

Erasmus+ Teacher Academies 2025

# The funding mechanism and budget table

Lump Sum Type II grants



# Lump Sum Type II – What does it mean in practice?

- ✓ The proposal must provide a **detailed estimation of costs** and the split of the lump sum budget **per WP and per beneficiary**
- ✓ The amounts per WP and beneficiary are inserted in an **Excel table** available with the application form. The grant calculated per WP and beneficiary becomes the **budgetary annex 2** of the grant agreement.
- ✓ Balance payment will be made on the basis of the **delivery and completion of the work packages and deliverables** at the final report stage. Evaluation of WPs occurs only after the project is finished!
- ✓ **Pre-financing payments** are not linked to the delivery/completion of the WPs (e.g. to release the next pre-financing in full, 70% of previous prefinancing has to be consumed).



# Lump sum grant – Budget allocation

## Annex 2 of model grant agreement

|               | WP1     | WP2     | WP3     | WP4     | WP5     | WP6     | WP7     | WP8     | Total            |
|---------------|---------|---------|---------|---------|---------|---------|---------|---------|------------------|
| Beneficiary A | 250.000 |         |         | 50.000  | 300.000 | 250.000 |         | 300.000 | 1.150.000        |
| Beneficiary B |         | 250.000 | 350.000 | 50.000  |         |         | 100.000 | 150.000 | 900.000          |
| Beneficiary C | 100.000 | 100.000 |         | 50.000  |         | 280.000 |         |         | 530.000          |
| Beneficiary D |         | 120.000 |         | 50.000  |         |         | 100.000 | 150.000 | 420.000          |
| Total         | 350.000 | 470.000 | 350.000 | 200.000 | 300.000 | 530.000 | 200.000 | 600.000 | <b>3.000.000</b> |

Lump sum = Maximum grant amount

# Lump Sum Type II – What are work packages?

## A work package (WP):

- ✓ is a major sub-division of the project in terms of activities.
- ✓ has an objective (and expected outcome).
- ✓ can have multiple deliverables (a single activity/task cannot be a WP).

## A proposal can have as many work packages as deemed appropriate but keep in mind that:

- ✓ Projects should normally have a minimum of 3 work packages and can be managed with **less than 10 as an average.**
- ✓ Work packages should be designed so that they are completed **at different stages.**
- ✓ Horizontal work packages (e.g.: management, dissemination, etc.) may be approached differently.

# Lump sum approach – cost estimations

## Cost estimations:

- ✓ Are subject to same eligibility rules as costs in standard, budget-based (actual costs) grants (see [annotated grant agreement](#))
- ✓ Must be in line with beneficiaries' normal practices
- ✓ Must be reasonable / not excessive
- ✓ Must be in line with and necessary for the activities proposed in the project proposal

## Points of attention:

- ✓ Indirect costs are fixed at 7% unless the beneficiary has an operating grant
- ✓ All costs are to be reported regardless of co-financing. The EU grant is 80% of the costs of each WP.

# Payments of the EU grant

| Duration | Start of project | Mid-term of project<br>(18 months) | End of project<br>(Final report) |
|----------|------------------|------------------------------------|----------------------------------|
| 3 years  | 40%              | 40%*                               | 20%                              |

*If a financial capacity check of an applicant shows weak results  
-> more than one/two pre-financing payment/s*

