



Information Day  
20.03.2013

# Call for Proposals

## Action 1

Promoting Cluster Excellence  
(62/G/ENT/CIP/13/C/N04C031)

## Action 2

Clusters and Entrepreneurship  
in Support of Emerging Industries  
(64/G/ENT/CIP/13/C/N04C02)

# Financial Aspects

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*Clusters and Support for SMEs*

*DG Enterprise & Industry*



# The Proposal - 1

- § Part A: Completed on-line in SEP
  - § Form A/1 Information on the Proposal and Proposal Summary
  - § Form A/2 Organization Profile/Information on Co-ordinator & Partners
  - § Form A/3.2 Forward Budget – Summary
  
- § Part B: Set of uploaded documents in SEP
  - § Form B1/B2 Budgetary Forms
  - § Form B3 Co-financing Statement
  - § Form B4 Exclusion Form
  - § Form B5 Financial Capacity: Financial Statement Form (Balance Sheet)
  - § Form B6 Description of the Proposal
  - § Form B7 Operational Capacity – Composition of the team (CVs)
  - § Form B8 Operational Capacity – Professional reference
  - § Form B9 Supporting Documents – Financial & Operational Capacity





# The Proposal - 2

## Funding

### § Non-Cumulative Award

§ 1 action : 1 award : 1 grant : 1 beneficiary

§ No multiple applications and / or grants related to the same action or its part

### § Co-Financing (Cluster and Entrepreneurship in Support of Emerging Industries)

§ 95% EU

§ 5% Beneficiary's own resources / income from the action / financial contributions from 3<sup>rd</sup> parties

### § Non-Profit Rule

### § Balanced Budget

§ Estimated budget = revenue and expenditure balanced (in euro)





# The Budget - 1

## Budgetary Forms

### § Consolidated - consortium

- § Forms B/1 and B/2 Summary Forward Budget

- § Expenditure Summary

- § Financing Plan Summary

### § Per beneficiary

- § Form B1 Forward Budget – Expenditure Summary Sheet

- § Form B1.1a Personnel - Internal Staff Sheet

- § Form B1.1b Person Daily/Hourly Rate - Working Days Sheet

- § Form B1.2a Travel & Subsistence Sheet

- § Form B1.2b Equipment Sheet

- § Form B1.2c Other Expenditure and 3<sup>rd</sup> Party Financing

- § Form B1.3 Sub-contracting Sheet





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# The Budget - 2

## Form B/1

## Form B/2

The numbers inserted in the various sheets are fictive numbers given as examples. They should be deleted before initialising your own budget

### Summary Forward Budget for the action

Form B/1

Input fields in yellow

Form B/2

Expenditure	Total Eligible costs	Other costs of the action <sup>1)</sup>	Total Cost	EC Contribution
Beneficiary 1 (Coordinator)	22,838.71		22,838.71	17,129.03
Beneficiary 2	0.00		0.00	0.00
Beneficiary 3	0.00		0.00	0.00
Beneficiary 4	0.00		0.00	0.00
Beneficiary 5	0.00		0.00	0.00
Beneficiary 6	0.00		0.00	0.00
Beneficiary 7	0.00		0.00	0.00
Beneficiary 8	0.00		0.00	0.00
Beneficiary 9	0.00		0.00	0.00
Beneficiary 10	0.00		0.00	0.00
Beneficiary 11	0.00		0.00	0.00
Beneficiary 12	0.00		0.00	0.00
Beneficiary 13	0.00		0.00	0.00
Beneficiary 14	0.00		0.00	0.00
Beneficiary 15	0.00		0.00	0.00
Beneficiary 16	0.00		0.00	0.00
Beneficiary 17	0.00		0.00	0.00
Beneficiary 18	0.00		0.00	0.00
Beneficiary 19	0.00		0.00	0.00
Beneficiary 20	0.00		0.00	0.00
<b>Totals</b>	<b>22,838.71</b>	<b>0.00</b>	<b>22,838.71</b>	<b>17,129.03</b>

Forward budget	
Consolidated expenditure summary sheet	Costs (EUR)
1.1 Beneficiaries' own staff personnel costs	13,754.01
1.2. Other costs	6,090.58
1.2.a - Travel and subsistence expenses	263.56
1.2.b - Equipment	1,865.17
1.2.c - Other Expenditure & fin. sup. to 3rd parties	3,961.85
1.3. Services subcontracted	1,500.00
<b>1. Total direct costs (1.1 + 1.2 + 1.3)</b>	<b>21,344.59</b>
2. Indirect costs	1,494.12
<b>3. TOTAL ELIGIBLE COSTS (1 + 2)</b>	<b>22,838.71</b>
EC Maximum contribution - Percentage	75%
EC Maximum contribution - Amount	750,000

