

# Justification handbook of the project

---

Partners' version

**Fundación Eemplea**

**2013-2015**

## **Quality and Training for Supported Employment in Europe (QUATSEE)**

**Number of Project:** 2013-1-ES1-LEO05-66274

This document aims to provide the partners involved in the development of the European project mentioned below basic and simple instructions that allow the justification of all actions taken, from a technical point of view of work packages, and from the point of view of the economic justification for the expenditure charged.

This European project is a TRANSFER OF INNOVATION (TOI) PROJECT called QUALITY FOR SUPPORTED EMPLOYMENT AND TRAINING IN EUROPE (QUATSEE). Within this project, there is a management entity, in this case FUNDACIÓN EMPLEA, and a number of partners, among them, a series of actions which produce the intended results of the project are developed: the existence of a training model for job coaches in supported employment methodology, the existence of a management model of supported employment for directors of entities engaged in these areas in groups at risk of exclusion, the creation of a quality reference model of supported employment for all professionals in Europe.

For the start of this project, Fundación Emplea carried out a number of administrative procedures: presentation of the application, selection by the OAPEE, signed a contract with the NA and start of the partnership with the participating partners. At that time, it is the beginning of a cycle of internal operations that allows members to communicate with each other, the managing entity to monitor the internal evaluation of the project development and the NA to perform a control of the financial management of funds and the results that are being obtained.

In order to facilitate the evolution of this cycle, we made this manual, so that it becomes a useful tool to unify the dynamic operation of all partners involved in the project.

### **1st PHASE: FORMALIZE THE COLLABORATION.**

The first step is to carry out the shipment from Fundación Emplea to all partners in the contract between it, as beneficiary, and NA.

The second step is carried out by sending to all partners a data sheet in which the following information is specified:

- Name of the entity.
- Legal form.
- Date of the entity's formation.
- Information about the representative: name, surnames, ID card.

- Information about the person of reference (this may be the representative of the entity or the technician of the project): name, surnames, ID card.
- Contact information: phone numbers, e-mails and FAX.

Submitting this data sheet is to be done by e-mail to Fundación Emplea at the Start of the collaboration.

The third step is to perform the signing of the partnership agreement of each of the partners with Fundación Emplea. It shall include the information of the two entities and terms that will govern this collaboration, with specific mention of the name the particular project. This document will be made by Fundación Emplea and this will send a draft for its approval by the partner involved, once approved, both entities will sign it and each of them will keep a copy.

### **2nd PHASE: STARTING DOCUMENTATION.**

In the agreement formalized by the entities, the work packages to be developed by the partner involved are specified. In the previous moment to the development of the work package (the date which will be stated in the agreement), the partner must submit the starting documentation package, which shall consist of the following information:

- Calendar of realization of actions, making clear the milestones of results that prove the monitoring of the calendar.
- Cofunding model: document in which there is an explanation about how the entity is going to make the cofunding of the project.

Starting Documentation is technical, since it is not yet able to make any justification of expenses. The information may be extended as much as the associate entity wants so as to explain its actions and the expenditure charged later. All of this will be sent by e-mail to Fundación Emplea that will review the documentation and will give its approval or modify what it considers to be necessary.

Once obtained the approval of Fundación Emplea, the partner involved will begin the detailed actions and periodically will make new documentation shipments.

### **3rd PHASE: PROGRESS JUSTIFICATION.**

During the development of the project , working periods, shipping documentation, economic justification and payments are established. Once each one os these periods is finished, the partners must submit to Fundación Emplea a memory of actions , which must reflect the actions and results achieved in the period immediately preceding , together with the justification of expenses and payments related to those actions . In the documents, partners should write the cofunding percentage provided by the entity , which must match

with the one exposed on the cofunding model presented with the starting documentation. At the same time, partners should follow the implementation schedule proposed in the starting documentation. With this, Fundación Emplea may compare the proposed actions to the real actions to verify that the partner institution is fulfilling its commitment within the team to result in the achievement of the results of the overall project . This may detect any mismatches, the reasons for which shall be adequately argued , and define possible changes to the overall project is as little affected as possible. This will also provide a working plan for the following period , which coincides with the timing of initial actions but will provide greater technical and economic information , since it is a particular and closer period, the partner may have a more accurate forecast .

In this phase, the partners can send technical and economic documentation, since in the achievement of each milestone, they will have incurred expenses and made some payments. For the justification of activities and expenditures and payments, OAPEE establishes spreadsheet formats that the entity must also complete and submit:

- “Timesheets”
- “Staff Costs Statement”
- “Travel and subsistence costs statement”
- “Equipment costs”
- “Subcontracting costs”.

All documentation will be submitted to Fundación Emplea by e-mail. Fundación Emplea will be responsible for reviewing the documentation and, if necessary, to urge institutions to carry out the amendments when appropriate. Once Fundación Emplea gives its approval, payments will be made.

Fundación Emplea suggests for the technical memory of actions and for the working plan of the following period, this next model, which may be extended with as much information as the partner wants.