# Lump sum – The detailed budget table (Excel)

| BE 001<br>Vet Organisation AAA                               |  | BE 001<br>Vet Organisation AAA |                  |                            | BE 001<br>BE+AE TOTAL COSTS |
|--|--|--------------------------------|------------------|----------------------------|-----------------------------|
|  |  | UNITS                          | COST<br>PER UNIT | BENEFICIARY<br>TOTAL COSTS |                             |
| <b>Total WORK PACKAGES:</b>                                  |  |                                |                  | 46.652                     | 46.652                      |
| WVP 001  | <b>A. DIRECT PERSONNEL COSTS</b>                                   |                                |                  | 20.000                     | 20.000                      |
|  | <b>A1. Employees (or equivalent) person months</b>                 |                                |                  | 20.000                     | 20.000                      |
|  | Manager  | 50                             | 400              | 20.000                     | 20.000                      |
|  | Teacher/researcher   |                                |                  | -                          | -                           |
|  | Technical  |                                |                  | -                          | -                           |
|  | Administrative   |                                |                  | -                          | -                           |
|  | Other  |                                |                  | -                          | -                           |
|  | <b>A.2 Natural persons under direct contract</b>                   |                                |                  | -                          | -                           |
|  | <b>A.3 Seconded persons</b>  |                                |                  | -                          | -                           |
|  | <b>A.4 SME Owners without salary</b>                               |                                |                  | -                          | -                           |
|  | <b>A.5 Volunteers</b>  |                                |                  | -                          | -                           |
|  | <b>B. Subcontracting costs</b>                                     |                                |                  | -                          | -                           |
|  | <b>C. Purchase costs</b>   |                                |                  | 23.600                     | 23.600                      |
|  | <b>C.1 Travel and subsistence per travel or day</b>                |                                |                  | 3.600                      | 3.600                       |
|  | Travel   | 6                              | 200              | 1.200                      | 1.200                       |
|  | Accommodation  | 6                              | 200              | 1.200                      | 1.200                       |
|  | Subsistence  | 12                             | 100              | 1.200                      | 1.200                       |
|  | <b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b> |                                |                  | -                          | -                           |
|  | <b>C.3 Other goods, works and services</b>                         |                                |                  | 20.000                     | 20.000                      |
|  | Consumables  |                                |                  | -                          | -                           |
|  | Services for Meetings, Seminars                                    |                                |                  | -                          | -                           |
|  | Services for communication/promotion/dissemination                 |                                |                  | -                          | -                           |
|  | Website  |                                |                  | -                          | -                           |
| Artistic Fees  |  |                                | -                | -                          |                             |
| Other (please specify details under worksheet "Comments")    | 1  | 20.000                         | 20.000           | 20.000                     |                             |
| <b>D. Other cost categories</b>                              |  |                                | -                | -                          |                             |
| <b>D.1 Financial support to third parties</b>                |  |                                | -                | -                          |                             |
| <b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b> |  |                                | 43.600           | 43.600                     |                             |
| <b>E. Indirect costs 7% (rounded to zero decimals)</b>       |  |                                | 3.052            | 3.052                      |                             |
| <b>TOTAL COSTS (A+B+C+D+E) -</b>                             |  |                                | 46.652           | 46.652                     |                             |

- ✓ Focus on units/input
- ✓ How to manage your lumpsum grant
- ✓ Travel, hotel, per diem. See C(2021) 35
- ✓ Volunteers. See C(2019) 2646
- ✓ SME owners. See C(2020) 7115
- ✓ Annotated grant agreement
- ✓ Financial support to third parties: NOT ELIGIBLE

# How to fill in the detailed budget table

## 1. Where to find the detailed budget table

**Deadline**  
26 March 2025 17:00:00 Brussels Local Time  
107 days left until closure

**Call data**  
Call: ERASMUS-EDU-2025-PEX-TEACH-ACA  
Topic: ERASMUS-EDU-2025-PEX-TEACH-ACA  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS  
⚠️ Topic and type of action can only be changed by creating a new proposal.

**Proposal data**  
Acronym: test  
Draft ID: SEP-211117241

**Download Part B templates**  
Download part B templates

**Administrative forms (Part A)**  
Edit forms | Edit Part C (KPI) | 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 of proposal \* Upload
- Detailed budget table \* Upload
- General annexes \* Upload
- List of previous projects \* Upload