Financing plan	Amount EUR	Percentage of eligible costs %
1. Receipts		
<b>1. Requested EU grant</b>	<b>0.00</b>	<b>0%</b>
DG Entr		0.00%
<b>2. Income generated by the action</b>	<b>0.00</b>	<b>0%</b>
1.		0.00%
2.		0.00%
3.		0.00%
<b>3. Financial contributions from 3rd parties earmarked to the eligible costs <sup>2)</sup></b>	<b>0.00</b>	<b>0%</b>
1.		0.00%
2.		0.00%
3.		0.00%
1. Other sources of financing		
<b>4. Financial contribution of the beneficiaries (own resources)</b>	<b>0.00</b>	<b>0%</b>
1.		0.00%
2.		0.00%
3.		0.00%
<b>5. Financial contributions from 3rd parties for other costs of the action <sup>2) 3)</sup></b>	<b>0.00</b>	<b>0%</b>
1.		0.00%
2.		0.00%
3.		0.00%
<b>TOTAL REVENUE COVERING TOTAL COST</b>	<b>0.00</b>	<b>0.00%</b>
		Balance check total costs
<b>Value of contributions in kind <sup>2)</sup></b>	<b>-22,838.71</b>	

<sup>1)</sup> If applicable. Indicate here any costs for which no EU contribution is requested.

<sup>2)</sup> A co-financing statement form B3 must be filled in for each contributor.

<sup>3)</sup> If applicable. To be indicated only if you have identified other costs for which no EU contribution is requested



# The Budget - 3

## Breakdown of estimated costs

- § Form B/1 Individual Expenditure Sheet
  - § Each beneficiary
  - § Consolidated for consortium
  - § Staff costs
  - § Subcontracting costs
  - § Travel & Subsistence
  - § Equipment
  - § Other Direct Costs & Financial Support to 3<sup>rd</sup> Parties
  - § Indirect costs
  - § Requested EC contribution





# The Budget - 4

## Form B1 Forward Budget – Expenditure Summary Sheet

**REMINDER:** The quality of the budgetary form has an impact on the evaluation of the proposal. The items in this budget should therefore be further detailed on the other sheets.

<b>Name of Beneficiary 1 Lead Applicant/Coordinator:</b>		<b>Beneficiary 1 (Coordinator)</b>
<b>Form B/1</b>		
<b>Forward budget - Expenditure Summary Sheet</b>		
<b>Expenditure</b>	<b>Costs (EUR)</b>	
<b>1.1 Beneficiary's own staff personnel costs **</b>	<b>13,754.01</b>	
<b>1.2. Other costs</b>	<b>6,090.58</b>	
1.2.a - Travel and subsistence expenses	263.56	
1.2.b - Equipment	1,865.17	
1.2.c - Other Expenditure & financial support to 3rd parties	3,961.85	
<b>1.3. Services subcontracted</b>	<b>1,500.00</b>	
<b>1. Total direct costs (1.1 + 1.2 + 1.3)</b>	<b>21,344.59</b>	
<b>2. Indirect costs***</b>	<b>1,494.12</b>	
<b>3. TOTAL ELIGIBLE COSTS (1 + 2)</b>	<b>22,838.71</b>	
<p><small>** give indication of the different types and categories of resources (technical, administrative, etc.) and full detail of the related costs, by using the other sheets.</small></p> <p><small>***in case of a flat rate max 7% of "1. Total direct costs"</small></p>		
<b>Indirect costs percentage</b>	<b>7%</b>	





# The Budget - 5

## Eligible Direct & Indirect Costs

- ü Actual, connected with the project
- ü Indicated in the budget of the action
- ü Incurred in reporting period

### § Personnel Costs

#### § Permanent & temporary staff assigned to the action

§ Actual salaries + social security charges + other statutory costs

#### § In-house consultants

§ On beneficiary's premises, under supervision, costs not different from permanent & temporary staff for similar job

#### § SME owners

§ Unit cost under CIP [SME owners and natural persons without a salary: hourly rate calculation tool](http://cordis.europa.eu/fp7/find-doc_en.html)  
-> [http://cordis.europa.eu/fp7/find-doc\\_en.html](http://cordis.europa.eu/fp7/find-doc_en.html)

### § Subcontracting

§ Invoice-based (attested) costs incurred by beneficiary

§ Externalisation of limited and non-core part of activities

§ Procurement rules





# The Budget - 6

## Eligible Direct & Indirect Costs

- ü Actual, connected with the project
- ü Indicated in the budget of the action
- ü Incurred in reporting period

