

## ESAA Projects Ideas eligible cost, and budgetary framework

### *Eligible costs*

Examples of services that can be covered by the ESAA-Projects include the following:

- a. Accommodation
- b. Travel expenses
- c. Local transportation
- d. Renting of venues
- e. Shipment expenses
- f. Remuneration of trainers (**non-members only!** Members are expected to voluntarily provide their expertise. Trainers should be paid, where alumni do not have the resources themselves)
- g. Trainer subsistence allowance and accommodation
- h. IT (any local needs during events --like broadcasting your event, or other IT tools--. IT tools can be only covered after prior written approval, which must be given by the EC on a case-by-case basis)
- i. Visibility (for example: designers, promotional material, banners, etc.)

Points A to I are some examples of expenditures that can be considered for ESAA Projects, the Project Idea can include other services.

Please be aware that the following elements cannot be covered:

- Fees for Project Coordinators or project management staff.
- Cost declared and financed by another source of finance from the European Union.
- Purchase of investment goods like land, buildings, vehicles, or electronic devices (such as Laptops, Mobile phones, Tablets).
- Currency exchange losses.
- Credit to third parties.

In general, the Service Provider (SP) will cover all expenses directly and contract all services necessary to successfully implement the ESAA Project Idea.

Only in exceptional cases and to a very limited amount some individual expenses may be reimbursed afterwards according to the reimbursement rules.

Which expenses to be covered by whom will be laid down in the **implementation plan** agreed upon between the Service Provider and the Project Coordinator and approved by the European Commission (EC).

With this scheme, the need for pre-finance resources is eliminated. The SP will be in charge to pay directly for the project expenses. The entire management of resources will be in the hands of the SP, trying to remove administrative burdens on volunteers.

As explained in the detailed description of the ESAA Project Ideas in case you have additional current and/or past donors (co-funding) partially for your project idea, please specify in your submission idea. It is strictly forbidden to have double funding. Anyone who violates this provision may be excluded from the procedure



### *Budgetary framework for ESAA-Projects-Ideas*

The final budgetary framework will be defined in the implementation plan to be approved by the EC. Hence the Project Idea only needs to provide an estimation. Please use the “Cost Estimation” template published in the call for projects.

Generally, the submitter’s creativity should not be limited by or focussed on the size of the project ideas. Theoretically, there is no limit for a single idea but generally a ceiling for each project is foreseen. ESAA Project Ideas exceeding a budget of 20,000€ are not likely to be regarded efficient.