**Service Desk:**  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222

**Buttons:** BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

**Information:** In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

**Warning:** Your proposal contains changes that have not yet been submitted.

**Callout:** CLICK HERE



# 1. Where to find the detailed budget table

 Tpl\_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf

 Tpl\_Detailed Budget Table (ERASMUS LSII).xlsm

This is the budget Excel file to be completed based on estimated costs

# 2. Presentation of the Excel table

## Instructions

|   |   |
|---|---|
| 1 | This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.<br>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).   |
| 2 | 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. |
| 3 | We recommend using Excel 2010 or more recent.   |
| 4 | The only currency used in this worksheet is EURO.   |
| 5 | The first thing you need to do is to <b>set the relevant Maximum Grant Amount (in row 32 of this sheet), and the maximum % of co-financing (in row 33, both in column E) applicable for the call.</b><br>This data can be found on the Portal under Topic Conditions and in the Call document.  |
| 6 | You then have to fill in <b>only</b> 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) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount                            |
| 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.<br>To add beneficiaries, please double-click on ' <b>Add a Beneficiary</b> '; to add an affiliated entity, please, double-click on ' <b>Add an Affiliated Entity</b> '.               |

Read carefully the tab instructions where you will find the information needed to fill in this Excel file

Instructions



## 2. Presentation of the Excel table

EUR 1.500.000

*FILL IN THE VALUES BELOW BEFORE STARTING:*

|  |                                       |
|--|---------------------------------------|
| Insert the name of your call :   | ERASMUS-EDU-2025-PEX-TEACH-ACA        |
| Insert the acronym of your project :                                     | <i>E.g. Academy2025</i>               |
| Maximum grant amount for the EU contribution as stipulated in the call : | TYPE HERE THE MAXIMUM EU CONTRIBUTION |
| Maximum cofinancing rate as stipulated in the call :                     | TYPE HERE THE CO-FINANCING RATE       |

The document which will be created with format .XLSX will be saved in the same folder

Create XLSX document

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months | Depreciation Cost | Any comments | +

You will first have to fill in that information in the tab « Instructions » based on the information mentioned in the Erasmus+ Programme Guide

80%

## 2. Presentation of the Excel table

Explain the staff category « Other » in the sheet « Any comments »

| A. DIRECT PERSONNEL COSTS   |  |
|---|--|
| All employees (or equivalent) man days (you can change the types based on your structure) |  |
| Senior experts  |  |
| Type 2  |  |
| Type 3  |  |
| Type 4  |  |
| Other   |  |

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person D

Any comments

Agree with partners and mention the type of staff that will be identical for all partners that will work on the project. You can split your staff in maximum 5 types (See slide further on 'tab BE 001')

# 3. Beneficiaries list

## Instructions

|   |  |
|---|--|
| 1 | This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.<br>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).  |
| 2 | 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.  |
| 3 | We recommend using Excel 2010 or more recent.  |
| 4 | The only currency used in this worksheet is EURO.  |
| 5 | The first thing you need to do is to <b>set the relevant Maximum Grant Amount (in row 32 of this sheet), and the maximum % of co-financing (in row 33, both in column E) applicable for the call.</b><br>This data can be found on the Portal under Topic Conditions and in the Call document.   |
| 6 | You then have to fill in <b>only</b> 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) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount   |
| 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.<br>To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliated Entity'.<br><i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i> |
| 8 | Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages.<br>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.   |

These 4 tabs will have to be filled in in order for your Detailed budget table to be complete, before uploading it into the Submission system

# 3. Beneficiaries list

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

|   |              |                           |                    |        |                            |
|---|--------------|---------------------------|--------------------|--------|----------------------------|
| ▶ | Instructions | <b>Beneficiaries List</b> | Work Packages List | BE 001 | Estim costs of the project |
|---|--------------|---------------------------|--------------------|--------|----------------------------|

Complete the information related to your organisation: (applicant, full partners) beneficiaries and if relevant affiliated entities

# 3. Beneficiaries list

| List of Beneficiaries and Affiliated Entities |                         |         |         |                         |
|---|-------------------------|---------|---------|-------------------------|
| BE NR/AE                                      | BE/TP name              | Acronym | Country | APPLY CHANGES           |
| BE 001  | Teacher association ABC | ABC     | PT      | Remove this Beneficiary |

|   |              |                           |                    |        |                            |
|---|--------------|---------------------------|--------------------|--------|----------------------------|
| ▶ | Instructions | <b>Beneficiaries List</b> | Work Packages List | BE 001 | Estim costs of the project |
|---|--------------|---------------------------|--------------------|--------|----------------------------|

