



European
Commission



Creative Europe – Cross-sectoral

Creative Europe Desks –

- eForms
- Principles of work packages, budget & Customised Lump Sums

Principles of budget and work packages – customised lump sums

- Why Lump sums?
 - To simplify for applicants, beneficiaries and EU services;
 - Removes all obligations on actual costs, audit certificates and ex-post audits by the Commission
- Why “customised”?
 - Some Lump sums are fixed in the call (predefined on the basis of studies)
 - Customised lump sums are proposed by applicants
- Applicants provide a detailed estimate of anticipated costs according to different cost categories (staff, travel etc) and split them by Work Package and beneficiary organisation
- Experts assess costs during the evaluation and these are fixed with successful applicants during the Grant Agreement Preparation (GAP)
- GRANT Agreement (GA) specifies the lump sum per WP and the distribution of grant per beneficiary (for multibeneficiary GA)
- For the reporting, the focus is on **Results**, not financial reporting

Principles of budget and work packages – customised lump sums

- Work programme is organised in Work Packages:
 - Title; WP leader; duration (expressed as Month-n to M-n)
 - Objectives
 - Activities + events
 - (Milestones - optional, for complex projects)
 - Deliverables + due date will be uploaded in the system (used for monitoring)
- Copied to eGrants system as part of GAP
- Continuous monitoring of progress by Coordinator and EACEA
- Simple reporting

Customised lump sums – planning mindset

- To complete application, detailed advance planning is advised
 - Work Package = major distribution of work with deliverables (≠ single activity)
 - Different planning mindset: Concrete deliverables > essential activities and resources (who?, staffing effort and eligible €) > timing
- Timing of work packages – may be important for projects
- For projects with more than one prefinancing payment, an interim report is required and the payment will be linked to the completion of work packages
- Budget workbook to be completed will configure a summary based on Work package, organisation and budget chapter

Customised lump sums – planning mindset

- Decisions on the grant will be based on a detailed analysis of planned budget – max grant and max % to be respected overall
- Reports: Provide a state of play on Work Packages completed, started, not started
- Amendments are possible if Work package has not been completed:
 - subject to Agency decision (operationally it is justified; does not put in question the decision to approve the project)

Customised lump sums – reporting

- If all deliverables realised as planned, full grant is awarded at the end of the project.
- Grant may be reduced for partial implementation
- No audit by Commission services (possibility of technical reviews on implementation)
- Don't need to submit time sheets, pay slips contracts, invoices etc
- Do need technical documents, publications, prototypes etc
- Proof of who did what; Any document proving that the work was done as presented in the approved work packages in the GA



CEDesks – tasks and responsibilities

Objectives and priorities of the Creative Europe Desks

- Promote the programme at national level, provide relevant information on the various types of financial support available under Union policy, and assist the cultural and creative actors in applying under the programme, including by informing them of the requirements and procedures related to the various calls and by sharing good practices;
- Support potential beneficiaries in application processes and peer mentoring for newcomers to the Programme, stimulate cross border cooperation and the exchange of best practices between professionals, institutions, platforms and networks within and across the policy areas and sectors covered by the programme;
- Support the Commission in ensuring a proper communication and dissemination of the results of the programme to the citizens and to the operators.

CEDesks – Principles of work packages, budget & Customised Lump Sums

Invitation to submit a proposal – Reflection is on-going

- minimum 3 work packages?
 - Events
 - Promotion and communication activities
 - Coordination and Consultancy
- Types of proof for certain CEDesk activities (eg consultancy)?
- Reporting requirements in the future (annual reporting)?

