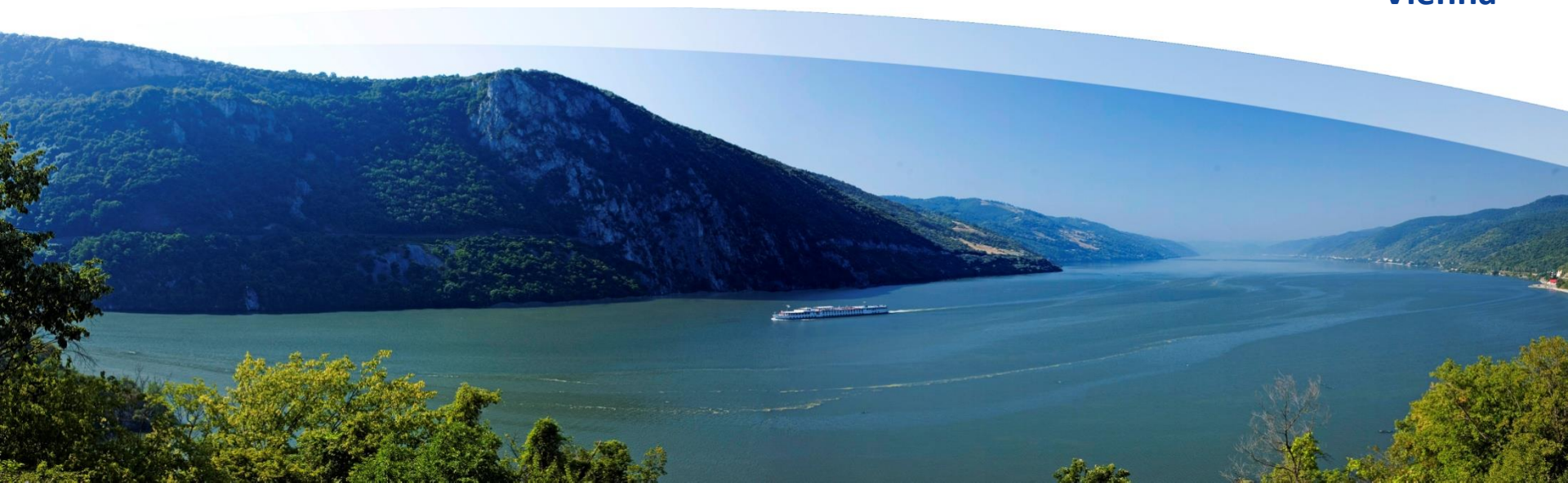


START – Danube Region Project Fund

Workshop for Lead- and Project Partners

May, 6th 2015
Vienna



PAC 10 & EuroVienna (Implementing Body)

EUSDR Priority Area Coordinator 10 / (City of Vienna, Austria): Dr. DI Kurt Puchinger

Responsible for stepping up institutional capacity and cooperation in the Danube Region and the implementation of the EU Pilot Initiative START – Danube Region Project Fund

EuroVienna (Implementing Body – IB):

- **Affiliated entity to PAC10**, the City of Vienna and **Implementing Body (IB)** in regard to the START Danube Region Project Fund
- Acts as „**Funder**“ to the Lead Partners of the selected START projects
- **Supports PAC10** and **provides technical assistance** to Lead Partners implementing their START projects
- **Project Managers / Contact Persons:**

Mira Ebner: mira.ebner@eurovienna.at / +43 1 89 08 088 2903

Danijela Djoric: danijela.djoric@eurovienna.at / +43 1 89 08 088 2905

Julie Dalmoro: julie.dalmoro@eurovienna.at / +43 1 89 08 088 2909

Gudrun Pabst : gudrun.pabst@eurovienna.at / +43 1 89 08 088 2904

Objectives of the START Workshop

- **How to implement a START project?**
 - ✓ Reporting
 - ✓ Communication
 - ✓ Declaration of expenses
 - ✓ Where to find relevant information
- **How to use the START Online Tool?**
- **Networking & exchange opportunities**

AGENDA



Part I: Morning session

10:00 – 10:15

Welcome, Introduction

- PAC10
- EuroVienna
- Objectives of the Meeting

10:15– 12:30

START Danube Region Project Fund

1. Objectives & main principles of START
2. Facts & Figures 1st Call
3. Project Implementation
4. Main documents for the START project implementation
5. Project Expenses & Budget Lines
6. The final START amount & payments
7. Questions & answers

12:30 – 13:30

Lunch Break

AGENDA



Part II: Afternoon session

13:30 – 15:30

The START Online Reporting Tool – Declaration of Expenses

- 1st Steps - Surface of the START Online Tool & Basic Information
- Documentation of Expenses for each Budget Line
- Budget Overview
- Reporting and Requests for Payment

15:30 – 15:45

Coffee Break

15:45 – 16:30

Open Session

- START contact persons will be available for any questions
- Networking with other Lead Partners

I. Objectives & Main principles of START

I. Objectives & main Principles of START

Recommendation of NCPs, July 2013:

- Need to provide “**Seed Money**” as financial instrument to support project ideas in the Danube Region is high

Objective of START

- **Kick-start project development** in the Danube Region
- Facilitate the **financing of transnational projects** (preparation activities, finding project partners, etc.) and also of **smaller projects**
- Help organisations and institutions develop and implement their project ideas (small organisations, NGOs, etc.)