**Double** click on « apply changes »  
once the information is duly  
completed or after any change

# 3. Beneficiaries list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue box titled 'TASKS IN PROGRESS' is overlaid on the spreadsheet, containing a list of seven tasks, each with a green checkmark:

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

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from the 'OK' button to a red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Beneficiaries List' tab is highlighted with a red box.



# 4. Work Packages list

| List of Work Packages |  | Actions (double-click to activate) |                    |
|-----------------------|--|------------------------------------|--------------------|
| WP Nbr                | WP Label                               | APPLY CHANGES                      | Add a Work Package |
| WP 001                | Management and coordination activities | Remove this Work Package           |                    |

  

|   |              |                    |                           |        |                            |                 |                |                |
|---|--------------|--------------------|---------------------------|--------|----------------------------|-----------------|----------------|----------------|
| ▶ | Instructions | Beneficiaries List | <b>Work Packages List</b> | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D |
|---|--------------|--------------------|---------------------------|--------|----------------------------|-----------------|----------------|----------------|



**Complete the information related to your different work packages, in line with Part B (technical description of the project)**

# 4. Work Packages list 2)

**Double click here to add a Work Package**

| List of Work Packages |  |
|-----------------------|--|
| WP Nbr                | WP Label                               |
| WP 001                | Management and coordination activities |
| WP 002                | Teacher training activities            |

Actions (double-click to activate)

|                          |                    |
|--------------------------|--------------------|
| <b>APPLY CHANGES</b>     | Add a Work Package |
| Remove this Work Package |                    |
| Remove this Work Package |                    |

|   |              |                    |                           |        |
|---|--------------|--------------------|---------------------------|--------|
| ▶ | Instructions | Beneficiaries List | <b>Work Packages List</b> | BE 001 |
|---|--------------|--------------------|---------------------------|--------|

**Double click here to remove the Work Package**

## 4. Work Packages list (3)

| List of Work Packages |  | Actions (double-click to activate) |                    |
|-----------------------|--|------------------------------------|--------------------|
| WP Nbr                | WP Label                               | APPLY CHANGES                      | Add a Work Package |
| WP 001                | Management and coordination activities | Remove this Work Package           |                    |
| WP 002                | Teacher training activities            | Remove this Work Package           |                    |

|   |              |                    |                           |        |
|---|--------------|--------------------|---------------------------|--------|
| ▶ | Instructions | Beneficiaries List | <b>Work Packages List</b> | BE 001 |
|---|--------------|--------------------|---------------------------|--------|

**Double click on « apply changes »  
once the information is duly  
completed or after any change**

# 4. Work Packages list (4)

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue box titled 'TASKS IN PROGRESS' contains a list of seven tasks, each with a green checkmark:

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

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this button to another red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Work Packages List' tab is highlighted with a red box.

# 5. Insert the estimated actual costs

| BE 001<br>Teacher Association ABC                  | BE 001<br>VET Organisation AAA |               |                         | BE 001<br>BE+AE TOTAL COSTS |
|--|--------------------------------|---------------|-------------------------|-----------------------------|
|  | UNITS                          | COST PER UNIT | BENEFICIARY TOTAL COSTS |                             |
| <b>Total WORK PACKAGES:</b>                        |                                |               |                         |                             |
| <b>A. DIRECT PERSONNEL COSTS</b>                   |                                |               |                         |                             |
| <b>A1. Employees (or equivalent) person months</b> |                                |               |                         |                             |
| Type 1   |                                |               | -                       | -                           |
| Type 2   |                                |               | -                       | -                           |
| Type 3   |                                |               | -                       | -                           |
| Type 4   |                                |               | -                       | -                           |
| Other  |                                |               | -                       | -                           |
| <b>A.2 Natural persons under direct contract</b>   |                                |               |                         |                             |
| <b>A.3 Seconded persons</b>                        |                                |               |                         |                             |
| <b>A.4 SME Owners without salary</b>               |                                |               |                         |                             |
| <b>A.5 Volunteers</b>                              |                                |               |                         |                             |
| <b>B. Subcontracting costs</b>                     |                                |               |                         |                             |

See initial slides 'Instructions' to update the type of staff.