Overview of application documentation

For planning purposes only: templates are in the process of being finalised and final models are not available at this time

eForm part A: Contents

Table of contents

Section	Title
1	General Information
2	Participants
3	Budget

General information: title, acronym, duration, summary, keywords, Commission priorities

Participants: Coordinator (based on PIC, add contact perople), partners, affiliated entities, associated partners

Budget by organisation: Personnel costs, T&S, Subcontracting, other direct costs of goods and services, indirect costs @7% direct costs less subcontracting

eForm Part B – Project description, award criteria, work packages and deliverables

- Word template to be downloaded, completed and uploaded to eForm
- Formerly « Detailed description of the project »
- For successful applicants, certain aspects to be copied into eGrants – notably Work Packages, deliverables, due dates and key targets
- Requires collaboration with all parties
- Must line up with budget in terms of work packages and budgets by beneficiary organisation

Work package planning

Work Package 1

Work Package 1: [Name, e.g. Project management & coordination]			
Duration:	M X - M X	Lead Beneficiary:	1-Short name
Objectives <i>List the specific objectives to which this work package is linked.</i>			
▪			



Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.

The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks can normally not be subcontracted.

If there is subcontracting, please also complete the table in section 4.3.

Task No (continuous numbering linked to WP)	Task Name	Description	Participant		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
1.1					
1.2					

Events

For events, give more details on the type, location, number of persons attending, etc in the detailed table.

Task No (continuous numbering linked to WP)	Activity Type	Participant		Location of the event	Number of student/people involved
		Name	Role (COO, BEN, AE, AP, OTHER)		
1.5					



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Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification		Due Date (month number)	Description
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —	[PU — Public] [SEN — Sensitive] [Classified R- UE/EU-R] [Classified C-		



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Timetable

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																									
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24		
Activity 1.1 - ...	■	■	■	■	■	■	■	■	■	■																
Activity 1.2 - ...							■	■	■	■	■	■	■	■	■	■	■	■	■							
Activity ...										■	■	■	■	■	■											



eForm part C: Statistics - Overview of the Desk and activities

Organisation role	COO	PAR1	... max 8
Organisation name			
Media			
Culture			
Both			
Number of events that desk will participate in			
Number of events that desk will organise			
Number of cross border events that the desk will organise			
Other types of event			
Number of permanent staff working for the CEDesk			
Years of professional experience of the Head of CEDesk			

DRAFT Detailed budget: download, complete and upload to eForm

BENEFICIARY CALCULATION SHEET		
COSTS WORK PACKAGE1: Design, build and test Proof of Concept		
DIRECT COSTS		
A. Personnel costs		
A.1 Employees (or equivalent)		50000
A.2 Natural persons under direct contract		25000
A.3 Seconded persons		10000
A.4 SME owners and natural person beneficiaries		
A.5 Volunteers		5000
B. Subcontracting costs		
		20000
C. Purchase costs		
C.1 Travel and subsistence	Actu	7500
C.1 Travel and subsistence		
	Travel	Actual Costs
	Subsistence	Actual Costs
C.2 Equipment		2500
C.3 Other goods, works and services		1500
D. Other cost categories		
D.1 Financial support to third parties		10000
D.2 Participation fees in international events and seminars and s		
INDIRECT COSTS		
E. Indirect costs		
Flat rate costs (7% of direct)		9.205,00 €
TOTAL costs		140.705,00 €

X (60%)
Reimb. rate

Annex II of LS MGA

Total for all beneficiaries per WP		
Beneficiaies	WP1	TOTAL
ACME Inc.	112.564,00 €	112.564,00 €

The mechanisms consist of converting a multi category budget into a simple lump sum amount to be verified **operationally** in terms of delivery completion (at project closing)

NB: Although the Annex II of the contract (Budget Table) will be limited to an amount per WP...

...the applicant will have to attach to its application the detailed excel spreadsheet to allow Experts to evaluate the budget in more detail

Mutatis mutandis if there are multiple WP and beneficiaries

Project Budget Table (Annex II of Agreement)			
Beneficiaies	WP-1	WP-2	TOTAL
ACME Inc.	144.000,00 €	14.400,00 €	158.400,00 €
BASF Ltd.	34.000,00 €	16.000,00 €	50.000,00 €
Beneficiary 3	25.000,00 €	5.000,00 €	30.000,00 €
	203.000,00 €	35.400,00 €	238.400,00 €

Trainings and webinars

Be reassured you will not be on your own!

We will organise dedicated webinars once budget and application forms are ready