Main Principles

- **Pilot initiative**

A flexible approach is used and adaptations may be brought during implementation

- **Seed money**

Beneficiaries receive a large **pre-financing** at the beginning of the project implementation (50%) and if approved, a second rate at midterm (25%)

II. Facts & Figures 1st Call

II. Facts & Figures 1st Call (I)

START Grant:

- Total: **€ 900.000,00** (95% financed by EU, 5% financed by the City of Vienna)
- Min. **€ 10.000,00** - max. **€ 40.000,00** / project
- Max. **90%** of total project budget

START Projects:

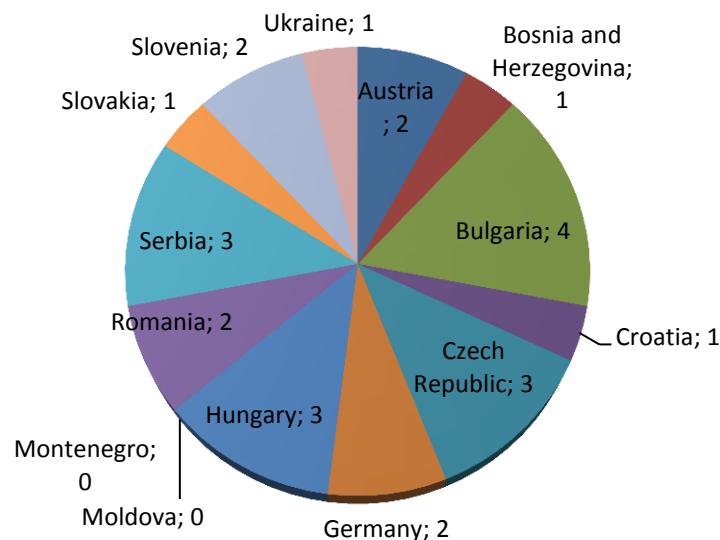
- Applications received: **872**
- formally correct applications: **652**
- Projects selected: **25**
- Lead Partners of **12** different countries (no LP from Moldova and Montenegro)
- **127** Project Partners from all **14** Danube Region Countries

Results:

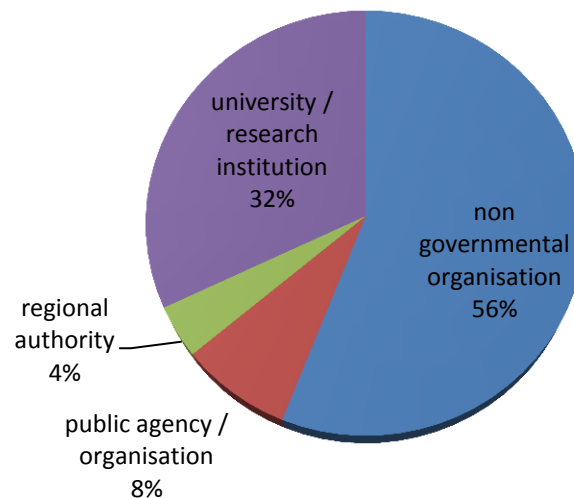
- Large interest for START from the **entire Danube Region**
- High **engagement of many organisations** (esp. NGOs) and innovation potential in the Danube Region
- **Need for simple and small funding schemes** (often not available in EU programmes) is high

II. Facts & Figures 1st Call (II) – selected projects LP

Country of LP	No.
Austria	2
Bosnia and Herzegovina	1
Bulgaria	4
Croatia	1
Czech Republic	3
Germany	2
Hungary	3
Moldova	0
Montenegro	0
Romania	2
Serbia	3
Slovakia	1
Slovenia	2
Ukraine	1
Total	25

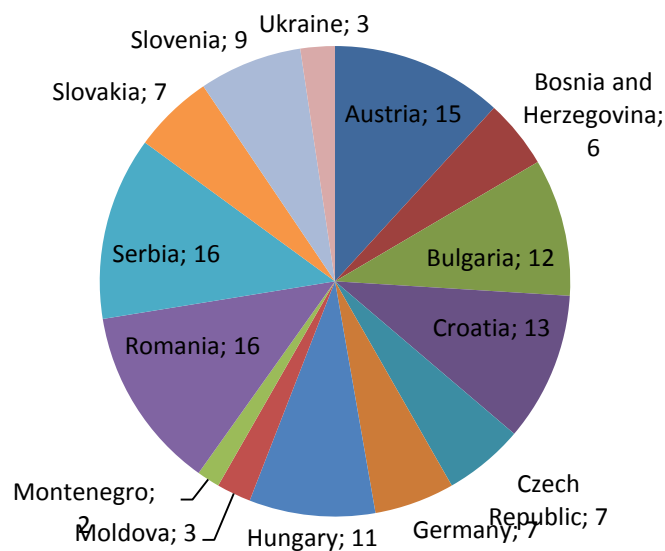


Type of org. LP	No.
NGO	14
university / research institution	8
public agency / organisation	2
regional authority	1
Total	25

