

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

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EUROPEAN YOUTH FOUNDATION

**Instructions for financial management and reporting for
international activities, annual work plans
and pilot activities**

1. Changes in the projects

Once projects are awarded by the EYF, there is a specific procedure through which beneficiary NGOs can make changes in their projects, as follows:

1. In case of budget changes between budget lines: within the grant envelope from the EYF, the beneficiary NGO may move amounts between budget lines/categories, as long as the project's aim and objectives remains the same as when it was approved. In case funds are needed to increase fees or to be moved to a new type of costs which was not initially included in the application, the beneficiary NGO must ask the EYF to approve this change in advance.
2. In the case of changes in venue and dates of the activities: the beneficiary NGO must ask the EYF to approve the change in venue and/or dates of the activity. The NGO must send a message in the online system and explain the changes. Should the venue change, the beneficiary NGO must also indicate the GPS coordinates of the new venue.
3. In case of changes in the programme of the activity:
 - If the change concerns the objectives of the activity or the length of the programme, the NGO must provide an updated programme and ask the EYF for approval.
 - If the change concerns smaller adjustments in types of sessions, but it does not change the objectives of the activity, it is sufficient that the beneficiary NGO sends the revised programme to the EYF for information, at the latest when the final narrative report is submitted.
4. In case of changes of people in the project team: for international activities and international activities within work plans, there is a hard criterion that the team should include at least 4 people of 4 different nationalities/countries of residence. If the project team changes, but the mentioned criterion is respected, the NGO must include this information in the project report. In case the criterion is not respected anymore, the NGO must seek the approval of the EYF for this type of derogation to the hard criterion.
5. In case of changes related to project participants: if the change does not have any impact on the hard criteria (which are for international activities: minimum 75% of participants are under 30 years and are from at least 7 countries), the change does not need to be communicated in advance. If the above criterion is not respected anymore, the NGO must contact the EYF and ask for a derogation. Also, if there is a major change of participants' profiles, the NGO must contact the EYF to seek approval of change as early as possible.

The EYF may ask for additional information related to these changes, so it is highly recommended that the beneficiary NGOs ask the EYF to approve changes at the earliest moment possible.

2. Financial report submission

Beneficiary NGOs have two months after the closing date of their project to fill in the online narrative and financial reports and send copies of evidence of expenditures to the EYF. The proof that is needed for each type of expenditure is explained below. The narrative report must be completed and submitted in the online system of the EYF, together with the list of participants and any other relevant project documentation.

For the financial report, only real costs that occurred during the approved implementation period

of the project will be considered. The implementation period means the period between the start and final dates of the project, as per the grant agreement.

For any invoice for €1 000 or above, the corresponding proof of payment (bank statement, credit card slip) must be provided (exceptions are indicated in the sections below). In case of a cash payment, the beneficiary NGO must provide a copy of the cash withdrawal receipt or a bank statement showing the withdrawal. Cheques or copies of bank transfer request forms are not accepted as proofs of payment. Credit card slips are accepted only if accompanied by the corresponding invoice/receipt.

Proforma invoices are not accepted, all invoices must be final invoices.

The EYF reserves the right to verify the authenticity of the documents provided and require other necessary documents in case of incomplete documentation. The provision of non-authentic documents may lead to the imposition of sanctions.¹

Furthermore, in the financial report, the beneficiary NGO must justify other sources of income. In-kind contributions (for example, use of own car or equipment, free of charge conference rooms or material, free accommodation, free interpretation services, discounts, etc.) are not costs to be included in the expenditure, if these were not real costs involving a monetary transaction and paid for by the beneficiary NGO.

In case the beneficiary NGO is, at the same time, a recipient of a grant for an international activity or an annual workplan and of an EYF structural grant, certain costs such as those related to the use of internet and telephone costs cannot be included in the expenditure under international activities and annual work plans grants. These costs can be covered using the structural grant.

The financial report must include:

1. The filled in model budget report

The filled in model budget report (excel document) can be downloaded from the EYF website (Resources/Forms and Guidelines: [Forms & guidelines \(coe.int\)](https://www.eyf.europa.eu/forms-guidelines)). This document must include the complete list of bills, with each bill numbered and with a description of the type of expense. In the budget report document, the listed bills must be as detailed as possible (using one line for each receipt/invoice). Only accommodation costs may be grouped together. The amounts may not be rounded.

