

Questions Regarding Project and Financial Management and Reporting

Questions	Answers/Comments
Agreement and Pre-financing	
1. Should EWL provide a sample agreement for the beneficiary and its partners, or can they use their own?	Beneficiaries are free to use their own agreements. However, they may refer to our agreement as a model to ensure compliance with the same terms and eligibility criteria.
2. Should the beneficiary pay 80% or 100% of the pre-financing to their partners?	This decision is up to the beneficiary, but we recommend paying only 80% of the pre-financing amount.
Financial Transfers and Reporting	
3. On which basis does the project coordinator have to transfer the project's amounts (to their partners): invoices or requests of payments?	The project coordinator has to transfer the project's amounts to their partners based on invoices or debit notes.
4. Should the beneficiary use the European Commission's unit costs for travel?	There are no current instructions that you must comply with. Please make sure that you can justify it on the basis of the accompanying documentation, such as (the boarding pass and train tickets etc).
5. Is there a standard template for the narrative and financial report you would like us to use?	The template for the narrative and financial reports will be provided by the EWL secretariat to the beneficiary in the next few months.
6. We are outsourcing financial reporting. Can we pay in a lump sum for the services rendered, or do we stay with the timesheets?	<p>You can but then you need to justify this as a staff cost and provide a timesheet. The costs of staff contributing to activities can be included.</p> <p>For the timesheet, you can use your template, but please ensure it includes the number of hours/days</p>

	the person worked on the project/activity and the daily rate amount.
7. Are operational costs eligible costs?	No operational costs are ineligible costs.
8. What kind of expenditures are eligible?	Costs that are directly related to the implementation of the activities of the project.
Staff Costs	
9. Should EWL send the beneficiary a template for the timesheet?	For the timesheet, you can use your template, but please ensure it includes the number of hours/days the person worked on the project/activity and the daily rate amount.
10. How to declare the staff costs? What supporting documents are required for the staff cost?	The timesheet, copy of the contract and proof of payment in accordance with your national labour legislation.
11. Is there an acceptable maximum percentage for staff costs? May the beneficiary pay for project coordination and/or financial management?	There is no maximum acceptable percentage, but costs must be in accordance with the activities of the project and in accordance with the national labour legislation.
12. Is it acceptable to pay some experts through their companies based on the relevant contracts, or do you have some other rules and protocols in place?	Yes, but you have to justify this to carry out the activities of the project and please ensure it includes the number of hours/days the person worked on the project/activity and the daily rate amount.
13. Are there any restrictions on the daily rates?	Please refer to your national labour legislation and minimum wage regulations.
14. If the same person implements several activities, does she need to provide separate timesheets for each activity?	Yes, because every activity has a lump sum budget. Therefore, the declaration of the number of working hours must be included for each activity separately.
15. Do we need to translate the invoices into English?	No, but the final financial report (we will provide the template to you later) must be in English, and the invoices should be clearly referenced in it.

	<p>Additionally, all costs must be converted into euros as stipulated in your agreement. If no daily euro exchange rate is published in the Official Journal for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.</p>
Subcontracting Costs	
<p>16. Is it allowed to subcontract experts to implement activities? And What supporting documents are requested for subcontracting?</p>	<p>Yes, but it should be very specific and for specific services that are not available in your organisation. You need to provide the contracts and invoices.</p>
Indirect Costs	
<p>17. May we pay indirect costs? Do we need to provide supporting documents for other costs?</p>	<p>No, the indirect costs are not allowed.</p>
Funding and Budget	
<p>18. Can the projects be funded from other European Commission resources (different calls)? Or can they be funded from private donors?</p>	<p>Yes, you can but you should establish clear project budgets and each project should have its own designated funds and expenses. Clearly document all transactions related to each project separately.</p>
<p>19. Are there any restrictions for distribution between types of expenditures?</p>	<p>No</p>
<p>20. Can we include more than one activity in the same project?</p>	<p>Yes. You can include several eligible activities within one project (e.g. a training, a public event, and a research component), as long as the total budget remains within the €10,000–€15,000 limit per project and each activity complies with its respective maximum ceiling.</p>