



# Kick off meeting Grants 23/05/2018

**The Agri Grants Team**

# Day to day management



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# Contacts with DG AGRI

- ***AGRI-2018-0xxx***
- ***Name of organisation***
- ***Subject***

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# Activity sheet → AGRI Web page

| AGRI-2017-0xxx (num of proposal or num contract) |   |
|--|---|
| <b>LOGO/<br/>Contact details</b>                 | <p>Contact <u>person</u> :<br/><a href="#">mail</a><br/>Tel.: +</p> <p>Contact <u>person</u> (finances):<br/><a href="#">mail</a><br/>Tel.: +</p> <p>Internet <u>site</u></p> <p><u>Address</u></p> |
| <b>TITLE OF THE<br/>ACTION</b>                   |   |
| <b>MAIN<br/>MESSAGES</b>                         | 10 lines max  |
| <b>ACTIVITIES</b>                                | 1 line per activity   |

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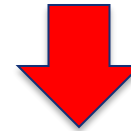


## *Common requests of modifications :*

- *Change of date*
- *Change of place*
- *Change of activity*
- *Change of people involved in the project*

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# Modification of the programme



- Mail to : DG AGRI correspondant  
+  
[AGRI-GRANTS@ec.europa.eu](mailto:AGRI-GRANTS@ec.europa.eu)

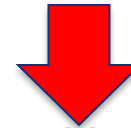
1<sup>st</sup> column: Project as it is  
in the proposal  
(page number)

2<sup>nd</sup> column: Project with  
the requests for changes

- All indications to help us understand: reasons – number of people targeted - ...
- Wait for the OK of the DG AGRI

# Modification of the budget

- Mail to DG AGRI correspondant
- Table to indicate plusses and minuses
- Comment column!



| Costs                                      | Estimated budget |            |                 |                |  | Proposed changes             |                    |                |            | Comments |
|--|------------------|------------|-----------------|----------------|--|------------------------------|--------------------|----------------|------------|----------|
|  | Unit             | # of units | Unit rate (EUR) | Costs (in EUR) |  | Changes # of units/unit rate | Update d Unit rate | Update d Costs | Difference |          |
| B. Accommodation and Travel <sup>4</sup>   |                  |            |                 |                |  |                              |                    |                |            |          |
| B.1 Accomodation for mission               |                  |            |                 |                |  |                              |                    |                |            |          |
| B.1.1 (Indicate exact position(s))         |                  |            |                 |                |  |                              |                    |                |            |          |
| B.1.1.1 Hotel in A.....                    | Per night        | 3          | 125             | 375            |  | 4                            | 125                | 500            | 100        |          |
| B.1.1.2 Hotel in B....                     | Per night        | 7          | 100             | 700            |  |                              |                    |                |            |          |
| C. Rent <sup>8</sup>                       |                  |            |                 |                |  |                              |                    |                |            |          |
| C.1 Rent of room                           |                  |            |                 |                |  |                              |                    |                |            |          |
| C.1.1 <i>indicate exact position(s)...</i> | Per day          | 3          | 500             | 1500           |  | 3                            | 300                | 900            | -600       |          |
| C.2 Rent of equipment                      |                  |            |                 |                |  |                              |                    |                |            |          |
| C.2.1 <i>indicate exact position(s)...</i> | Per day/item     |            |                 | 0              |  |                              |                    |                |            |          |
| <b>Subtotal Rent</b>                       |                  |            |                 | <b>1500</b>    |  |                              |                    |                |            |          |

# Monthly Follow up

- *Follow up of the project: what's happening today*
- *1<sup>st</sup> column: Project as it is in the proposal*
- *2<sup>nd</sup> column: Project with the changes accepted*
- *3<sup>rd</sup> column: Project as it has been realised*

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| <i><b>What was proposed</b></i>  | <i><b>What will be actually done</b></i><br>(If changes – date of OK of the DG AGRI)  | <i><b>What has been implemented</b></i>  |
|--|---|--|
| ACTIVITY 2<br>Articles during all the implementation period:<br>-20 about cross- compliance<br>-5 about greening | Publication since May 2018  | Article 1<br><a href="http://link">http://link</a><br>Article 2<br><a href="http://link">http://link</a>               |
| ACTIVITY 4<br>Meetings with elementary schools from M5   | The first two meetings will be realized within the two events organized in Brussels (November - M5) and Rome (December-M6) (Ok from Dg Agri via email 19/10/2017 Ares(2017)xxxxxxx) | Meeting in Berlin implemented: 3 days of events (24-25-26 Nov 2017); met 1037 pupils. Video shown (Activity 6. Task1). |
| ACTIVITY 5<br>Primary school textbook  | Insert dedicated published in the school text book for primary schools  | Contents definition ongoing. – <b>Request of amendment sent the 21<sup>st</sup> of December to the DG AGRI</b>         |



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# The technical report



- The technical report is a contractual obligation
- The action has 2 reporting periods
- You have 60 days following the end of the last reporting period to produce a request for payment
- The Commission has 90 days to pay

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# What do we need for the technical report ?



# It depends of the actions

- For city farms, info points and other general public events
  - Pictures of the event, proof that the co-financing was visible...  
**(when the EU emblem is displayed in association with another logo, it must have an appropriate prominence.)**

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- For conferences, seminars and visits:

- Program
- Names of the speakers + CV's
- Copy of all speeches and presentations made during the event(s)
- Invitations, press releases, etc..
- Pictures
- Attendance list signed by all the participants for each day of the event including the name of their organisation, their address and country of origin

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- For publications and promotional material:
  - Copies of each printed publication realised for the action
  - Publicity material relevant to the measure (posters, flyers, gadgets, etc.)

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## For audiovisual and media productions :

- Copies of each production (or the links where they can be found)
- Official statistics of TV and radio audience for the days of diffusion.

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- For websites:

- Link to the website
- Statistics on the number of visitors

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# Language of requests for payments, technical reports and financial statements

All requests for payments, technical reports and financial statements shall be submitted in: **English, French or German**

**European Commission**  
**Directorate-General for Agriculture and Rural Development - CAD**  
***Directorate B. Quality, Research & Innovation, Outreach***  
***B.1. External communication and promotion policy***  
**Office Loi 130 07/206 - BE 1049 Brussels**  
**For the attention of Unit B.1, Head of Unit**  
***E-mail address: [AGRI-Grants@ec.europa.eu](mailto:AGRI-Grants@ec.europa.eu)***

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# On-the-spot visits

- During an on-the-spot visit, the beneficiary shall allow Commission staff and outside personnel authorised by the Commission to have access to the sites and premises where the action is or was carried out, and to all the necessary information, including information in electronic format
- He shall ensure that the information is readily available at the moment of the on-the-spot visit and that information requested is handed over in an appropriate form.

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**Thank you**