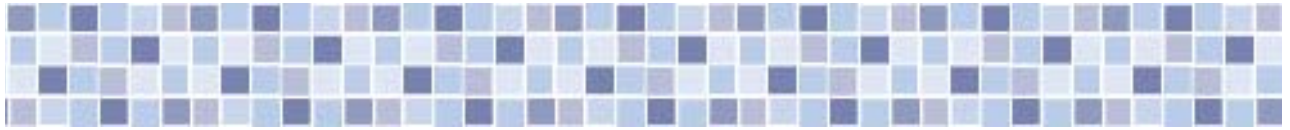


ArtWET: our LIFE project

Kick-Off Meeting Strasbourg – 24 novembre 2006

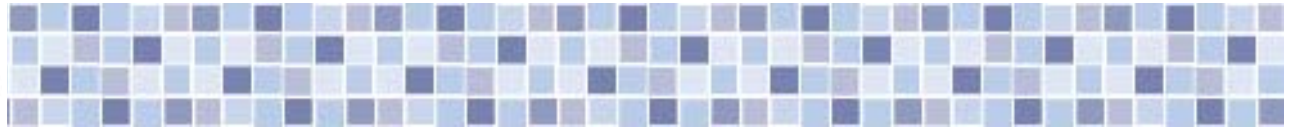




Where to find the financial rules?

**The financial rules explained in the following are laid down in
The Common Provisions (CPs)
(Previously known as SAPs)**

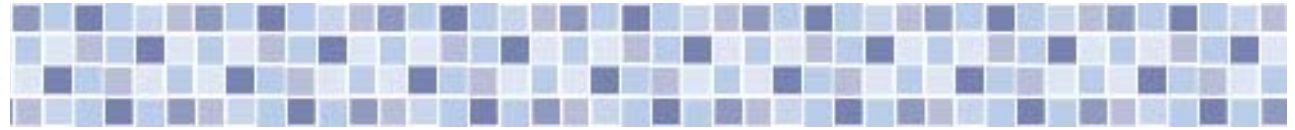
**The Common Provisions are your MAIN guide to project
management and should always be on your desk!**



The Basics - 1

- The Grant Agreement foresees a maximum amount of contribution and maximum percentage of funding to the eligible costs
- The EU's contribution is determined by applying percentages in the Grant Agreement to eligible costs incurred.
 - No other direct or indirect European Union funding will be used to co-finance the project

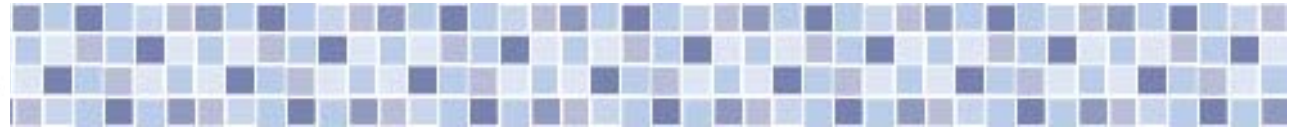
CP Art 20



The Basics - 2

- The maximum contribution given in the Decision is never increased
- Revenue must be declared - Any profit is treated as direct income to the project - EU contribution may decrease
- Bank account must make it possible to identify EU funds
 - Interest accrued should be declared

CP Art 20



Notes on Costs - 1

Personnel

- Gross salary plus obligatory social charges * time on project
- Service contracts may be included - see CPs

Travel

- In accordance with ‘normal internal rules’
- Need permission for travel outside Europe unless specified in the application

External assistance

- Not more than 35% of total eligible cost
- Purchase or leasing under subcontract declared separately



COSTS DISTRIBUTION

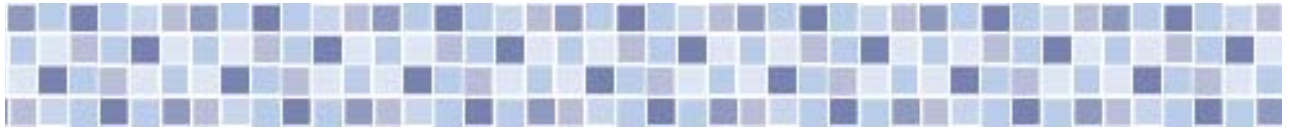
source	UE		Own funding	AELB	BASF	CG37	CG68	CRAL	Total
	€	%							
ENGEES	442 441	52,96%	363 051		30 000				835 492
Cemagref	226 690	50,00%	226 691						453 381
UHA	290 742	46,27%	109 786				55 500	172 354	628 382
UCSC	253 413	47,29%	282 504						535 917
UF	179 461	49,91%	180 080						359 541
UKL	416 171	60,74%	269 032						685 203
CA37	33 977	38,74%	20 750	16 489		16 489			87 705
BURGEAP	49 098	50,00%	49 098						98 196
DILGER	15 000	50,33%	14 804						29 804
VGLL	10 000	6,06%	155 000						165 000
Total :	1 916 993	49,42%	1 670 796	16 489	30 000	16 489	55 500	172 354	3 878 621