The structure of the budget report (excel document) is fixed. All sections and budgetary lines must remain the same. The financial report must present a budget in which the income and expenditure are balanced. It must also be signed on the summary page by the person who is legally responsible for the beneficiary NGO.

If a bill was paid in another currency than Euro, the beneficiary NGO should list the amount in the local currency (meaning, the currency in which the bill was paid) and the amount converted into Euro, i.e. one column for each local currency and one column in Euro.

The NGO should specify in the document the exact conversion rate applied - adding a link to a website is not sufficient. The beneficiary NGO must decide which conversion rate to use for the whole report (for example, the conversion rate of the date of the invoice, or of the reporting date).

¹ 2013 Revised Operational Regulations of the European Youth Foundation, in particular Article 32 (b).

2. Copies of proofs of expenditure

Together with the budget report form, the beneficiary NGO must include the copies of proofs of expenditure, numbered and ordered according to the list of bills (using the reference number mentioned in the first column of the list of bills). For each expense, all relevant documents (proofs of payment, invoices and contracts etc.) must be presented together.

All original receipts and invoices must be available in case of audit for 10 years. Please also note that it is not accepted to upload documents on Google Drive, Dropbox or any other storage service.

The beneficiary NGO must take note of the following specific requirements:

- When reporting on annual work plans, the beneficiary NGO must report the costs of each activity separately, using one model budget report per activity.
- For pilot activities, all copies must be signed by the person who is legally responsible for the beneficiary NGO with the mention “certified copy of the original”.

The beneficiary NGO must submit its narrative report and update the budget in the EYF online system and send the financial report and all related documents by email to eyf.courrier@coe.int. The beneficiary NGO must indicate in the subject of the email the wording “Financial report” followed by the grant reference number. The EYF can also accept the financial report and the paper copies of all proofs of expenditure sent by land post.

The financial report must include:

- The scanned signed list of participants saved in PDF format.
- The completed model budget report form (expenditure and income), signed by the legal representative of the beneficiary NGO, in PDF, where each expense is presented in a separate line. The same model budget report form must be also sent in Excel format.
- For each budget line (e.g.Travel) in the model budget report a separate subfolder must be created. All the documents relating to that expenditure must be numbered and named (e.g. 1.2.Smith plane ticket) and saved in pdf in the subfolder.

In case of paper report the NGO must number the documents and group them by budget category and present them in the order in which they are numbered.

Although the report is accepted by email, all communications regarding the financial report must be kept in the EYF online system.

If the documents are not presented as required, the beneficiary NGOs will be asked to redo its report to follow this structure.

3. Documents to be provided

Project expenditure documents

As a rule, for the financial report:

- Only documents that are clear, comprehensible, complete, and dated will be considered by the EYF when processing the financial reports. Copies of folded and not fully legible receipts, or invoices without dates will not be accepted.
- If not in English or French, documentary evidence concerning the main expenses must be fully translated: contracts, accommodation invoices, etc.; a summary is sufficient

when it comes to smaller amounts (under €1 000) if it is clear which service or goods were purchased. Official translations are not requested.

- If some expenses were paid by a local partner on behalf of the beneficiary NGO within an activity being held in another country, a bank statement showing the transfer of funds to this partner must be provided. In such case, all payments of €1 000 and above must be justified by the corresponding proof.

If the beneficiary NGO does not provide a complete set of documents in the financial report that justify the expenditure made, costs may be deducted by the EYF from the grant awarded.

Below, beneficiary NGOs will find the necessary documents for the financial report by type of expenditure:

➤ **Travel**

Necessary documents include a copy of the ticket or the receipt (plane, bus, train, taxi), if possible, showing the price and the means of payment. If the amount is not mentioned, the beneficiary NGO must provide an invoice or a bank statement that is clearly linked to the ticket cost. Return tickets must be provided as well. In their absence, the corresponding amount will be deducted.

For **plane travel**: boarding passes are not requested. However, the beneficiary NGO is requested to provide a copy of the booking confirmation indicating flight time, itinerary, passenger name and ticket cost. Invoices will only be accepted if they mention all the information listed above (for example, Wizzair invoices do not provide sufficient information).

