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Guidelines for cooperation projects

Introduction

Cooperation project means, that EUNET and the EUNET member are joint organizer, and the EUNET member is running the project. Some rules have to be followed for these joint cooperation projects.

This guide should help all staff persons of the EUNET member organisations to take the hurdles of running and reporting of cooperation projects smoothly, to avoid uncertainty and to keep the administrative burden for all persons involved as low and simple as possible.

This guide is deliberately kept short and simple without any legal provisions. EUNET uses financial assets of the European Union for the cooperation projects and therefore has to follow a number of guidelines and rules. Some of them are inevitably part of this guide.

Software usually gets really good from version 3.0 on. This is without doubt the case for this guide too. The version at hand consequently has room for some improvements and clarifications and it's in the nature of things that this document has to be adjusted to any future changes. Regular updates are therefore planned.

Remarks and recommendations are very much welcomed. Together we should be able to make our existing knowledge available for all our members.

Hennef, September 2014

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Programme

Requirements for the programme

The programme must include the following information:

- Text „**In cooperation with the European Network for Education and Training – EUNET**“ or „**In cooperation with EUNET**“
- „EUNET“ must be **linked** to <http://www.european-net.org>
- The **Logo of EUNET** ([Download](#))
- The **Flag/Symbol of the EU** with the text „**With the support of the Europe for Citizens programme of the European Union**“ or „**Co-funded by the Europe for Citizens programme of the European Union**“ in your national language ([Example](#))

Distribution of the programme

- The programme has to be **published on the website** of the cooperation partner.
- A **detailed programme as pdf-file or a link** for the respective file on the website of the cooperation partner must be send to EUNET **four weeks prior to the beginning** of the event. The programme will then be published on the EUNET website.

Payments

Pre-payment

An informal request for an **80% pre-payment of the EUNET grant** could be made by email **four weeks prior to the beginning** of the cooperation event. Please indicate the **number of the project, title** and **dates** as well as a **bank account**.

Administration fee

There is an **administration fee of 10% of the EUNET grant**. There will be an extra invoice from EUNET to the beneficiary with the amount of the administration fee. The fee is **based on the requested EUNET grant**, independent from the final grant you claim.



Final payment

The final payment will be made **within four weeks after EUNET received all required documents, the final report and after the payment of the administration fee**. No payment will be made without the payment of the administration fee. A **compensation** with the EUNET grant **is not possible**.

Final report

Eligible costs

The following costs will be supported (= eligible costs):

- Accommodation
- Catering / meals
- Travel cost within the EU
- Speaker fees
- Room rent

Non-eligible costs

Non-eligible costs are all costs which are not listed under eligible costs. This especially applies for all kind of staff costs, expenses for materials and printing as well as for administration lump sums.

Grant

The maximum EUNET grant is either the amount stated in the grant decision or the percentage of the eligible costs mentioned in the grant decision.

With a reduction of the total costs compared to the total costs in the application, the maximum EUNET grant will be the percentage stated in the grant decision. The amount in Euro will be reduced.

Are the total costs (maximum 7.500€) higher than in the application, the maximum EUNET grant will be the amount stated in the grant decision. The percentage of the EUNET support will be reduced.

Changes in the budget

The **total cost** could be **up to 10% higher** than in the application, but not higher than the maximum of 7.500€

There are **no restrictions** for changes in the different **budget items**.



Partial support for projects with total costs over 7.500€

A **basis of calculation** in English, German or French has to be provided **for income and expenses** for projects with total costs over 7.500€ and where EUNET is only supporting part of the whole project

Exchange rates

Expenses in a currency outside the Euro have to be taken into account using the **monthly exchange rate published by the European Union**. You will find the exchange rates [on this website](#). Relevant is the month when the cooperation project ends. The exchange rate has to be indicated in the invoice.

Payments in cash

Payments in cash of more than 150€ are not eligible and will not be accepted.

Financial report

The final report is an **invoice** from the EUNET member to EUNET **following this scheme**:

Expenses:

Accommodation: XXX Euro

Catering: XXX Euro

Travel cost: XXX Euro

Speaker fees: XXX Euro

Room rent: XXX Euro

Total costs: xxx Euro

Income:

Participation fees: XXX Euro

Third parties (all listed with name and respective amount): XXX Euro

Own resources: XXX Euro

EUNET: XXX Euro

Total income: XXX Euro



Report

Please solely use this form ([MS Word 2010 and above](#) ; [all other text processing software](#)) for your report.

Required documents

The invoice must include the **following documents**:

- a **copy of all financial receipts**
- A **proof** of the bank transfer for costs from **500€ on** (A print out from an online-banking software is sufficient)
- A **copy of the bank account statement** if income or expenses had been made by **cheque**
- The final **programme**
- a copy of the **list of participants** (minimum requirement: First name, Name, Age, Address, Signature)
- a **report**
- a **confirmation** that **no other financial support from the EU** (directly or indirectly) had been used for the project and that the costs actually occurred.
- (Statement on the **exchange rate**)
- (**Basis of calculation** in case of partial support)

Deadlines

The documents have to be at the EUNET office by **standard mail and email four weeks after the end of the project**. For projects starting after November 20th 2015 the deadline is December 18th 2015.

Other

Conflict of interest

All kind of possible **conflicts of interest** have to be **avoided by all means** during the execution of the cooperation project.



Audit

The beneficiary permits EUNET and the institutions and bodies of the European Union, as well as their contracted third parties, **access to all relevant documents of the cooperation project**, including access to the bookkeeping software.

Original documents are to be handed over upon request.

EUNET and the institutions and bodies of the European Union, as well as their contracted third parties have the right **to evaluate on the spot and to take part in** the cooperation project **without prior notice**.

Data protection

The beneficiary has to follow all national and European laws to guarantee the **protection of personal data**.

Copyright

EUNET and the European Union have the **right to make use of the results** of the cooperation projects.

Record keeping

The original documents have to be kept for **five years** independent from any national rules. The period starts with 1st of January of the year following the end of the cooperation project.

I have questions, what to do?

Send an email to Thomas Heckeberg (heckeberg@european-net.org) or call +49 (0)2242 908 86 57.

