



European
Commission

ERASMUS+: SPORT

Project Coordinators' Meeting

Administrative Procedures

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Actors

- Collaborative partnerships
 - Multi-beneficiary grant agreement

Coordinator/
beneficiary

(Co)-beneficiary

EACEA

Coordinator/beneficiary

- Article II.1.1 and II.1.3 of the grant agreement
- Signs and is responsible for all legal and financial documents of collaborative partnership
- Responsible for the project implementation
- Manages the work of partners, solves problems
- Contact point for EACEA

(Co)-beneficiary

- Article II.1.1 and II.1.2 of the grant agreement
- Jointly and severally responsible for carrying out the action
- Jointly and individually responsible for complying with legal obligations
- Informing coordinator, submitting documents
- Receives a part of grant

EACEA

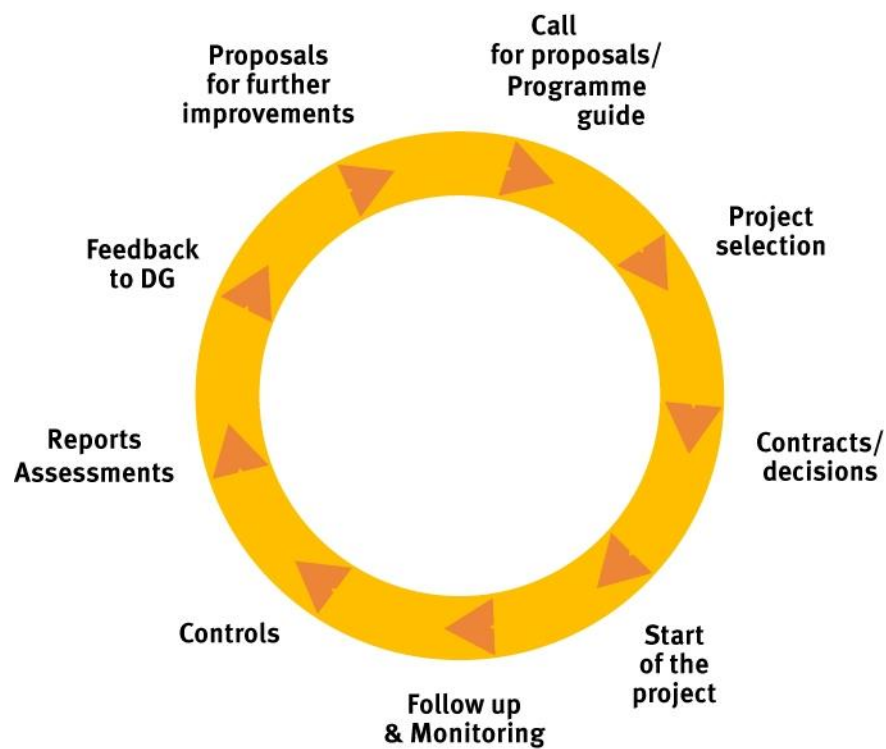
- General management of project life cycle
- Signs grant agreement
- (Dis)approves and signs all amendments
- Monitors projects
- Acts as a helpdesk during project lifetime
- Validates reports at the final reporting stage

Guidance on contractual project management

- Project Life Cycle Overview
- Monitoring
- Amendments
- Financial rules
- Dissemination and logo
- Final report
- Annexes



Project Life Cycle Overview



Monitoring

- Desk monitoring
- Online meeting

- Onsite meeting/visit
- Participation in an event organised by your organisation



Monitoring – positive findings 😊

- Expert's recommendations at selection stage followed
- Active participation, clear management structure and division of tasks
- Project supported at institutional level for all aspects of project implementation
- Good internal/external communication (e.g. strategy, tools)
- Web page as a dynamic tool for dissemination and promotion
- Highly engaged target groups and stakeholders

Monitoring – negative findings ☹️

- Delays in work plan, very few activities implemented
- Sleeping partners
- Poor dissemination plan
- Weak implementation of dissemination strategy from the project start
- No compliance with publicity obligations (Art. I.10.4)
- No internal quality control / evaluation mechanisms

Penalties

Poor, or Partial, or late implementation

Final Reports will be evaluated on the basis of quality criteria on a total of max 100 points.

