

Guidelines for grant holders – Cooperation partnerships

Fields of education: school education, vocational education and training, youth, tertiary education, adult education

Contents

1	Principles	2
2	Grant amount	2
3	Project documentation	5
4	Reporting	5
5	Monitoring and financial controlling	6
6	Change request	7
7	Promotion and dissemination	7
8	Logo use	7

1 Principles

The conditions under which the supported “cooperation partnership” projects are to be implemented are laid down in the grant agreement between the Swiss project partner and Movetia. The supported project can only be conducted in connection with an ongoing EU project. Please note that the rules which apply under the Swiss programme for Erasmus+ may differ from those of the European Erasmus+ programme. As part of the implementation of the project, the coherence between the Swiss participation and the European project activities and results must be ensured. Project participation by the Swiss partner will only be supported with Swiss funds provided by Movetia.

These guidelines are intended to help with the more precise interpretation of the grant agreement and the project management support in accordance with the funding programme conditions.

2 Grant amount

The budget is part of the grant agreement. An increase in the contractual funding amount and reallocations among the individual budget items during the course of the project are not possible. As part of the interim and final reports, only those budget items that are part of the contractual budget can be invoiced.

All costs must be incurred during the contractual project duration in order to be eligible for support. With the exception of the “Inclusion/support for special needs” budget category, they will be covered by flat-rate amounts. In the case of flat-rate amounts, unit costs will be covered rather than actual costs. In other words, it must be proven that the respective activity actually occurred. The amount of the actual expenditure has no impact on the amount of the flat-rate. This means that if an activity has occurred and the costs incurred are lower than the flat-rate amount, the remaining amount does not have to be repaid and can instead be used for other project-related activities. Conversely, a higher amount than the agreed flat-rate amounts cannot be invoiced in the event costs are higher.

What unit costs are allowed under the individual budget categories?

a. Project management and implementation

Project management and implementation are compensated with a fixed flat-rate amount for each month of the project duration. This covers the activities required for project implementation:

- Coordination and communication with the partners
- Administrative duties
- Development of the distribution and dissemination plans, concepts, etc.
- Planning and implementation of local project activities
- Promotion and distribution of the project results (dissemination)
- Presentation of the project as part of guest talks at events unrelated to the project
- Compensation of contributions by external parties (sub-agreements necessary)
- Time spent participating in cross-border project meetings as well as preparation for and follow-up of such meetings
- Drafting of the interim and final reports

b. Transnational project meetings

A flat-rate amount for travel and accommodations is provided for each participant for participation in transnational project meetings with the partner institutions, irrespective of the actual distance travelled and duration of the stay. An additional subsidy is not provided for time spent working in connection with the transnational project meetings.

Project meetings are primarily intended to enable the planning of the course of the project and collaboration with the employees of the partner institutions.

Project meetings in Switzerland

Project meetings with partner institutions can also be conducted in Switzerland, provided they have been budgeted and funded in the application. A flat-rate amount for travel and accommodations is provided for each participant from the partner institutions (international), irrespective of the actual distance travelled and duration of the stay. These flat-rate amounts are equivalent to the flat-rate amounts for project meetings held outside of Switzerland.

c. Project results

Project results are products that other people or institutions can continue to work on. The products for which working days can be invoiced are defined in the funding agreement according to the application and cannot be expanded afterwards.

The time spent working is documented using timesheets. Working time can only be spent by employees who are in a regular working relationship or long-term unpaid relationship with the institution of the Swiss applicant. In such instances, an employment contract or, in the case of unpaid work, a declaration regarding the use of unpaid work during the project signed by the applicant must be submitted. External people will not be funded.

There are three staff categories (timesheet):

- Teacher / researcher / youth worker / trainer
- Technician
- Administrative staff

The daily rate to be applied is tied to the activity carried out for the project results and not the position defined in the employment contract.

The following duties can be allocated to the staff categories:

Teacher / researcher / youth worker / trainer

Preparation of teaching materials
Course design
Creation of situational analysis
Design of a questionnaire
Data analysis
Research work
Evaluation of surveys, test courses, etc.