Car travel: this must be justified by the petrol receipts or a calculation of the kilometric allowance, including the itinerary (extracted from Viamichelin or Google Maps for instance) showing the number of kilometres and the kilometric rate used. The applied rate cannot exceed the Council of Europe's rate for kilometric allowance.

Car sharing: in the case of car sharing, a statement signed both by the driver and the traveller(s) must be provided. This statement should also contain the name of the traveller(s), the name of the driver, the dates of the journey, the itinerary, and the number of kilometres, as well as the amount paid.

Local transportation: Please note that eligible costs under this heading are any local transport costs which occurred during the activity itself. The costs linked to the travel of the participants/team members to/from the venue from/to their homes should not be included in this section. They must be included in the section "Participants travel" or "Travel team and trainers".

➤ **Visa**

A copy of the receipt issued by the Embassy indicating the amount paid and a copy of the visa (as it appears in the passport) must be provided in the financial report.

➤ **Board and lodging, meeting rooms**

The invoice for accommodation should be as detailed as possible (dates of arrival and departure, number of participants accommodated, daily rates, etc.). Moreover, each type of expense (meals, accommodation, coffee breaks, room renting, etc.) should be clearly explained and accounted for under separate sections. A proof of payment must always be provided for amounts over €1000. Booking confirmations (such as booking.com) or pro-forma invoices are not valid proofs of expenditure.

➤ **Fees (experts, trainers, etc.)**

A copy of the dated and signed contract, an invoice, together with a proof of payment or, in the case of payment in cash, a statement co-signed by the expert/trainer and the person responsible in the beneficiary NGO clearly stating the amount received must be provided to the EYF.

The EYF does not accept contracts indicating that a paid staff member of an NGO has been hired as an expert, consultant or trainer in an activity organised by that same NGO and funded by the EYF, unless their role was related to project coordination tasks (see below). The EYF does neither accept a contract signed by the same person both as the client and the service provider.

A proof of payment is always needed to support the payment of fees, no matter the amount.

➤ **Administrative costs**

Starting from activities granted after September 2023, the beneficiary NGO may include up to a maximum of 7% of the amount of the awarded grant² in pilot activities, international activities, and work plans, for the following eligible administrative costs: expenditure office rent, insurance, electricity, water and heating costs.

To have these administrative costs reimbursed, the beneficiary NGO must provide monthly invoices and a proof of payment, as well as a signed statement as to the number of projects run in parallel from the office during the implementation of the activity.

Also, a statement signed by the legal representative of the beneficiary NGO indicating that these costs are not covered through other funding must be provided.

➤ **Communication**

- Telephone/ Internet invoices

The beneficiary NGO is responsible to ensure that only telephone and internet costs that are related to the activity are included. The EYF cannot accept that a phone / internet bill is included in its entirety, especially as regards to private phone bills. To report on a partial cost of a phone or internet bill, a percentage of the total cost of the bill can be applied.

- Subscriptions to Google Drive, Adobe, Zoom, Mentimeter and Skype (or similar)

Subscription costs may be included in the list of expenditure, provided that these applications have been used for the activity, and per ratio to the duration of the activity (for instance, in case of an annual subscription, for a 3-month activity, 25% of the subscription costs may be included).

➤ **Daily allowance/Per diem**

If the participants receive a daily allowance (for example, to cover meal costs), a signed document from the participant stating the amount received and its purpose must be provided.

² For example, if the beneficiary NGO receives a pilot activity grant of €10 000, 7% (that is €700) may be used to cover administrative costs.

➤ **Micro-grants**

When micro-grants are included within the framework of an EYF-supported project, all expenses covered must be supported by the corresponding proofs of expenditure. An invoice from partner organisation to beneficiary NGO to justify the micro grant is not accepted as a proof of expense. The beneficiary NGO must also provide evidence of the bank transfer to partner entities or participants.

➤ **Bank fees**

Only bank fees related to a payment made in the framework of the project are accepted. Account management fees cannot be included.

➤ **Salaries for project coordination**

Starting from pilot activities granted after 1 September 2023 and international activities and work plans granted from 1 April 2023 deadline onwards, the beneficiary NGO may include a maximum of 10% of the grant awarded for salaries for project coordination.