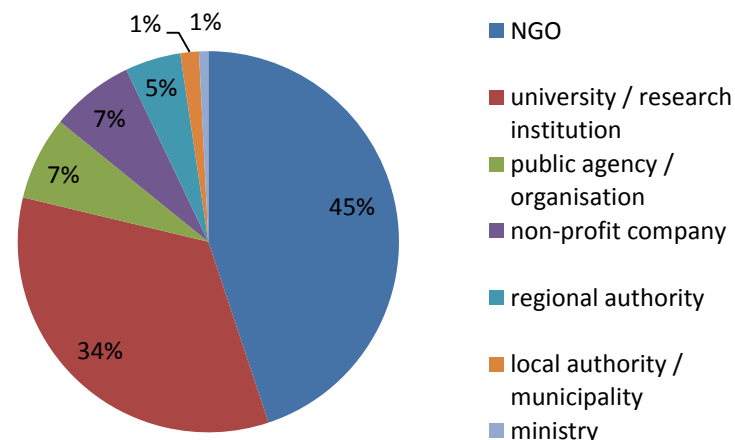


II. Facts & Figures 1st Call (III) selected projects LP+PP

Country of LP+PP (total)	No.
Austria	15
Bosnia and Herzegovina	6
Bulgaria	12
Croatia	13
Czech Republic	7
Germany	7
Hungary	11
Moldova	3
Montenegro	2
Romania	16
Serbia	16
Slovakia	7
Slovenia	9
Ukraine	3
Total	127



Type of org. LP+PP (total)	No.
NGO	57
university / research institution	43
public agency / organisation	9
non-profit company	9
regional authority	6
local authority / municipality	2
ministry	1
Total	127



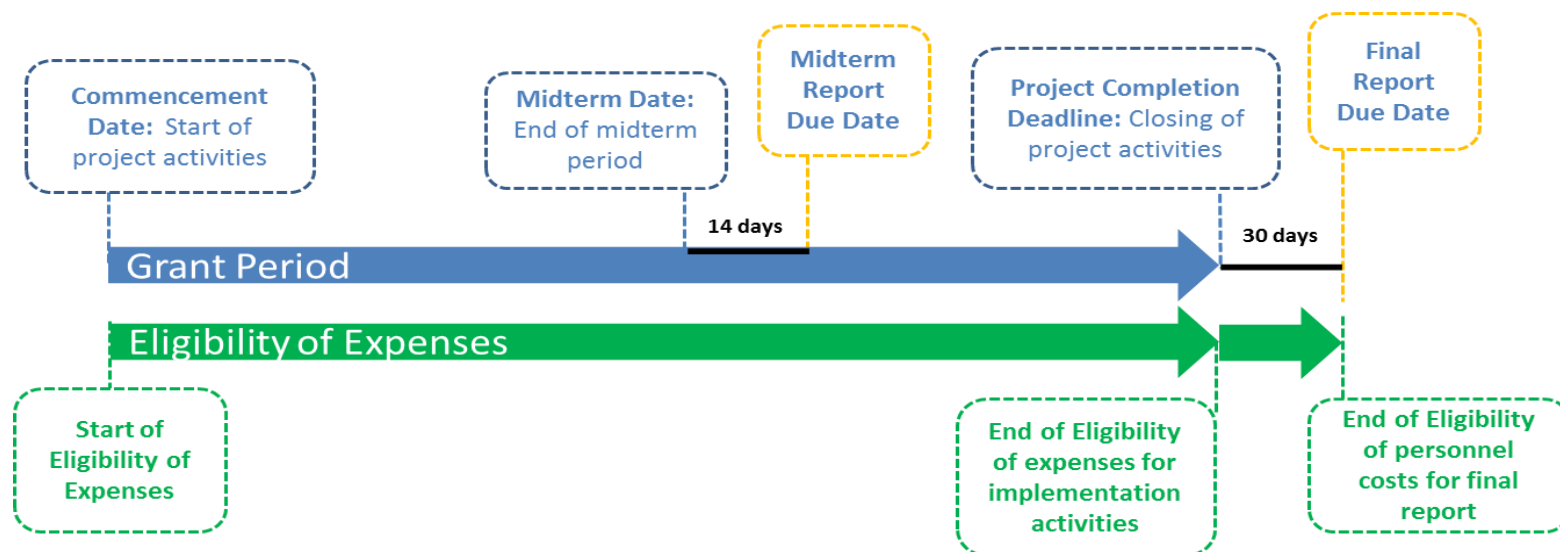
III. Project Implementation

Relevant Topics:

