



ERASMUS+ KA2 PROJECT “Teachers to Teachers”



Designing Curriculum for Pre-School Teachers Who Work in Inclusive Classroom Settings





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Administrative and Financial Issues

General Overview

- **Partnership agreements were signed**
- **First payments of the partners were transferred (40 %)**
- **Second payments of the partners will be transferred after the approval of interim report (40 %)**
- **Final payments of the partners will be transferred after the approval of final report (20 %)**

Main Budget Items

1. Intellectual Outputs-unit cost
2. Management allowances - lumpsum
3. Transnational Meetings-unit cost
4. Learning, teaching and training activities-unit cost
5. **Multiplier Events-unit cost**
6. **Exceptional Costs -real cost**

Key principle:

All expenditures should be recorded in to the accounts of the partners.

Intellectual Outputs

Key Notes

- ❖ Intellectual outputs are produced by researchers who are the project staff of the coordinator and the partner organizations
- ❖ The coordinator and the partners have to be able to demonstrate the formal link with their project staff through either a project based employment contracts and/or work assignment letters
- ❖ Staff working for a beneficiary on the basis of service contract are not considered as staff of the organization concerned. Their working time can not be claimed under "intellectual outputs"

Intellectual Outputs

- ❖ **Man-day fees are determined based on country rates**
- ❖ **Supporting Documents**
- ❖ **Work assignment letters required for the permanent staff**
 - ❖ **should cover whole project period**
- ❖ **Temporary employment contracts**
 - ❖ **should cover whole project period OR**
 - ❖ **a volunteer contract can be started at the end of the temporary employment contract**
- ❖ **Staff time-sheets (monthly based)**
- ❖ **Documents prepared while producing the main output should be kept in the project dossiers for any inquiry**

Management Allowances

€ 6.000 for the each partner (**€ 250 per month**)

Supporting Documents

- ❖ Web site news, media and social media news
- ❖ Brochures, news letters and other promotional documents
- ❖ E-mailing lists for distribution of the news letters and the Project outputs
- ❖ Minutes for internal working meetings, trainings and local study visits etc.
- ❖ Power point presentations prepared for the transnational meetings
- ❖ Time-sheets of the administrative and managerial staff assigned for project management related works (if applicable)

Transnational Meetings

- ❖ Meeting participants should be **project staff** working with an employment contract or a voluntary contract
- ❖ 575 € per participant (for a distance equal and less than 1999 kms)
- ❖ 760 € per participant (for a distance more than 2000 kms.)

Supporting Documents

- ❖ Payment documents which indicate money transfer to the private bank account of the training participants
- ❖ Participation certificates signed by the hosting organization
- ❖ Tickets and boarding cards
- ❖ **Meeting agenda, meeting minutes and attendance sheets should be prepared and kept by the hosting organization and ZİÇEV in their Project dossiers**

Learning –Teaching – Training

- ❖ Participants should be the **staff** of the sending organization
- ❖ Per travel/per participant : 275 € (for a distance equal and less than 1999 kms)
- ❖ Per travel/per participant 360 € (for a distances more than 2000 kms)
- ❖ accommodation: 100 € per day /per participant

Supporting Documents

- ❖ Payment documents which indicate money transfer to the training participants
- ❖ Ex: If you buy tickets paying € 300 from the bank account of your organization, you will pay accomodation + 60 € for each participant's private bank account
- ❖ Mobility agreement should be prepared (**will be provided by ZİÇEV**)
- ❖ Participation certificate signed by the hosting organization
- ❖ Tickets and boarding cards
- ❖ **Training agenda, attendance sheets, evaluation reports should be prepared and kept by the hosting organization and ZİÇEV in their Project dossiers**



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Multiplier Events

Multiplier events are in responsibility of the coordinator organization



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Exceptional Costs

Exceptional costs are in responsibility of the coordinator organization

Thank you
Danke
Gracias
Dank taal
Teşekkürler