- There is a new excel sheet available for the calculation of the salaries on the website to facilitate the reporting. This calculation sheet includes the declaration to be signed by the legal representative confirming that the staff member is employed by the NGO, the percentage of work time dedicated to the project, and the duration of the involvement in the project.

To have these costs supported, the beneficiary NGO must provide:

- payslips, proof of payment (bank statement)
- all the pages of the excel sheet including the signed declaration

Only the amounts for gross salaries justified by the related payslips will be considered without any extra charges to be paid by the employer.

Beneficiary NGOs may finance the salary of a/the same staff member with a combination of staff costs funds from EYF structural grants, works plans and international activities provided it does not exceed 100% of the staff member's employment.

Project income documents:

As a rule, for the financial report all sources of income, private or public, must be reported and justified. Each different source must be indicated in a separate line in the budget report file.

Below are listed examples of documents that can be provided to justify the income:

➤ **Participants' contribution to travel costs and registration fees**

A travel reimbursement form should be used indicating all travel expenses and all amounts deducted (contribution to travel costs, registration fees, maximum amount reimbursed). This reimbursement form must be signed both by the participant and the responsible person representing the beneficiary NGO. Bank statements showing the amount reimbursed to each participant (or registration fees paid by participants) are also valid documents. An example of a reimbursement form is available on the [Resources/Forms & guidelines](#) page.

Please note that the EYF has no rule stating that the participants must make a financial contribution (percentage of travel costs, participation fee) to the project.

➤ **Other donors**

An official signed document (letter of confirmation by partner or donor such as Erasmus+, grant contract, bank statement indicating a donation or similar contributions by third parties, etc.) in English or French must be provided.

The beneficiary NGO's own contribution will have to be justified for amounts over €1 000. A signed declaration from the legal representative of the NGO must be provided.

4. Instructions relevant to both project expenditure and income reporting

➤ **Volunteer Time Recognition (VTR)**

VTR must be included both in income and expenditure of the project budget.

The final calculation of the VTR must be provided on the expenditure page in the “other” budget line.

In the “income” section, the final calculation of the VTR must be indicated as a source of co-funding. VTR can be included up to 15% of the foreseen budget for applications (this means the total expenditure foreseen for the project, minus the VTR).

For more information on VTR, please refer to the [VTR page](#) on the EYF website.

➤ **Salaries as co-funding for international activities and work plans**

The salary needs to be included both in the expenditure and income of the project budget.

For international activities and annual work plans, the EYF accepts salaries as co-funding, provided that the beneficiary NGO can explain the involvement of the staff member in the project and the time dedicated to the project. However, should the beneficiary organisation also receive an EYF structural grant, salaries must be included either as co-funding under the work plan/international activity or under the structural grant and not under both. The EYF structural grant funds cannot be used as co-funding.

The following documents are requested for the financial report:

Under expenditure:

- Payslips for the staff member(s)
- A proof of payment (bank statement)

Under income:

- A proof that the salaries are covered by another source of funding (for example, a contract with another donor that covers the salary).

- A letter by the beneficiary organisation (self-declaration) signed by the legal representative confirming that the staff member is employed by the NGO, the percentage of work time dedicated to the project, and the duration of the involvement in the project.

The amounts for gross salaries justified by the related payslips will be considered.

5. Ineligible costs

The EYF does not cover:

- Purchase of equipment, software, computers, printers, or any other electric device.
- Scholarships of any kind (school, university, research, programmes or exchanges, vocational training).
- Commercial operations.
- Construction, purchase, or equipment of buildings.
- Professional sports competitions.
- Tourism.
- Travel and subsistence to ensure participation in third party international events.
- Projects in agriculture and water sanitation.
- Additional funding to cover costs for disadvantaged participants to take part in projects and/or activities funded by other donors.
- Micro-credit.
- Financial support for collecting and sending pedagogical material and/or food and/or clothes and/or books anywhere in the world.

The EYF reserves the right to request additional or missing documents when assessing the financial report. These must be uploaded on the Validation page of the project application form in the EYF online system. They must be clearly identified by mentioning the reference number in the list of bills and, for work plans, the title/reference of the activity.

In case the beneficiary NGO fails to provide all necessary documents for financial reporting, the EYF may reduce the costs related to the specific expenditure.