1. Timeline of your START project
2. Eligibility of Expenses
3. Reporting
4. Declaration of Expenses
5. Visibility of project
6. Changes of contract

III. Project Implementation (I)

1. Timeline of your START project



→ See also Implementation Guidelines p. 4

III. Project Implementation (II)

2. Eligibility of Expenses

Eligible:

- Expenses **justified for the implementation of the START project**
- Expenses **in line** with the **budget plan** (Schedule 2)
- Expenses declared according the **Eligibility Rules** (Schedule 3)
- Expenses for the **implementation of the START project activities** occurred in the **Grant Period**
- Expenses for the **establishment of the final report** occurred **until the final report due date** (personnel costs, external services, etc.)
 - See also Grant Agreement p. 4 (Eligible Expenses)

Not eligible:

- VAT
- Financial charges (bank charges, exchange rate losses, etc.)
- Expenses not justified for the project implementation (no information provided, justification not approved)

III. Project Implementation (III)

3. Reporting

- **Two reports** must be provided by the Lead Partner to show the **project implementation progress** and the project **outcomes**
- Report **problems or deviations to the planned activities** (e.g. new personnel, more/less travels, changes in planned events /meetings /studies, etc.)

1. Midterm Report:

- **Reporting Period:** *“Commencement Date”* until *“Midterm Date”*
- **Due:** *“Midterm Report Due Date”* (2 weeks later)

2. Final Report:

- **Reporting Period:** *“Commencement Date”* until *“Project Completion”*
- **Due:** *“Final Report Due Date”* (30 days after completion)

→ See also Grant Agreement p. 7/8

→ See also Implementation Guidelines p. 5-7

III. Project Implementation (IV)

3. Reporting

- Both reports consist of two parts:
 - A. Content report** describing the implemented activities and results
 - **Schedule 4: Content report** has to be used for both → for the final report, the approved midterm report must be completed
 - **Delivery:** The completed template has to be printed, signed and uploaded into the START Online Tool (one Scan and one Word file)
 - B. Financial report** summarising the occurred expenses for the implemented activities
 - **Declaration:** in the START Online Tool (→ afternoon session)
 - **Delivery:** A PDF of all declared expenses must be created, printed and signed and uploaded into the START Online Tool
- See also Grant Agreement p. 7/8
→ See also Implementation Guidelines p. 5-7
→ See also Schedule 4: Content report

III. Project Implementation (V)



4. Communication and visibility of the project

- To inform the public about the financial assistance obtained from START, the **START logo**, the **EU-emblem** and a **reference to the funding** must be indicated on promotional material

1.



2.



3. *"Part-financed by the European Union"*

- The logos can be downloaded from the **START Online Tool**

→ See also Grant Agreement p. 8/9

→ See also Implementation Guidelines p.7

III. Project Implementation (VI)

5. Changes of the Grant Agreement

- The following changes of the Grant Agreement are **possible**:
 - Changes of personnel
 - Changes of activities / indicator → as long as the project's aim is not affected
- Changes have to be **communicated to the IB in written form** (per E-Mail) and must be **confirmed by the IB**

- The following changes are **not foreseen**:
 - **Duration of the project** (Completion Deadline)
 - **Max. START Contribution Amount in €**
 - **Max. START Participation in %**
 - Declaration of costs / budget line for more than 120%

IV. Main Documents

- The Grant Agreement
- Schedule 1 & 2
- Schedule 3 & 4
- Mandatory Templates
- Project Implementation Guidelines

IV. Main Documents (I)

The Grant Agreement

- **Covering page**

- **Date** of signature of EuroVienna, the day when the Agreement entered into force
- **Details of the project** (Project number, Project title, project acronym)
- **Parties of the agreement**

- **Page 4**

- Key Definitions

- Total Project Budget
 - START Contribution Amount
 - Maximum START Participation



→ see also **Schedule 2: Project Budget Plan**

- Commencement Date
 - Midterm Date
 - Midterm Report Due Date
 - Final Report Due Date
 - Project Completion Deadline



→ see also **Project Implementation Guidelines**

IV. Main Documents (II)

Schedule 1: Project Description

- Contains **general information** about the **organisations** implementing the START project
- Describes the **START project** in detail
 - ✓ **short summary** of the START project (if applicable of an overall project)
 - ✓ **project aims** (if applicable aim of an overall project)
 - ✓ **planned activities** to reach the project aims (indicators to each activity)
 - ✓ **Results** of the project

Schedule 2: Project Budget Plan

- Contains all **expected costs** related to the implementation of the **project activities** stated in Schedule 1
- Summarises **the planned costs for each budget** line in detail
- Shows the financing structure:
 - ✓ START Contribution amount
 - ✓ Third Party Contributions (if applicable)
 - ✓ Partners Contribution