If it scores below 50 in total, the Agency might reduce the final grant amount even if the activities are eligible and took place :

25% if final report scores is at least 40 pts and below 50 pts

35% if final report scores is at least 30 and below 40 pts

55% if final report scores is at least 20 and below 30 pts

75% if the final report scores below 20 points

Amendments

No amendment request form	Amendment request form
Address	Coordinator
Legal status	Legal representative of coordinator
Legal name	Partnership
Contact person	Eligibility period of the project
Legal representative of co-beneficiary	Budget breakdown
	Bank account

Work programme

DO

- Ensure that partners are fully committed to the need for an amendment
- Submit amendments without delays (and before they occur)
- Duly justify the reasons for the proposed changes and provide details (or request may be rejected)
- Ensure the request is complete and budget and work plan are re-aligned to the amendment request



DO

- If adding a new partner, make sure it has highly specific skills and competences to improve and add value to the project outcomes
- If possible, put together different issues in one amendment request
- If you have doubts, discuss amendments with your project officer in advance
- Use templates
 - Beneficiaries Space



DON'T

- Don't submit amendment retrospectively
- Don't add a new partner without clear/relevant tasks and added value to the project
- Don't request budgetary changes at the end of project before reporting
- Don't request prolongation of eligibility period before the end of project because you cannot finish the project on time
- Don't re-allocate budget from 'travel' to 'staff' costs without well justified need for more working days

Dissemination and logo

- Grant agreement
 - Article I.10.4 + links
 - Article II.7
- Annex II of the Erasmus+ Programme Guide
- Erasmus+ Project Results Database



Final reporting

eFinal reports

Narrative part/
Final report

Financial part/
Final budget

**E+ Project
Results
Database**

Deliverables

Templates in 'Beneficiaries space'

Final report – narrative part

Part A – Project Description

- project's basic data

Part B – Project Implementation

- how you have implemented activities

Checklist and signature



eFinal
reports



Final report – narrative part – Part B

Summary of the final project outcomes

Implemented activities

Changes comparing to original application

Objectives and priorities

Participants and age groups

Quality control during project implementation

Impact of the project

Dissemination including communication tools

Good practice

Difficulties and recommendations

Final reporting

Length of eligibility period	Phase	Deadline
12 months	Start and end of period	01/01/17 – 31/12/17
	Your submission	29/02/2018
18 months	Start and end of period	01/01/17 – 30/06/18
	Your submission	31/08/2018
24 months	Start and end of period	01/01/17 – 31/12/18
	Your submission	28/02/2019
30 months	Start and end of period	01/01/17 – 30/06/19
	Your submission	31/08/2019
36 months	Start and end of period	01/01/17 – 31/12/19
	Your submission	28/02/2020

Intermediate report

✓ **WHY?**

In case of reduction of pre-financing (weak financial capacity)

✓ **HOW?**

At least 70% of the first pre-financing installment have been used

✓ **WHEN?**

First day of the month after the midterm of the action

Purpose of the final reporting

For the benefit of the entire project consortium

- Measure the state of progress
- Adopt solutions to improve certain aspects
- Improve visibility in the wider community
- Reinforce the dissemination strategy

For the Agency's benefit and use

- Decision on intervention by the Agency: recommendations, monitoring visits, etc.
- Final payment
- Identification of good practices or projects requiring follow-up
- Feedback to the European Commission for policy-making





Final advice

- Read carefully all legal documents
- It is recommended to sign partnership agreement
- Consider the evaluator's feedback for your application and the Final Report
- Don't wait with dissemination activities till the end of project
- Keep an eye on your planning, activities & budget
- Establish a common approach within the consortium to address concerns/problems
- Take into account that you are dealing with an international partnership



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

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