### § Other costs

- § Invoice-based (attested) costs incurred by beneficiary
- § Contracts for ancillary services, goods, works e.g. audits, translations, reproduction, dissemination of information
- § Procurement rules

### § Financial Support to 3<sup>rd</sup> Parties

- § List of activities & definition of recipients
- § Awarding criteria & max. amount per 3<sup>rd</sup> party
- § Max. 60.000 euros per 3<sup>rd</sup> party

### § Indirect Costs (administrative costs)

- § Incurred in connection with eligible costs for the action
- § Max. 7% of direct costs



# The Budget - 7

## Eligible Direct & Indirect Costs

- ü Actual, connected with the project
- ü Indicated in the budget of the action
- ü Incurred in reporting period

### § Non-eligible

- § Contributions in-kind
- § Return on capital
- § Deductible VAT
- § Costs covered by another EU action
- § Article II.19.4 of the draft grant agreement

### § Co-financing and Joint and Several Responsibility

- § Up to value of contribution of beneficiary
- § Power of attorney conferred to co-ordinator (Mandate)







# The Budget - 9

## Form B1.1b Person Daily/Hourly Rate - Working Days Sheet

Name of Beneficiary 1 Lead Applicant/Coordinator	Beneficiary 1 (Coordinator)
<b>Person - daily/hourly rate calculation</b>	
<b>Please use one sheet per staff member involved</b>	
<small>Please note that, at the end of the project, the Commission will ask supporting documents (salary slips or other social document of each staff member involved in the projet, declaration of social security, employer costs to the national authorities,...) in order to verify this person/day rate</small>	

Organisation name :	Expert's name :
1 Annual Gross salary	
2 Social security (if not included in 1)	
3 Employer charges (if not included in 2)	
4 Other employer costs (ex group insurances)	
<b>5 Total Salary (1+2+3+4)</b>	<b>0</b>
<b>6 Working days/hours [1] per year</b>	<b>261</b>
<b>5/6</b>	<b>Daily/hourly [1] rate</b>
	<b>0</b>

<b>Working days/hours calculation</b>	
Total days in the year	365
Week-end	104
Annual holidays	
Statutory holidays	
Illness/other	
<b>Working days</b>	<b>261</b>
<b>Hours per day</b>	
<b>Working hours</b>	<b>0</b>

[1] Please choose

<b>Organisation name : EXAMPLE</b>		<b>Expert's name : ME</b>	
1 Annual Gros+A640s salary		33,689.00	
2 Social security (if not included in 1)		included in 1	
3 Employer charges (if not included in 2)		11,117.37	
4 Other employer costs (ex group insurances)		5,625.00	
<b>5 Total Salary (1+2+3+4)</b>		<b>50,431.37</b>	
<b>6 Working days per year</b>		<b>220</b>	
<b>5/6</b>	<b>Daily rate</b>	<b>229.23</b>	

<b>Example of working days calculation</b>	
Total days in the year	365
Week-end	104
Annual holidays	21
Statutory holidays	15
Illness/other	5
<b>Working days</b>	<b>220</b>
<b>Hours per day</b>	<b>8</b>
<b>Working hours</b>	<b>1760</b>

- Please provide us with one table of working hours calculation by organisation
- Add as many sheets as necessary to have the monthly/hour rate calculated for each expert working on the project





# The Budget - 10

## Form B1.2a Travel & Subsistence Sheet

Name of Beneficiary 1 Lead Applicant/Coordinator Beneficiary 1 (Coordinator)

**Heading 1.2 - Travel and subsistence expenses necessary to implement the action**

N° document	Expert Name	Travel	Dates	Purpose	Mission costs (in currency)	Travel (in currency)	Currency	Exchange rate (Currency/EUR)	Travel EUR	Mission costs EUR	Total EUR
	example : Mr John Smith	London - Brussels - Londen	29-31/03/2009	Kick off meeting	150.00	29.50	GBP	0.68105	43.32	220.25	263.56
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
									0.00	0.00	0.00
<b>Total</b>											<b>263.56</b>

Please use as many sheets as needed, copying this one. You may add or delete rows when necessary and, more generally, adapt this form to your own accountancy needs.





