p>Please indicate the depreciation rules applicable in your institution:</p>		

Add rows if necessary

Other costs on the basis of real costs

Partner region incurring the costs	Type of costs	Costs (in EUR)
<i>Partner Region 1</i>	<i>Material for art exhibition (canvas, frames, ...)</i>	<i>2500</i>
<i>Partner Region 1</i>	<i>Rent conference venue for teacher training seminar</i>	<i>2000</i>
<i>Partner Region 1</i>	<i>Invitation experts</i>	<i>2500</i>
Partner Region 1		
Partner Region 1		
total		7000

<i>Partner region 2</i>	<i>Rent conference venue for teacher training seminar</i>	<i>1000</i>
<i>Partner region 2</i>	<i>Invitation experts</i>	<i>1800</i>
Partner region 2	<i>Material for art competition</i>	<i>2500</i>
Partner region 2		
total		5300

Add rows if necessary

E.3 Total requested grant amount

Please indicate below the total project costs and the total amount of your grant request per partner region.

Please note that the grant will cover the lump sum amount for mobility plus maximum 75% of the total non-mobility costs of the project. Indirect costs are not funded in Comenius Regio Partnerships.

	Partner region 1	Partner region 2
A. Lump sum amount	10 000	6 400
• Staff costs	6 700	6 300
• Subcontracting	7 500	6 500
• Equipment	1 500	0
• Other costs	7 000	5 300
B. Total non-mobility project costs	22 700	18 100
Total project costs (A+B)	32 700	24 500
Total grant amount (A + max 75% of B)	27 025	19 975

Annex IV – Budget examples

This annex provides concrete examples for Comenius Regio budgets. It aims to explain the different rules by giving concrete examples

General rules:

	Partner region (example)	Comments
A. Lump sum amount	10 000	- as defined in the relevant table -
• Staff costs	6 700	
• Subcontracting	7 500	Not more than 30% of total project costs
• Equipment	1 500	Not more than 10% of total project costs
• Other costs	7 000	
B. Total non-mobility project costs	22 700	Maximum amount to be granted is 25 000 Euro, but the total non mobility project costs can be higher
Total project costs (A+B)	32 700	
Total grant amount (A + max 75% of B)	27 025	The total grant amount consist of the lump sum amount (A) and maximum 75% of the total non-mobility projects. Please note that the grant amount for the non-mobility costs can NEVER exceed 25 000 Euro.

Example A

	Partner region (example)	Comments
A. Lump sum amount	16.000	- as defined in the relevant table -
• Staff costs	15 000	
• Subcontracting	9 000	Below 30 % of the total project cost
• Equipment	5 000	Below 10 % of the total project cost
• Other costs	11 000	
B. Total non-mobility project costs	40 000	
Total project costs (A+B)	56 000	
Total grant amount (A + max 75% of B)	41 000	<p>16 000 lump sum plus 25 000 Euro</p> <p>Comment: 75% of 40 000 Euro are 30 000 Euro. This amount exceeds the maximum amount of 25 000 Euro. Therefore the grant amount includes only the maximum amount eligible for non-mobility costs.</p>

Example B

	Partner region (example)	Comments
A. Lump sum amount	10 000	
• Staff costs	6 500	
• Subcontracting	7 500	
• Equipment	4 000	This amount exceeds the 10% threshold. It has to be reduced to 3 444 Euro
• Other costs	7 000	
B. Total non-mobility project costs	25 000	24 444
Total project costs (A+B)	35 000	34 444
Total grant amount (A + max 75% of B)	28 750	28 333 Euro The final grant amount has to be reduced accordingly to the reduction of equipment costs.

Please note that the calculation of the final grant amount at final report stage follows the same basic principles. At final report stage it is based on eligible costs reported by the beneficiary. It still has to respect the thresholds for equipment and sub-contracting and also the final grant amount for non-mobility costs is maximum 75% of the non-mobility costs incurred.

Example C

	Approved budget at application stage	Budget at final report stage	Comments
A. Lump sum amount	10 000	10 000	If minimum number of mobilities has been conducted, the lump sum can be paid in full
• Staff costs	6 500	6 800	A higher amount can be accepted if it can be covered by a max shift of 10% of the budget from another cost category. In this case it would be possible to shift budget from sub-contracting to staff costs. In both cases it does not exceed the 10%.
• Subcontracting	7 500	7 000	Ok
• Equipment	3 000	2 800	Ok
• Other costs	7 000	6 800	Ok
B. Total non-mobility project costs	24 000	23 400	
Total project costs (A+B)	34 000	33 400	
Total grant amount (A + max 75% of B)	28 000	27 550	10 000 lump sum + 17 550 (75% of the eligible non mobility costs) Please note: Also at final report stage the final grant amount for non-mobility costs is maximum 75% of the total non-mobility costs!