

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. Flight tickets
- d. Local transportation
- e. Renting of venues
- f. Shipment expenses
- g. 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)
- h. Trainer subsistence allowance and accommodation
- i. 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)
- j. Visibility (for example: designers, photo and video services, promotional material, banners, etc.)
- k. Office supplies such as notebooks, pens (can be covered after prior written approval, which must be given by the EC on a case-by-case basis)

Points A to K 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).
- Per diem or lump sums paid to participants and experts.
- Office inventory (such as desks, lamps, kitchen supplies, office rent).
- Invoices without the full details of the supplier.
- Currency exchange losses.
- No grants.
- 100% advance payments to the project coordinator.
- 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 with prior approval of the SP.

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. In this call, **ESAA Project Ideas exceeding a budget of 13,500€** are not likely to be regarded as efficient.