



ERASMUS+ STUDENT AND
ALUMNI ALLIANCE

FAQs for ESAA local Projects application process (as for 6th of August 2019)

Please find below a first excerpt of FAQs that have come to our attention. Have a look at the questions as you might have the same queries. If you do not find an answer to your question below feel free to contact service@esaa-eu.org.

No	Questions	Answers
1	Q: What is the maximum percentage of Honoraria for large projects for Trainers and guest speakers?	<p>A: For both lots (small/ large projects), fees to Coordinator's (and Co-applicant's) project management staff & trainers are not eligible project costs (see annex II / financial regulations/ 1. eligibility of costs).</p> <p>Further explanations: „Local projects are designed to help alumni and students to implement their projects and ideas on the ground. The vast network of the four Member Organisations and additional local partners gathers an immense pool of expertise, skills and knowledge of volunteers. These human resources are more than sufficient to design and implement high quality local projects. But for the implementation of local projects often human resources (i.e. the time of volunteers) is not sufficient. To implement a project additional resources (for logistics, venues, production of materials, etc.) are necessary. This is where ESAA local projects are meant to step in to support the local project idea of the volunteers. At the same time, it is expected that the content and implementation of the local project (organisers, facilitators, trainers, experts, speakers etc.) is covered by volunteers only (be it volunteers from the vast ESN, EMA, OCEANS, gE network, be it volunteering from partner organisations).”</p>
2	Q : If the Coordinator or local partner organisations will offer services for the project, can they be paid for these services?	A: please refer to A 1.



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3	Q: Would I be allowed to get (external) trainers and experts and can they be remunerated?	A: please refer to A 1.
4	Q: If there is a need to buy a projector, is it this cost eligible or not?	A: Cost to rent a projector are considered eligible project cost.
5	Q: Is it obligatory to include “unforeseen costs” (max. 5% of total budget) this in the budget?	A: Yes, it is compulsory to include this position to avoid that unexpected cost (for example higher flight ticket costs as originally planned) endanger the implementation of the project.
6	Q: Regarding the category of Project Management (3%) of total budget, what will happen if money is left into this category and can the amount “left” in this category be moved to another category of expenses?	A: Project management cost can be included <u>with up-to 3%</u> of total direct project costs, if you think that your project doesn’t need 3%, you can include a lower percentage. Remaining budget under this position cannot be transferred to other budget headings.
7	Q: Trainer/Guest speaker travel cost is it reimbursed with the policy #7 in ANNEX II individually or not?	A: It is your decision if you want to reimburse such travel costs already during the event (and hand in the invoices, documentation etc. with the overall financial report), or follow the financial regulations / 7. Reimbursements of individual travel costs.
8	Q: There is a section called “Justification of the estimated costs”, should I write there that for example for this expense I will have invoice, for another expense I will have individual contract, is that the right logic for filling this section?	A: The purpose of the budget justification template is a) to have a justification why a position budgeted is necessary for the implementation of the project b) to avoid miscalculations
9	Q: Is it possible to include food for organizers? If YES where (which category) it should be mentioned?	A: The budget template has a position “4. Catering, food” where you could add a line for staff/organisers. Further explanations: Please include all project expenses which do not directly fit to the position 1.-4. into “5. other expenses”.
10	Q: If external partners provide services (ex. website design, graphic design) is this cost eligible and under which category?	A: Partners are organizations aiming for the same goals and should collaborate with their own means and in their own interest. Their contribution to the project generally can not be paid.



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		<p>If goods (i.e flyers) and services (hotel rooms, transport) are purchased for the local project this is not a partner but a contractor.</p> <p>In case your project for example foresees external layout and printing of a flyer, and the content is prepared by the project coordinator or partner, the production cost, including layout are considered eligible project cost.</p> <p>In case the project coordinator or partner hires a journalist or an editor to prepare the content, related honoraria are considered non eligible. Please also refer to A1.</p>
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