IV. Main Documents (III)

Schedule 3: Eligibility Rules and Declaration of Expenses

- Contains detailed information on **general eligibility rules** and on **how to declare expenses** for each budget line

Schedule 4: Template Content Report

- Mandatory template for establishing the **content reports** (Midterm and Final Reports)
- Consists of **general fields**, relevant for both report reports and **specific fields**, relevant for either the Midterm or the Final Report
 - ✓ **For the Midterm Report:**
 - Select “*Midterm Report*” in the first drop **down field**
 - Fill in all **general fields** and **specific fields** for the Midterm Report
 - ✓ **For the Final Report:**
 - Take the **validated Midterm report** and change the **dropdown fields** to “*Final Report*”
 - Fill in all **specific fields** for the Final Report (general fields stay from Midterm Report)

IV. Main Documents (IV)

Mandatory templates

- All templates can be downloaded from the START Online Tool
 - ✓ **Template 1st pre-payment request**
 - ✓ **Template selection report** (for the declaration of external services higher than € 500,00)
 - ✓ **Template timesheet** (for the declaration of personnel costs)
 - ✓ **START logo and EU emblem** (to make the co-financing visible)

Project Implementation guidelines

- Provides guidelines on **how to read the Grant Agreement** and on **how to implement the START project**
- Summarises the **responsibilities of Lead Partners and Project Partners**
- Shows the **timeline of the project implementation**, explains the **Grant Period** and the reporting process
- Explains the **payment procedure** and the **calculation of the final START amount**

V. Project Expenses & Budget Lines

- **General Principles**
- **Personnel Costs**
- **Travel & Accommodation Costs**
- **Meeting & Event Costs**
- **External Services**

V. Project Expenses & Budget Lines (I)

General Principles:

- Project expenses must be **documented regularly** via the **START Online Tool** and must be **“submitted” to the IB** once with the **Midterm Report** and once with the **Final Report**
- To facilitate the declaration of expenses, for most budget lines **unit costs** must be declared
- Only for **some travel costs** and for **external services**, **real costs** must be reported
- Real costs occurred in any **national currency** other than Euro must be **converted to Euro**
- The monthly exchange rate of the EU must be used
 - ✓ For travel costs the **month of the travel** is relevant
 - ✓ For external services the **month of payment** is relevant
- **We do not check the differences between your real costs and the unit costs declared!**

Eligible:

- Project expenses declared within the **4 budget lines**

Not eligible:

- **Indirect costs** (they are covered by the unit costs)

Budget	
Line 1	a) Personnel costs
Line 2	b) Travel and accommodation costs
Line 3	c) Meeting and event costs
Line 4	d) External services

V. Project Expenses & Budget Lines (II)

Personnel Costs – eligibility criteria

- Personnel costs can only be declared for personnel that is:
 - ✓ **Employed** (permanent or fixed-term employment contract) by the **Lead Partner** or a **Project Partner** , so called “**Staff Members**”
 - ✓ **listed** as personnel for personnel costs in **Schedule 2: Project Budget Plan**
- In case of **changes of the Staff Members**, the IB has to be informed in written per E-Mail
- For **unpaid voluntary workers**, no personnel costs can be declared. However, travel and accommodation costs are eligible
- For **external persons**, no personnel costs can be declared, but "External services"
- **Staff Members are not allowed to operate as external service providers** for the project
- Personnel costs must be declared on the basis of the applicable **standard hourly** rates set by the EU, witch also cover all indirect costs

Country	Standard hourly rate (EUR)
Austria	47
Bulgaria	8
Croatia	25
Czech Republic	15
Germany	46
Hungary	12
Romania	14
Slovakia	14
Slovenia	26

Country	Standard hourly rate (EUR)
Bosnia and Herzegovina	10
Montenegro	10
Serbia	10
Moldova	9
Ukraine	17

V. Project Expenses & Budget Lines (III)

Personnel Costs – declaration

- For each Staff Member a **timesheet** has to be completed, recording **all hours worked for the implementation of the START project**
 - ✓ The **template timesheet** must be used
 - ✓ The template is **available for download in the START Online Tool**
 - For each Staff Member an **“entry” into the START Online Tool** has to be created, entering the following data:
 - ✓ Name of person and organisation
 - ✓ Total number of **worked hours**
 - ✓ Scans of the **signed timesheets** must be **uploaded** into the START Online Tool for the **Midterm and Final Report**
 - For the **Midterm Report** from the Commencement Date until the Midterm Date
 - For the **Final Report** from the Commencement Date until the Project Completion
 - No additional entry must be created for the final report, the hours must be added to the Staff Members hours declared for the Midterm Report
 - The **original timesheets** must be sent to the IB with all other originals together with the Final Report after the project is completed
- See also Schedule 3: Eligibility rules and declaration of expenses p. 3-4

V. Project Expenses & Budget Lines (IV)

Travel & Accommodation costs – eligibility criteria (I)

- Expenses related to **business trips** directly connected to a **specific project activity** and **outside of the city of employment** are eligible
- **Travel & accommodation** costs are eligible only for **Staff Members**
- **Travel costs & hotel allowances** are also eligible for **external experts** which contribute actively to the implementation of the project (no subsistence allowances)

A. Inter-city travel:

- Costs for inter-city travel (rail, bus, airline etc.) must be reported as **real costs**.
- Inter-city travel by car is possible if public transport is not the most economical option. In this case **car mileage** of **€ 0,22 /km** must be reported.