First Pre-Financing Payment

- **40% of EU contribution**
- **Send ASAP to Commission**
 - Signed copy of Grant Agreement
 - Signed Payment Request including
 - Details of beneficiary
 - Bank details
 - For private sector: bank guarantee – see Grant Agreement Annex 1

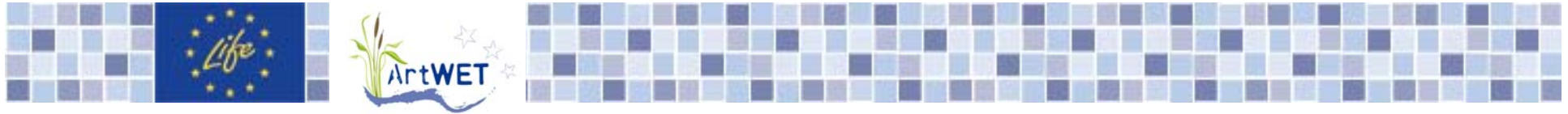
CP Art 23



Second Pre-Financing Payment

- **30 % of the EU contribution**
- **Conditions for Payment**
 - Submission of a Mid-term Report when at least 150% of first payment **(or more realistically 160 to 170 %)** has been spent
 - Paid within 45 days of approval of Interim Report

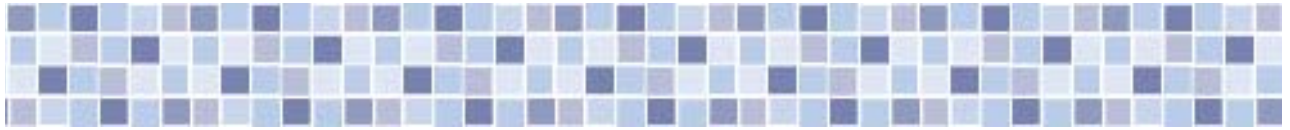
CP Art 23



The Balance (Final Payment)

- **Balance of the EU contribution**
- **Conditions for Payment**
 - Submission of a Final Report up to three months after the technical close of the project
 - Paid within 45 days of acceptance of Final Report

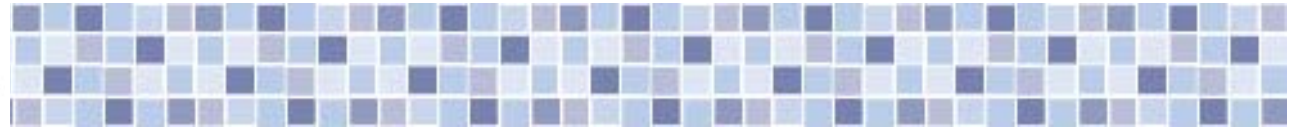
CP Art 23



Statement of Expenditure and Income

- **Submitted with Mid-term and Final Reports**
- **Use standard forms**
- **Justifying documents may be required by the Commission**
 - so keep all invoices, timesheets, salary slips etc.
- **Use the Euro (€)**
 - Refer to paragraph 25.4
 - Exchange rate from <http://www.europa.eu.int/comm/budget/infoeuro>
- **VAT is eligible if it cannot be recovered**

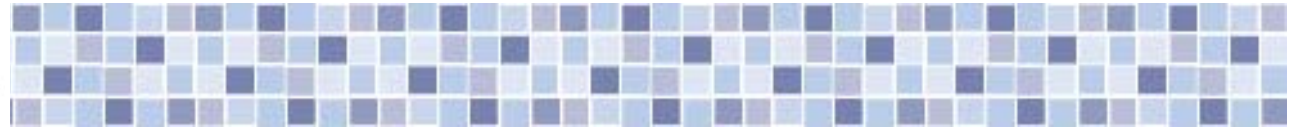
CP Art 25 & 26



Audit

- **The Statement of Expenditure and Income needs to be audited if...**
 - The maximum amount of the grant equals or exceed €500,000
 - The final payment requested exceed €150,000
 - The pre-financing payment(s) requested exceed(s) €750,000 per financial year
- **The audit must verify compliance with national legislation and accounting rules and also compliance with the common provisions for the LIFE Programme**

CP Art 27



READ the Common Provisions!!!

- If doubt arises, the Common Provisions prevail
 - Even if something else is written in your proposal!