



The Grant Agreement

Legal and financial aspects

30 March 2022

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Grants are direct financial contributions from the European Union budget awarded by way of a donation to beneficiaries.

Grants for actions finance actions intended to help to achieve an objective that forms part of an Union policy.

The results of the action remain the property of the beneficiaries.

Who owns the results of a project?

YOU

Ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiaries.

The beneficiaries grant the Union the right to use the results of the action.

What's in the grant agreement?

- Rights and obligations of the beneficiaries

Provisions on:

- Subject of the agreement
- Admissibility requirements
- Coordinator/Beneficiaries
- Duration of the Action
- Maximum grant amount, funding rate, eligibility of costs, technical and financial reporting



What's in the grant agreement?

- Rights and obligations of the beneficiaries

Provisions on:

- Communication and visibility
- Amendment, suspension and termination of the grant agreement
- Audits by the Commission or OLAF, record keeping
- Recoveries, data protection, Intellectual Property Rights
- Applicable law and settlement of disputes



Participants [articles 7-9 Grant Agreement]



- Beneficiaries (if consortium, coordinator + beneficiaries)
- Affiliated entities
- Associated partners
- Subcontractors

Changes to the agreement

What happens when the consortium realises during the implementation phase of the action that changes are required for the proper implementation?



Amendment

[article 39 Grant Agreement]

Who can ask to amend the grant agreement?

- Amendments may be requested by any of the parties:
 - 1. by the Coordinator if multi-beneficiaries grant agreement or
 - by the Beneficiary, if mono-beneficiary grant agreement
 - 2. by the Commission
- The request for amendment can be submitted by the legal representative that initially signed the grant agreement or by another legal representative or the contact point duly authorized to represent and commit the entity for this exercise

When/how is possible to amend a grant agreement?

The grant agreement may only be modified during its lifetime

It shall be submitted in due time



The request for amendment must include the reasons and the appropriate supporting documents

The Commission may request additional information

The request for modification(s) shall be made in writing in a dedicated letter

Amendments

- Modification of the Grant Agreement
 - Justified, accompanied by appropriate supporting documents, submitted by the coordinator – with the exception of change of coordinator without its agreement
- What can be modified?
 - Description of the action
 - Composition of the consortium
 - Duration

One of the beneficiaries
participation is terminated
OR
addition of a new
beneficiary

Submit a formal request
for amendment with
relevant supporting
documents

Change in the name or address
of a beneficiary or linked third
party

Change in the bank's
name or branch address,
or in the name of the
bank account holder



Submit a formal request
for amendment with
relevant supporting
documents

There is a delay in the
implementation and the
deadline for submission of
deliverables can't be
respected

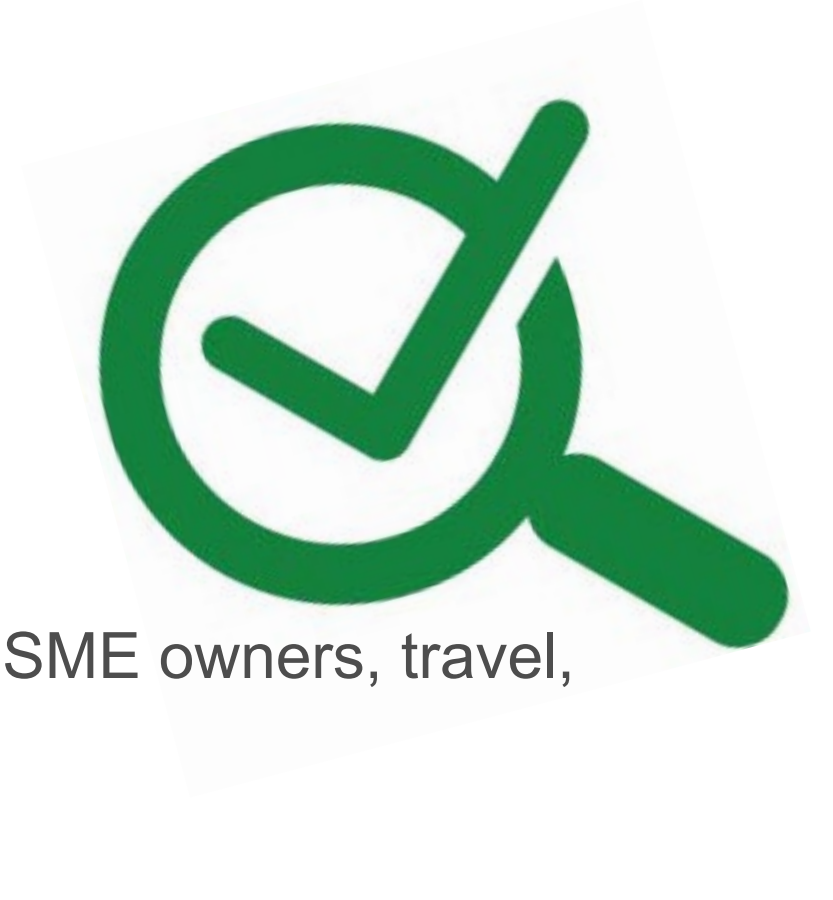
Inform the Project
Officer ASAP, who will
keep track of the
changes

Checks and audits



- Checks and audits possible at any time during the project implementation and up to 5 years after the final payment
- Commission audit or external contracted company
- Please keep all documentation required to ascertain the eligibility of the costs
- Depending on the finding, appropriate measures are taken, including recovery.
- Audit findings may be extended to other grants

Eligible costs [article 6]



- Actual costs is the general rule, but unit costs for SME owners, travel, accommodation and subsistence
- Direct/indirect costs
 - Direct costs: personnel, subcontracting (best value for money!), travel and subsistence, equipment and other goods, works and services....
 - Indirect costs: 7% of eligible direct costs

Reporting and payments [articles 21-22]

- 1 pre-financing payment of 70% of the maximum grant amount within 30 days of signature of the grant agreement
- Progress reports (number depends on the duration of the Action)
- Final payment with a final periodic report, which includes a technical and a financial part:
 - Financial statements
 - Explanation on the use of the resources
 - Certificates on the financial statements (CFS), only if requested EU contribution to costs \geq EUR 325 000

Checks and audits [article 25]



- Checks and audits possible at any time during the project implementation and up to 5 years after the final payment
- Commission audit or external contracted company
- Please keep all documentation required to ascertain the eligibility of the costs
- Depending on the finding, appropriate measures are taken, including recovery.
- Audit findings may be extended to other grants

Some reminders



- Guidance (Annotated Grant Agreement = AGA)
- VAT is not eligible
- Sub-contracting has to be included in Annex I and respect best value for money and absence of conflict of interest
- Visibility activities are mandatory
- Documents and records to be kept 5 years after the final payment

Thank you!