Not eligible:

- 1st class or business class tickets (the most economical way of transport must be used)
- Inner-city travel costs (metro, bus, tram, taxi, etc.)

V. Project Expenses & Budget Lines (V)

Travel & Accommodation costs – eligibility criteria (II)

B. Hotel allowance

- Hotel allowances must be declared based on the **standard rates** per night for the **country of destination**
- The allowance **covers all expenses related to the overnight stay** (we do not check the differences between your real costs and the rate)

Country of destination	Hotel allowance per night (EUR)
Austria	130
Bulgaria	169
Croatia	120
Czech Republic	155
Germany	115
Hungary	150
Romania	170
Slovakia	125
Slovenia	110

Country of destination	Hotel allowance per night (EUR)
Bosnia and Herzegovina	135
Montenegro	140
Serbia	140
Moldova	170
Ukraine	190

V. Project Expenses & Budget Lines (VI)

Travel & Accommodation costs – eligibility criteria (III)

C. Subsistence allowances

- Subsistence allowances must be declared based on the **subsistence rates** for the **country of destination**
- The allowance **covers all expenses related to the daily costs** e.g. inner city transport costs, phone calls, indirect costs, etc.

Country of destination	Subsistence allowance per day (EUR)
Austria	95
Bulgaria	58
Croatia	60
Czech Republic	75
Germany	93
Hungary	72
Romania	52
Slovakia	80
Slovenia	70

Country of destination	Subsistence allowance per day (EUR)
Bosnia and Herzegovina	65
Montenegro	80
Serbia	80
Moldova	80
Ukraine	80

V. Project Expenses & Budget Lines (VII)

Travel & Accommodation costs – eligibility criteria (IV)

- The amount for subsistence allowance must be calculated in the following way:
 - ✓ Less than 12 hours: **50%** of the daily allowance.
 - ✓ Between 12 and 24 hours: **100%** of the daily allowance.
 - ✓ Each successive 12-hour period: **50%** of the daily allowance.
- The travel duration is calculated from the **time of departure** of the transport used to the **time of its arrival** on return to the place of employment.
- **In addition:**
 - ✓ **30 minutes** can be added to the departure and arrival times for travel by **train, bus or boat**;
 - ✓ **2 hours** can be added before take-off and after landing for travel by **plane**
- **Travel must be organised as short or as cost-effective as possible**

V. Project Expenses & Budget Lines (VIII)

Travel & Accommodation costs – declaration

- For **each travelling person** an “**entry**” into the START Online Tool has to be created, entering the following data:
 - ✓ Name of travelling person and organisation
 - ✓ Travel data (departure and return dates, destination, etc.).
 - ✓ **Aim of the travel** and **justification**

Documentation of the travel and **uploads** into the START Online Tool:

- **Evidence of the participation of the person** (e.g. agenda, signed list of participants).
- **Travel documents:**

For train, boat, bus:

- ✓ **Invoice** or equivalent (e.g. train ticket with price information)
- ✓ **Proof of payment** (bank account statement)

For plane:

- ✓ **Invoice, Boarding passes**
- ✓ **Proof of payment**

For car mileage:

- ✓ **Printout of a route planner** (e.g. from ©google maps) for the declared distances

- All **originals** must be sent to the IB with the Final Report after the project is completed
- See also Schedule 3: Eligibility rules and declaration of expenses p. 4-7

V. Project Expenses & Budget Lines (IX)

Meeting & Event costs – eligibility criteria

- Meeting and event costs can only be declared for:
 - ✓ Meetings/events with **more than 5 participants**
 - ✓ **External participants only**
- The amount for meeting costs must be calculated in the following way

Location of the meeting/event	Unit cost per ½ day (1 to 4 hours)
At the premises of the Lead Partner or a Project Partner	€ 7,50 per external participant*
External location (e.g. hotel, conference centre)	€ 25,00 per external participant*

Not eligible:

- **Real costs** for the meeting (catering, venue, etc.)
- Costs for **internal meetings of Staff Members**

