

ANNEX I

Description of the action

The grant awarded aims at implementing the Action as submitted by the Coordinator and registered under the reference number:

«PROJ_REF_SK»

ANNEX II

General Conditions

ANNEX III

Estimated budget of the action

Maximum Grant contribution to the project costs

	EUR
I STAFF COSTS	«M_1MNTE»
II TRAVEL COSTS	«M_2MNTE»
III COSTS OF STAY	«M_3MNTE»
IV EQUIPMENT	«M_4MNTE»
V SUBCONTRACTING	«M_5MNTE»
TOTAL GRANT CONTRIBUTION (total I – V)	«MNTE»

ANNEX IV
List of beneficiaries
and
Mandates provided to the coordinator by the
other beneficiaries

ANNEXES V and VI

Model Technical implementation report(s) and Model Financial statement(s)

The implementation reports, summary reports for publication, financial statements and other documents must be submitted by the beneficiary in the language of the grant agreement in accordance with the templates, the instructions and guidelines for the use of the grant provided on the website of the Executive Agency:

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

Reports and Pre-financing		Deadlines
By way of derogation from Article II.23.1 : Mid-term Report and Pre-financing payment:	<ul style="list-style-type: none"> • Progress report on implementation of the action • Summary report for publication • Statement on the use of the previous pre-financing instalment (Annex VI) 	not later than half way through the eligibility period
	<ul style="list-style-type: none"> • Statement on the use of the previous pre-financing instalment (Annex VI) • Request for payment (Annex VI) 	no specific deadline, but not before the submission of the Progress report on implementation of the action
Final Report:	<ul style="list-style-type: none"> • Final report on implementation of the action • Summary report for publication • Final financial statement and request for payment, including the financial tables for each budget heading • For all grants an (Audit) certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II) 	two months after the end of the eligibility period

Supporting documents (copies, not originals) to be submitted with the Final Report include:

- Invoices related to purchase of equipment where the cost exceeds EUR 25.000
- Invoices and contracts related to subcontractors whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000
- Any prior authorisation from the Agency

ANNEX VII

Guidance notes – Report of Factual Findings on the Final Financial Report – Type II

As stated in Article I.4.1 of the Grant Agreement an (Audit) Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II) must be sent with the Final Report.

You will find as guidance note the template "(Audit) Certificate on the financial statements and underlying accounts" on the website of the Executive Agency:

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

ANNEX VIII

**Model terms of reference for the operational
verification report: not applicable**