IDENTIFICATION OF PROJECT: TOI "QUALITY AND TRAINING FOR SUPPORTED EMPLOYMENT IN EUROPE"-QUATSEE- 2013-1-ES1-LE005-66274					
BENEFICIARY ENTITY:		FUNDACIÓN EMPLEA	CONTACT:	Phone number:	e-mail
PARTNER ENTITY:		Name	CONTACT:	Phone number:	e-mail
WORKING PACKAGE:	WP?	Name			
AIM	ACTION/ACTIVITY	RESULT EVIDENCE IMPACT EVIDENCE	RELATED COSTS AND ARGUMENT JUSTIFICATION	JUSTIFICATION OF EXPENSES AND PAYMENT	OBSERVATIONS
			<i>They must be collected in each case depending on the items relating to the eligible costs of the subsidy: staff; travel; accommodation and subsistence; equipment; subcontracting.</i>		

#### **4th PHASE: INTERMEDIATE JUSTIFICATION:**

At the end of the 11th month in the life of the project (or any earlier time) and before the 30th of September 2014, Fundación Emplea will require the partners to send all the original documentation reviewed so far. Up to now, the shipment has been sent by mail, acting as drafts on which to make amendments; at this stage, the shipment of documentation should be the original documents, by mail or by courier service. It is recommended that the partners retain other original or at least a copy of everything submitted.

With this documentation, the beneficiary entity, Fundación Emplea, will elaborate the intermediate report and this will be sent to all partners.

In this phase, it is necessary to take into account the following recommendations:

- Expenses must be connected to the project.
- Expenses must be necessary for the implementation of the project.
- Expenses must be reasonable.
- Expenses must have been generated during the project's life.
- Justifications must be identifiable and verifiable.
- Entities should consult the LLP Guide to take into account the non-eligible expenses. It is important to pay attention to the charging of VAT, which can only be done whenever the member can demonstrate that it is unable to recover through an official document issued by the revenue authority of the partner country.
- Payment justifications will be invoices, receipts, bills or any other equivalent document always in accordance with the tax and accounting system of the country where it is issued.
- Within invoices must be mentioned explicitly the name and number of the project.
- Exchange rate: it must be detailed the type used in the conversion operation to €.
- All documents must be translated into English, this being the working language of the consortium.
- The amounts reported daily should be based on actual staff costs, which cannot exceed the maximum amount set out in 5th Table of the LLP Guide.
- The costs of accommodation and meals, defray the costs of accommodation, food and local trips abroad. Only employees who are among the project staff. Again, the amounts do not exceed the maximum set out in Table 5b of the LLP Guide.
- For equipment costs, only the costs for the purchase / rental / leasing of equipment will be considered eligible if their acquisition is absolutely necessary for the development of the project. This should be clearly justified. It will be taken into account the depreciation, that is, only the depreciation will be charged to the project throughout the life of the project.
- For subcontracting, it shall conduct a bidding process: when the expense is up to 1000 €, the partner sends the invoice; when spending is between 1000 and 15,000 €, partner sends a single bid (meaning it is the most interesting); between 15,000 and 60,000 €, partner sends at least 3 bids; for expenses over € 60,000, national



rules will be applied. Do not forget that subcontracting costs never exceed 30% of the total direct costs of the project.

#### 5th PHASE: FINAL JUSTIFICATION.

After the project, Fundación Emplea will require the partners to send original documents from the period of the project that has been being justifying progressively through copies by mail shipments. Again, detailed observations will be taken into account.

With this documentation, the beneficiary, Fundación Emplea, will prepare the final report, which will be sent to all members.

#### SUMMARY TABLE AND TIMING OF JUSTIFICATION

Phase	Month	Documentation	Shipment
1. Formalize the collaboration	<b>Beginning</b>	Agreement between Fundación Emplea and NA. Data Sheets of the partners. Cooperation agreements between Fundación Emplea and the partners.	By email to Fundación Emplea
2. Starting documentation	<b>6th Month. April 2014.</b>	Calendar of implementation of actions within each WP. Cofunding model.  Payment of the 10% of the budget.	By email to Fundación Emplea
3. Progress justification	<b>9th Month. July 2014. 12th Month. October 2014. 18th Month. April 2015. 21st Month. July 2015.</b>	Memory of actions of the previous period. Expenses justification of the previous period. (OAPPE Models). Working plan for the next period.  Payment of the justified amount.	By email to Fundación Emplea
4. Intermediate justification	<b>11th Month. September 2014.</b>	Memory of actions of the previous period. Expenses justification of the previous period. (OAPPE Models). Working plan for the next period.	Original copies to Fundación Emplea
5. Final justification	<b>23rd Month.</b>	Memory of actions of the previous period. Expenses justification of the previous period.	Original copies to Fundación



Education and Culture DG

## Lifelong Learning Programme

LEONARDO DA VINCI  
Transfer of Innovation

	<b>September 2015.</b>	(OAPEE Models).	Emplea
--	----------------------------	-----------------	--------