V. Project Expenses & Budget Lines (X)

Meeting & Event costs – declaration

- For each meeting/event an “entry” into the START Online Tool has to be created, entering the following data:
 - ✓ Venue of the meeting/event
 - ✓ Date(s) of the meeting/event, duration (hours).
 - ✓ **Total number** of participants in the meeting/event, **number of external participants**.
 - ✓ Brief **description** and **justification** for the meeting/event.
 - ✓ Main outcomes/results of the meeting/event
- Documentation of the meeting and **uploads** into the START OnlineTool:
 - ✓ **Agenda** of the meeting/event
 - ✓ **Signed list of all participants** incl. name of organisation.
 - ✓ **Output-related documentation** justifying the project relevance of the meeting/event (minutes, report, presentations, etc.)
- All **original** must be sent to the IB with the Final Report after the project is completed

→ See also Schedule 3: Eligibility rules and declaration of expenses p. 7-8

V. Project Expenses & Budget Lines (XI)

External services – eligibility criteria

- External services necessary for the Project implementation must be reported based on **real costs**
- The **management** and general **administration** of the Project **cannot be sub-contracted**
- Lead Partner, Project Partners and their Personnel cannot be contracted as external service providers
- The following procurement rules apply:
 - ✓ Services with a value **below € 500,00** (excl. VAT) can be paid on presentation of an invoice
 - ✓ Services with a value **between € 500,00 and € 5.000,00** (excl. VAT) are subject to a procurement procedure involving at least three offers **or** price comparisons.
 - ✓ Services with a value **above € 5.000,00** (excl. VAT) are subject to a procurement procedure involving at least three offers.

V. Project Expenses & Budget Lines (XII)

External services – declaration

- For each external service higher than € 500,00
 - ✓ The template **selection report** must be used
 - ✓ The template is available for download in the START Online Tool
- For each external service an **“entry”** into the START Online Tool has to be created, entering the following data:
 - ✓ Short description of services
 - ✓ **Contractor** (external service provider) and **Recipient** of the invoice (Lead Partner, Project Partner, etc.).
 - ✓ Date of service delivery, date of invoice issue, date of payment of the invoice.
 - ✓ Declared costs (net amount excl. VAT)
- Documentation of the external service and **uploads** into the START Online Tool:
 - ✓ **Invoice**
 - ✓ **Proof of payment** (bank account statement)
 - ✓ **Evidence of the output(s)** produced (study/report/presentation etc.)
 - ✓ **Selection report** for services above € 500,00 excl. VAT
- All **originals** must be sent to the IB with the Final Report after the project is completed
 - ➔ See also Schedule 3: Eligibility rules and declaration of expenses p. 8-9

VI. The final START Amount & payments

VI. The final START Amount & payments (I)

Final START Amount

- The calculation of the **final START amount** is based on
 - ✓ **the budget agreed on in Schedule 2 of the Grant Agreement**
 - **START Contribution Amount in €**
 - **Max. % of the START contribution in relation to the total Budget**
 - ✓ **Total project expenditure certified after the project is completed**
- To avoid profit, the START amount is **the smaller amount of the following 3 possible amounts:**
 - a) The **START amount in €** as defined in the Grant Agreement/Project Budget Plan
 - b) The **share of the START amount in % of the Total Project Budget** as defined in the Grant Agreement/Project Budget Plan
 - c) **Total Eligible Project Expenses minus any Third Party Contributions**
(=dedicated project funding by other donors and/or any profit generated by the project)

VI. The final START Amount & payments (II)

Example: Scenario a)

Costs	% of total Costs	Planned amount
a) Personnel costs	44,44%	€ 20.000,00
b) Travel and accommodation costs	33,33%	€ 15.000,00
c) Meeting and event costs	11,11%	€ 5.000,00
d) External services	11,11%	€ 5.000,00
Total costs	100,00%	€ 45.000,00

Funding source	% of total Funding	Planned amount
a) START contribution*	77,78%	€ 35.000,00
b) Co-financing	22,22%	€ 10.000,00
b) 1. Third Party Contributions		€ 5.000,00
b) 2. Project Partners Contributions *		€ 5.000,00
Total Funding	100,00%	€ 45.000,00

- Total project budget according to the Project Budget Plan is **€ 45.000,00**
- To implement the project **€ 46.000,00** were necessary and certified as eligible expenses in the end.
- The calculation is done as follows:

	€	46.000,00	Total certified project expenses after the project is completed
scenario a)	35.000,00		The START amount in € as defined in the Project Budget Plan
scenario b)	35.820,20		The share of the START amount in % of the Total Project Budget as defined in the Project Budget Plan (77,78% of € 46.000,00)
scenario c)	41.000,00		Total Eligible Project Expenses minus any dedicated project funding by other donors (Third Party Contributions) and / or any profit generated by the project. (€46.000,00 - €5.000,00)
Scenario a) is the smallest amount			

→ See also “Project Implementation Guidelines” p. 10

VI. The final START Amount & payments (III)

Example: Scenario b)

Costs	% of total Costs	Planned amount
a) Personnel costs	44,44%	€ 20.000,00
b) Travel and accommodation costs	33,33%	€ 15.000,00
c) Meeting and event costs	11,11%	€ 5.000,00
d) External services	11,11%	€ 5.000,00
Total costs	100,00%	€ 45.000,00