# The Budget - 11

## Form B1.2b Equipment Sheet

Name of Beneficiary 1 Lead Applicant/Coordinator

**Beneficiary 1 (Coordinator)**

### Heading 1.2 - Equipment

N° supp. doc.	Description equipment	Cost in currency (*)	# months used for the project	Depreciation # months	Rate of use	Total in charge for project in currency	Currency	Exchange rate (Currency/EUR)	Total in EUR
	Example : Machine x	4,000.00	10	36	100%	1,111.11	GBP	0.6815	1,630.39
	Example : Machine A	2,000.00	10	50	40%	160.00	GBP	0.6815	234.78
						0.00			0.00
						0.00			0.00
						0.00			0.00

**Total for the  
period**

**1,865.17**

You may add or delete rows when necessary, and more generally, adapt this form to your own accountancy method.

(\*) Exclusive of VAT unless VAT is eligible in accordance with the grant agreement. The beneficiary certifies that the costs given above are necessary and related to the implementation of the action for the percentage indicated.

Equipment must be written off in accordance with the tax and accounting rules which apply to the beneficiary. Only the portion of the equipment's depreciation corresponding to the duration of the action is eligible.



# The Budget - 12

## Form B1.2c Other Expenditure and 3<sup>rd</sup> Party Financing

Name of Beneficiary 1 Lead Applicant/Coordinator

**Beneficiary 1 (Coordinator)**

### Heading 1.2 - Other expenditure and third party financing

N° supp. doc.	Description procurement	# of units	unit price (*) in currency	Total in currency (*)	Currency	Exchange rate (Currency /EUR)	Total in EUR
	<i>example: CD</i>	<i>1,000.00</i>	<i>2.7</i>	<i>2,700.00</i>	<i>GBP</i>	<i>0.6815</i>	<i>3,961.85</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>
				<i>0.00</i>			<i>0.00</i>

**Total for the period** **3961.85**

You may add or delete rows when necessary, and more generally, adapt this form to your own accountancy method.

(\*) Exclusive of VAT unless VAT is eligible in accordance with the grant agreement. The beneficiary certifies that the costs given above are necessary and exclusively related to the implementation of the action.





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# The Budget - 13

## Form B1.3 Sub-Contracting Sheet

Name of Beneficiary 1 - Lead Applicant / Coordinator	Beneficiary 1 (Coordinator)
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### Heading 1.3 - SUB-CONTRACTING

The below text may be copied as many times as possible	Note that the beneficiary has to have the necessary capacity to perform the project. Subcontracting refers to the externalisation of specific tasks or activities which form part of the action. Only a limited part of the action can be subcontracted.	Estimated cost per day in EUR *)	N° of days foreseen *)	Total estimated costs for the contractor
1. Contractor's Name				
2. Tasks subcontracted				
3. Tasks explicitly mentioned as subcontracted in the Description of Work?	Yes/no			
4. Contract has been procured on the basis of best value for money / in accordance with the applicable procurement rules?	Yes/no			
5. Is there a personal link between the contractor's owner, shareholder or manager and one of the applicants or their affiliates?	Yes/no			
6. If "Yes" under point 5, please specify relationship				
<b>Total for contract 1</b>		100	15	1,500
1. Contractor's Name				
2. Tasks subcontracted				
3. Tasks explicitly mentioned as subcontracted in the Description of Work?	Yes/no			
4. Contract has been procured on the basis of best value for money / in accordance with the applicable procurement rules?	Yes/no			
5. Is there a personal link between the contractor's owner, shareholder or manager and one of the applicants or their affiliates?	Yes/no			
6. If "Yes" under point 5, please specify relationship				
<b>Total for contract 2</b>				0
1. Contractor's Name				
2. Tasks subcontracted				
3. Tasks explicitly mentioned as subcontracted in the Description of Work?	Yes/no			
4. Contract has been procured on the basis of best value for money / in accordance with the applicable procurement rules?	Yes/no			
5. Is there a personal link between the contractor's owner, shareholder or manager and one of the applicants or their affiliates?	Yes/no			
6. If "Yes" under point 5, please specify relationship				
<b>Total for contract 3</b>				0
<b>GRAND TOTAL</b>			EUR	1,500

\*) for contracts on the basis of a consultancy fee







# The Implementation

- § Award Decision
- § Grant Agreement (legal commitment)
- § Project duration
  - § 24 months
  - § Start date: early January 2014
- § Reporting
  - § 2 periods: 1 – 12 month & 13 – 24 month
  - § Operational report
  - § Financial statement
  - § Certificate on the financial statement





# Payments

## § Pre-financing

§ 20% or 30% of EU grant

## § Payments

§ Interim payment for period 1

§ Payment of the balance – end of the project

§ Financial statement per beneficiary of actual costs incurred in period

§ Reimbursement (EU co-financing) rate

§ 50% clearance of pre-financing





# Financial Reference

- § The Call Document
- § The Grant Agreement
- § The Guide for Applicants
- § Question & Answer Section