You have to encode your costs using the following unit: 1 unit is 1 person-month

You first have to calculate average amounts if you have different costs per staff member

| A. DIRECT PERSONNEL COSTS   |  |
|---|--|
| A1. Employees (or equivalent) man days (you can change the types based on your structure) |  |
| Senior experts  |  |
| Type 2  |  |
| Type 3  |  |
| Type 4  |  |
| Other   |  |

# 5. Insert the estimated actual costs

| BE 001  |                | BE 001                  |  |   | BE 001            |
|---|----------------|-------------------------|--|---|-------------------|
| Teacher Association ABC   |                | VET Organisation AAA    |  |   | BE+AE TOTAL COSTS |
| UNITS   | COST PER UNIT  | BENEFICIARY TOTAL COSTS |  |   |                   |
| <b>Total WORK PACKAGES:</b>                                       |                |                         |  |   | -                 |
| <b>Management</b>   |                |                         |  |   |                   |
| <b>A. DIRECT PERSONNEL COSTS</b>                                  |                |                         |  |   | -                 |
| <b>A1. Employees (or equivalent) person months</b>                |                |                         |  |   | -                 |
|   | Manager        |                         |  | - |                   |
|   | Researcher     |                         |  | - |                   |
|   | Technician     |                         |  | - |                   |
|   | Administrative |                         |  | - |                   |
|   | Other          |                         |  | - |                   |
| <b>A.2 Natural persons under direct contract</b>                  |                |                         |  |   | -                 |
| <b>A.3 Seconded persons</b>                                       |                |                         |  |   | -                 |
| <b>A.4 SME Owners without salary</b>                              |                |                         |  |   | -                 |
| <b>A.5 Volunteers</b>   |                |                         |  |   | -                 |
| <b>B. Subcontracting costs</b>                                    |                |                         |  |   | -                 |
| <b>C. Purchase costs</b>  |                |                         |  |   | -                 |
| <b>C.1 Travel and subsistence per travel or day</b>               |                |                         |  |   | -                 |
|   | Travel         |                         |  | - |                   |
|   | Accommodation  |                         |  | - |                   |
|   | Subsistence    |                         |  | - |                   |
| <b>C.2 Equipment (please refer to the Description Cost sheet)</b> |                |                         |  |   | -                 |