Funding source	% of total Funding	Planned amount
a) START contribution*	77,78%	€ 35.000,00
b) Co-financing	22,22%	€ 10.000,00
b) 1. Third Party Contributions		€ 5.000,00
b) 2. Project Partners Contributions *		€ 5.000,00
Total Funding	100,00%	€ 45.000,00

- Total project budget according to the Project Budget Plan is **€ 45.000,00**
- to implement the project only **€ 30.000,00** were necessary and certified as eligible expenses.
- The calculation is done as follows:

		€ 30.000,00	Total certified project expenses after the project is completed
scenario a)	35.000,00		The START amount in € as defined in the Project Budget Plan
scenario b)	23.334,00		The share of the START amount in % of the Total Project Budget as defined in the Project Budget Plan (77,78% of € 30.000,00)
scenario c)	25.000,00		Total Eligible Project Expenses minus any dedicated project funding by other donors (Third Party Contributions) and / or any profit generated by the project. (€46.000,00 - €5.000,00)
Scenario b) is the smallest amount			

→ See also “Project Implementation Guidelines” p. 10

VI. The final START Amount & payments (IV)

Example: Scenario c)

Costs	% of total Costs	Planned amount
a) Personnel costs	44,44%	€ 20.000,00
b) Travel and accommodation costs	33,33%	€ 15.000,00
c) Meeting and event costs	11,11%	€ 5.000,00
d) External services	11,11%	€ 5.000,00
Total costs	100,00%	€ 45.000,00

Funding source	% of total Funding	Planned amount
a) START contribution*	77,78%	€ 35.000,00
b) Co-financing	22,22%	€ 10.000,00
b) 1. Third Party Contributions		€ 5.000,00
b) 2. Project Partners Contributions *		€ 5.000,00
Total Funding	100,00%	€ 45.000,00

- Total project budget according to the Project Budget Plan is **€ 45.000,00**
- due to any circumstances (e.g. some activities were not implemented, documentation of expenses was not sufficient, etc.) only **€ 20.000,00** were certified as eligible expenses.
- The calculation is done as follows:

		€ 20.000,00	Total certified project expenses after the project is completed
scenario a)	35.000,00	The START amount in € as defined in the Project Budget Plan	
scenario b)	15.556,00	The share of the START amount in % of the Total Project Budget as defined in the Project Budget Plan (77,78% of € 20.000,00)	
scenario c)	15.000,00	Total Eligible Project Expenses minus any dedicated project funding by other donors (Third Party Contributions) and / or any profit generated by the project. (€46.000,00 - €5.000,00)	
		Scenario c) is the smallest amount	

→ See also “Project Implementation Guidelines” p. 10

VI. The final START Amount & payments (V)

Payments

- 1st Pre-payment rate
 - ✓ **50% of the START contribution Amount** as defined in Schedule 2 and the Grant Agreement
 - ✓ Condition: Grant Agreement is signed, request for pre-payment is submitted by LP

- 2nd Pre-payment rate
 - ✓ **25% of the START contribution Amount** as defined in Schedule 2 and the Grant Agreement
 - ✓ Conditions:
 - **Midterm report is validated**
 - Content report: all sections are filled in and content is comprehensible
 - Financial report: All expenses occurred until the midterm date are declared (costs are only certified after project completion)
 - min. 30% of the total project budget **is spent** at the midterm date

→ See also “Project Implementation Guidelines” p. 7-8

VI. The final START Amount & payments (VI)

Payments

- Balance payment
 - ✓ **Difference** between **final START Amount**, **1st Pre-payment rate** and **2nd Pre-payment rate**
 - ✓ Condition:
 - **Final report is validated**
 - Content report: all sections are filled in and content is comprehensible
 - Financial report: All expenses occurred until the final report due date are declared and eligibility rules are complied with

→ See also “Project Implementation Guidelines” p. 7-8



Any questions?

MANAGING AUTHORITY FOR START:

Dipl.-Ing. Dr. Kurt Puchinger
PAC10 Coordinator – EUSDR
Kirchberggasse 33-35 / 9
A - 1070 Wien
Tel: +43 (0) 1 89 08 088 2201
Mobile: +43 664 883 568 58
kurt.puchinger@pa10-danube.eu



Implementing Body (IB):

Gudrun Pabst
Project Manager
EuroVienna
Kaiserstraße 113/115 – Top 8
A – 1070 Wien
Tel: +43 (0)1 89 08 088-2904
gudrun.pabst@eurovienna.a

Mira Ebner
Project Manager
EuroVienna
Kaiserstraße 113/115 – Top 8
A – 1070 Wien
Tel: +43 (0)1 89 08 088-2903
mira.ebner@eurovienna.at

Danijela Djoric
Project- & Financial Manager
EuroVienna
Kaiserstraße 113/115 – Top 8
A – 1070 Wien
Tel: +43 (0)1 89 08 088-2905
danijela.djoric@eurovienna.at

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