Technician

Creation of a learning platform
Translation of teaching materials
Video recording and editing of learning sequences

Administrator

Transcription of interviews
Mailing of questionnaires
Formatting of guidelines
Securing collected materials

A daily rate will be paid for each workday, with a workday encompassing 8 working hours. The working time entered in the timesheet in hours will automatically be converted into workdays. An individual may have his/her working time allocated to several staff categories based on the duties performed. A separate timesheet must be maintained for each staff category used. The hours worked must be indicated in the timesheet together with the corresponding project results and the duty performed (e.g. project results: internet research learning apps).

Swiss Declaration of staff activities for the cooperation project

Project number _____

Name of Organisation _____

Country Code _____

Calendar Year _____

Name of the staff member _____

Staff category (1)	Choose category	
Unit cost per staff category in CHF	Choose category	
	Researcher/Teacher/Trainer	
Total days worked on the project (2)	Technical	1.25
	Administrative	
Total costs CHF (unit costs staff category x Total days worked on the project)		0.00

(1) choose from drop-down
(2) Full-time equivalent / divided by 8h

Date	hours worked on the project	Name of activities / tasks	TOTAL HOURS WORKED ON THE PROJECT
12.02.2020	4.00	Sample Project	4.00
23.04.2020	6.00	Preparation of Curriculum Overview	10.00
			10.00
			10.00
			10.00
			10.00

Sample timesheet

The number of workdays per staff category and project result may vary from the number defined in the grant agreement with Movetia. Smaller variations are at the discretion of the Swiss grant holder and do not require approval in the form of a change request submitted to Movetia. Even if there is a change in workdays, it must be ensured that the planned contributions to the project results are still provided in full.

The following do not count as working time:

- Travel and free time
- Tasks related to project management (see funding agreement, section 2a)

Work on the products (project results) may be carried out during transnational project meetings, but such work must not be a main component of the project meeting. Such working time may be invoiced via the project results as long as it is justified and accounts for no more than a third of the daily activities. In addition, the participating persons must be explicitly identified in the respective timesheet (type of work and the project results).

d. Multiplier event

Multiplier events in Switzerland are supported with flat-rate amounts per external participant (local or international). Persons from partner institutions cannot be supported as participants. Among other things, the flat-rate amounts cover the costs of venue rentals, food, fees for speakers, interpreters, costs to print materials and technical equipment. Multiplier events may also be conducted virtually.

The purpose of multiplier events is to share the specific project results with experts in the field and other relevant stakeholders. For this reason, multiplier events must be connected with the results of the project, i.e. they are only eligible for funding if they relate specifically to the results obtained as part of the project. As a result, they must be clearly delineated from guest talks at conferences that were already set to take place and must be carried out as separate events.

Multiplier events may also be financed through participation fees or support contributions. Note that the participation fees must not have a negative effect on the number of participants. The results only justify a participation fee in rare cases. Collection of such a fee is at the discretion of the organiser and has no financial impact on the flat-rate amount, which is based solely on the number of external participants. The events may not be focused on generating a profit.

e. Transnational mobility: learning, teaching and training mobility

Participation at seminars in the countries of the project partners is supported with flat-rate amounts for travel and accommodations. Travel costs are subsidised in the form of a flat-rate amount. A flat-

rate amount is also paid daily for accommodations. A maximum of two travel days can be counted towards the duration of the stay. The maximum duration is 60 days. Organising and conducting of learning, teaching and training activities is also possible in Switzerland. For the Swiss partner, apprentices, VET learners, higher education students, adult learners, school pupils, young people, teaching and non-teaching staff and youth workers may participate. The mobility can be used for, among other things, further education, teaching deployments and training. Participation in a test phase to determine the practical application of the project results can also be financed as part of mobility.

f. Inclusion/support for special needs

If persons with special needs participate in the project, additional funding to enable the participation of such persons in the planned project activities may also be requested. The additional costs incurred will be invoiced under the budget category “Inclusion/support for special needs”. In contrast to the other budget categories, these expenses will not be invoiced as a flat-rate amount, but rather based on the actual costs. In addition, the Swiss institution involved in the project will be compensated with a flat-rate amount for each participant with special needs.

3 Project documentation

Grant holders are obliged to maintain adequate accounting during the entire project duration showing the revenue and expenditures as part of the project.

