

# EMFAF 2022 INFO DAY

Blue careers and  
Regional flagships  
Calls for Proposals

Q&A, including administration and  
financial aspects

24 NOVEMBER 2022 | 09:30-17:00 CET

CENTRE BORSCHETTE, BRUSSELS

#EMFAF



# Subcontracting

This budget category covers subcontracted action tasks, i.e. service contracts for parts of the project that are not implemented by the beneficiary itself and not by one of the affiliated entities, but by a subcontractor.

**Subcontracting** should normally constitute **a limited part of the action and subcontracting going beyond 30%** of the total eligible costs must be specifically justified in the application.

Subcontracting costs for the action are eligible, if they are calculated on the basis of the costs actually incurred, fulfil the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12).

Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.

# In-kind contributions

In-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost.

In-kind contributions refers only to the case where a third party makes available some of its resources to a beneficiary, for free. In this case, the beneficiary itself makes no payment and there is therefore NO cost incurred by the beneficiary. The costs are therefore normally NOT eligible. **Examples of these in-kind contributions:** *civil servant working as a professor in a public university is also working on the action. His salary is paid not by the beneficiary (the university) but by the government (the ministry). It can therefore not be charged to the EU grant.*

By contrast, if there is any payment between the third party and the beneficiary related to the in-kind contribution provided, the beneficiary can declare the corresponding costs as personnel costs for seconded persons (see Article 6.2), renting costs for equipment (see Article 6.2.C.2) or purchase costs for other goods, works and services (see Article 6.2.C.3).

# Financial scheme: prefinancing/interim/balance

The reporting and payment arrangements are fixed in the Grant Agreement (Data Sheet, point 4 and GA articles 21 and 22).

After grant signature, you will normally receive a prefinancing to start working on the project (**float of normally 40% of the maximum grant amount**; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be **one or more interim payments**, if applicable, with detailed cost reporting.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

# Eligible costs and cost categories

- General cost eligibility criteria applicable to all cost categories are defined in article 6.1 of the [EMFAF General Model Grant Agreement](#).
- Specific cost eligibility conditions applicable to each cost category are defined in article 6.2 of the [EMFAF General Model Grant Agreement](#).
- The budget categories and cost eligibility rules are fixed in the [EMFAF General Model Grant Agreement](#) (*Data Sheet point 3 and article 6*):
  - A. Personnel costs** including **A.1 Employees**, **A.2 Natural persons under direct contract**, **A.3 Seconded persons** and **A.4 SME owners and natural person beneficiaries**.
  - B. Subcontracting costs
  - C. Purchase costs including C.1 Travel and subsistence, C.2 Equipment and C.3 Other goods, works and services
  - D. Other cost categories

# Personnel costs

This is the highest cost category in terms of amount of costs.

At the moment of the proposal preparation and possibly at the GAP stage, only the option “monthly” personnel cost rate is available for personnel costs categories A1, A2 and A3 in the detailed budget table (only for category A4 the option “daily rate” is available). However, in case your proposal is successful and you sign the GA, the calculation method explained in the GA will apply at the time of cost reporting. For instance, for personnel costs for employees (A.1) the calculation method in the GA is the following:

{daily rate X number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

Maximum 215 day-equivalents per person and per year.

the daily rate is calculated as follows: {annual personnel costs for the person divided by 215}

# Budgeted costs vs costs incurred

The proposals **shall only include budgeted costs**, meaning that these costs are **the result of a forecast calculation**.

We recommend to use **the detailed budget table for this calculation exercise**, although the detailed budget table is not a compulsory document for the proposal submission.

Please **apply the cost eligibility rules** explained in **the call for proposals** and in **the model grant agreement** for this calculation. The grant amount awarded will be based on the total budget for the action submitted in the proposal.

In case of successful proposal and grant signature, **costs incurred** will be **submitted** during the grant implementation, **for reimbursement, and assessed** against the cost eligibility criteria specified in the grant agreement.

# Co-financing principle

This principle means that the grant shall provide only a part of the resources necessary to carry out the action. This part is known as the (co-)funding rate.

- Co-funding rate for Blue careers for a sustainable blue economy (EMFAF-2023-BlueCareers): **80%**
- Co-funding rate for regional flagships projects supporting sustainable blue economy in EU sea basins (EMFAF-2023-PIA-FLAGSHIP):  
**80%** for Topics 1, 2, 3, 4 and 6; **85%** for Topic 5.