**Cells that need to be filled in**

**For each cost (line) both columns have to be filled in**

**The other columns will be automatically calculated**

**Reference to the Work Package**

**Just go down in the Excel sheet to see the other Work Packages**

**You have to fill in the estimated actual cost per Work Package**

**Reference to the Beneficiary**

**All costs linked to this Beneficiary have to be put in this tab**



# 5. Insert the estimated actual costs

| BE 001<br>Teacher Association ABC                   | BE 001<br>VET Organisation AAA |                  |                            | BE 001<br>BE+AE TOTAL COSTS |
|---|--------------------------------|------------------|----------------------------|-----------------------------|
|   | UNITS                          | COST<br>PER UNIT | BENEFICIARY<br>TOTAL COSTS |                             |
|   | <b>Total WORK PACKAGES:</b>    |                  |                            |                             |
| <b>Management</b>                                   |                                |                  |                            |                             |
| <b>A. DIRECT PERSONNEL COSTS</b>                    |                                |                  |                            |                             |
| <b>A1. Employees (or equivalent) person months</b>  |                                |                  |                            |                             |
| Manager   |                                |                  | -                          | -                           |
| Researcher  |                                |                  | -                          | -                           |
| Technician  |                                |                  | -                          | -                           |
| Administrative                                      |                                |                  | -                          | -                           |
| Other   |                                |                  | -                          | -                           |
| <b>A.2 Natural persons under direct contract</b>    |                                |                  |                            |                             |
| <b>A.3 Seconded persons</b>                         |                                |                  |                            |                             |
| <b>A.4 SME Owners without salary</b>                |                                |                  |                            |                             |
| <b>A.5 Volunteers</b>                               |                                |                  |                            |                             |
| <b>B. Subcontracting costs</b>                      |                                |                  |                            |                             |
| <b>C. Purchase costs</b>                            |                                |                  |                            |                             |
| <b>C.1 Travel and subsistence per travel or day</b> |                                |                  |                            |                             |
| Travel  |                                |                  | -                          | -                           |
| Accommodation                                       |                                |                  | -                          | -                           |
| Subsistence   |                                |                  | -                          | -                           |

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. Decimals are allowed.

You have to estimate the eligible costs of your proposal using the same methodology as if these costs should be declared under an actual cost-based grant agreement

For additional information, please refer [to the Model Grant Agreement](#)

Then repeat this procedure to the other Work Packages below

# 5. Insert the estimated actual costs

| BE 001                  |  | BE 001               |               |                         | BE 001            |
|-------------------------|--|----------------------|---------------|-------------------------|-------------------|
| Teacher Association ABC |  | VET Organisation AAA |               |                         |                   |
|                         |  | UNITS                | COST PER UNIT | BENEFICIARY TOTAL COSTS | BE+AE TOTAL COSTS |
| WP 001                  | A.4 SME Owners without salary                                      |                      |               | -                       | -                 |
|                         | A.5 Volunteers   |                      |               | -                       | -                 |
|                         | <b>B. Subcontracting costs</b>                                     |                      |               | -                       | -                 |
|                         | <b>C. Purchase costs</b>   |                      |               | -                       | -                 |
|                         | <b>C.1 Travel and subsistence per travel or day</b>                |                      |               | -                       | -                 |
|                         | Travel   |                      |               | -                       | -                 |
|                         | Accommodation  |                      |               | -                       | -                 |
|                         | Subsistence  |                      |               | -                       | -                 |
|                         | <b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b> |                      |               | -                       | -                 |
|                         | <b>C.3 Other goods, works and services</b>                         |                      |               | -                       | -                 |
|                         | Consumables  |                      |               | -                       | -                 |
|                         | Services for Meetings, Seminars                                    |                      |               | -                       | -                 |
|                         | Services for communication/promotion/dissemination                 |                      |               | -                       | -                 |
|                         | Website  |                      |               | -                       | -                 |
|                         | Artistic Fees  |                      |               | -                       | -                 |
|                         | Other (please specify details under worksheet "Comments")          |                      |               | -                       | -                 |
|                         | <b>D. Other cost categories</b>                                    |                      |               | -                       | -                 |
|                         | D.1 Financial support to third parties                             |                      |               | -                       | -                 |
|                         | <b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>       |                      |               | -                       | -                 |
|                         | <b>E. Indirect costs 7% (rounded to zero decimals)</b>             |                      |               | -                       | -                 |

Most of the projects cannot declare equipment costs as they are already included in the indirect costs

However, in some exceptional circumstances, the purchase, rent or lease of equipment that are specific and necessary for the project could be accepted

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)





# 6. Proposal Budget

|  |                   |   |  |                         |                                |   |
|--|-------------------|---|--|-------------------------|--------------------------------|---|
| <a href="#">Click here to go to the column Max TOTAL EU Contribution</a> |                   | D.1<br>Financial support to third parties | <b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b> | E.<br>Indirect costs 7% | <b>TOTAL COSTS (A+B+C+D+E)</b> | <b>Max TOTAL EU Contribution =</b><br><br><b>80 %</b><br><b>of 321.000,00 €</b><br><b>or</b><br><b>1.500.000,00 €</b> |
|  |                   |   |  |                         |                                |   |
| Teacher Association ABC  | ABC               | -   | 300.000,00   | 21.000,00               | 321.000,00                     | 256.800,00  |
| <b>TOTAL</b>   | <b>Consortium</b> | -   | 300.000,00   | 21.000,00               | 321.000,00                     | 256.800,00  |