All project documentation must be kept for up to 10 years after the end of the project. The original copies of the following documents must be kept:

- Receipts for travel and accommodations
- Proof of staff costs
- Participation lists or confirmations
- Invoices

Costs incurred in other currencies for the budget category “Inclusion/support for special needs” must be converted into Swiss francs using the monthly average exchange rate calculated by the Swiss National Bank and published on its website. The monthly average exchange rate is based on the month prior to the signing of the agreement by Movetia (see Art. 16.5 of the General Terms and Conditions).

4 Reporting

Interim report

If contractually agreed, an interim report must be submitted after the project duration reaches the midway point. The interim report is used to show the project progress and, if three payments are being made, to request payment of the second instalment of 40%. The submission deadline is defined in the agreement (see Art. 3 of the grant agreement). Movetia reserves the right to replace the interim report with an on-site inspection in certain cases.

Final report

All grant holders must submit a final report 60 days after the contractual end of the project. The final instalment or reimbursement will be determined and the quality of the project assessed on the basis of this report (Art. 16.2 and 16.3 of the General Terms and Conditions).

Special case of a review of the final report: financial audit

Some projects will be selected for financial controlling. This means that a closer inspection of the proof of activities will be carried out as part of a review of the final report. In this case, the original receipts for the costs of travel and accommodations will be inspected on-site as part of a financial review. In addition, proof of an employment relationship with the staff listed on the timesheet must be provided and, where applicable, the original participation list for the multiplier event(s) signed by all participants must be submitted. Movetia will provide information about the visit in a timely manner during the review of the final report.

Submission of documents with the interim and final reports

In order to calculate the final funding amount, the costs of the funded project activities must be documented with documents submitted with the interim and final reports. All documents that must be submitted are specified in the report forms as a checklist. The following documents must be scanned and submitted electronically:

Project management and implementation	Publications in connection with the project Official interim and/or final report for the EU project
Transnational project meetings	Minutes and agendas for all project meetings Confirmation of participant attendance signed by the organiser (specifying the names of the participants as well as the place and date of the meeting)
Project results	Signed timesheets for the work on project results (broken down by staff categories and the persons involved) The Swiss partner's results (project results)
"Inclusion/support for special needs"	Documents to prove all costs incurred (e.g. invoices); proof of disability status
Multiplier events in Switzerland Virtual multiplier events	Participation list signed by all participants (indicating the title/topic, location, date, name, deploying organisation) Invitation and programme: Title/topic, organiser, date, participant names, invitation and programme
Transnational learning, teaching and educational activities and teaching staff mobility for intensive programmes	Confirmation of participant attendance signed by the organiser (specifying the names of the participants as well as the place and date of the meeting)

5 Monitoring and financial controlling

According to the grant agreement, Movetia may visit the grant holder on-site. The purpose of these visits is to gain a better view of the implementation and to address questions and concerns. Such visits include monitoring visits, in which the discussion focuses on the practical implementation of the project. In addition, the financial aspects and documents for project activities and meetings that have been carried out may be inspected as part of a financial review. Monitoring and financial controlling may be connected and are generally carried out after the project reaches its midway point. Movetia is responsible for selecting the projects to be visited. The contact person will be contacted at least 30 days prior to the visit. After the visit, the grant holder will receive a report that they can comment on. The report will be considered during the review of the final report.

6 Change request

In general, changes to the project must not jeopardise the agreed project objectives. The official form may only be used to request changes that result in a change to the agreement. This includes the following cases:

- Change of bank account
- Change of project duration (in the case of a project extension by the EU coordinator, the Swiss partner must modify its project in line with the new project duration)
- Change of the legal form of the grant holder

The “Change request” form must be used. It can be downloaded from the [Movetia website](#).

No change request is necessary for smaller changes to the project implementation. It is recommended that Movetia be informed of such changes by e-mail to ensure that they can be made as part of the approved funding and they do not result in an unexpected reduction of the budget following the review of the final report.

7 Promotion and dissemination

Activities carried out for the promotion and dissemination of the project results are financed via the budget category “Project management and implementation”. It is expected that the project results will be made available to the relevant media and stakeholder groups and that all publications (reports, photos, etc.) will be sent to Movetia. The Movetia website and the newsletter may also be used for dissemination purposes.

8 Logo use

To ensure the visibility of the programme, grant holders are obliged under the agreement to make reference to Movetia when they publish information in connection with a project supported financially by Movetia. The logo must be used as well. The logo can be downloaded from the [Movetia website](#) or requested by sending an e-mail to info@movetia.ch.