|     |                    |                    |        |                            |                        |                |                     |                |
|-----|--------------------|--------------------|--------|----------------------------|------------------------|----------------|---------------------|----------------|
| ... | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | <b>Proposal Budget</b> | BE-WP Overview | BE-WP Person Months | Depreciation C |
|-----|--------------------|--------------------|--------|----------------------------|------------------------|----------------|---------------------|----------------|

Based on the costs you inserted, in the Proposal budget tab, the Max EU total contribution will be calculated in this table.





# 8. Upload the file in the application (1)

FILL IN THE VALUES BELOW BEFORE STARTING:

|   |                                    |
|---|------------------------------------|
| Insert the name of your call :                        | ERASMUS-EDU-2024-PEX-TEACH-ACA     |
| Insert the acronym of your project :                  | E.g. European Teacher Academy 2024 |
| Maximum grant amount as stipulated in the call :      | 1.500.000,00 €                     |
| Maximum co-financing rate as stipulated in the call : | 80,00%                             |

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

Go back to the first tab « **Instruction** » and **double click** on « **Create XLSX document** » in order to save this Excel file on your computer

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) man days (you can change the types based on your structure)

Manager  
Researcher/teacher  
Technician  
Administrative

Instructions

Beneficiaries List

Work Packages List

BE 001

BE 002

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person Months

Depreciation Costs

Any comments

# 8. Upload the file in the application (2)

## 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 LSII |  | ? | Upload  |

**The budget table  
can be uploaded  
as Excel file  
(XLSX format)**

# 9. Insert the grant amount in Part A

Proposal budget in the detailed budget table (Excel file)

|  |                   |   |  |                         |                                |   |
|--|-------------------|---|--|-------------------------|--------------------------------|---|
| <a href="#">Click here to go to the column Max TOTAL EU Contribution</a> |                   | D.1<br>Financial support to third parties | <b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b> | E.<br>Indirect costs 7% | <b>TOTAL COSTS (A+B+C+D+E)</b> | <b>Max TOTAL EU Contribution =</b><br><b>80 % of 321.000,00 € or 1.500.000,00 €</b> |
|  |                   |   |  |                         |                                | <b>Max TOTAL EU Contribution</b>  |
| Teacher Association ABC  | ABC               | -   | 300.000,00   | 21.000,00               | 321.000,00                     | 256.800,00  |
| <b>TOTAL</b>   | <b>Consortium</b> | -   | 300.000,00   | 21.000,00               | 321.000,00                     | 256.800,00  |

## 3 - Budget

Budget section of Part A (eForm)

| No | Name of Beneficiary     | Country | Requested grant amount |
|----|-------------------------|---------|------------------------|
| 1  | Teacher Association ABC | PT      | 256800,00              |
|    | Total                   |         | 256800,00              |



# Common mistakes and solutions

- ✓ **Difference between total costs and EU grant amount**  
The EU grant amount corresponds to 80% of the total costs. For example, if the total costs are EUR 1.375.000, the grant amount is EUR 1.100.000.
- ✓ **It is difficult to define staff categories among different organisations**  
All partners must have identical commonly agreed names for each staff category.
- ✓ **The budget in Part A is not filled in**  
Make sure to fill in the Budget section in Part A. The amounts should correspond to those included in the detailed budget table (Excel file).
- ✓ **In Part B, shall I fill in the sections where it is indicated 'n/a for prefixed Lump Sum Grants'?**  
**No, this part does not need to be completed**
- ✓ **In Part B, do I need to fill in the sections where it is mentioned 'n/a for Lump Sum Grants'?**  
No, you should not fill in these sections, as it is not applicable for any type of Lump Sum Grants, including Lump Sum type II.

# Thank you



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