



June 2018

VOLUNTEER TIME RECOGNITION (VTR) in projects supported by the European Youth Foundation

Guidelines for grant applications

The VTR cannot exceed 10% of the foreseen budget.

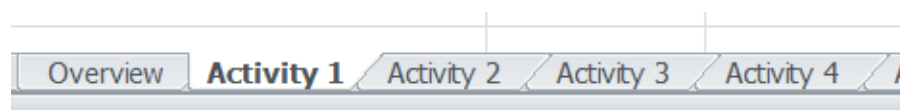
How to calculate it?

When calculating the foreseen budget for your project, an excel document is available on the [Resources/Forms & guidelines page](#) of the EYF website. There are two versions: one for international and pilot activities and one for work plans.

The VTR calculation table for international/pilot activities is at the bottom of the budget table.

1	Draft budget for an EYF-supported international activity or pilot activity		
2	NGO name:		
3	NGO ID (reference number):		
4	Title of the activity:		

The document for work plans contains one sheet for each activity – the VTR calculation table is available on each activity sheet.



In the model budget excel sheet enter all the costs foreseen for your project (you are not required to include VTR now): this amount will serve as basis for the calculation of the maximum VTR amount you can include.

Then fill in the VTR calculation table with the rate and the number of volunteering hours you plan to use during the project (step 1 and step 2): the total VTR will be calculated automatically (step 2).

VTR CALCULATION

Step 1. As there are no consolidated statistics for all EYF member States, we would like to know the **average per hour wage** you refer to.

Salary / hour: - €

Please, explain here how you determined the average salary per hour (your source).

Step 2. How many **volunteers' hours** will be used during the project (preparation, activity, follow up)?

Hours per person	Description
0	

Total VTR - €

In the line "Budget without VTR" add manually the total cost of the project based on the foreseen costs. The calculation of the 10% will be done automatically, and this will allow you to know immediately if the total VTR you have foreseen exceeds or is within the 10% threshold.

Step 3. Please, make sure that the amount indicated for VTR is not more than 10% of the budget (without the VTR) - see message in red.

Budget without VTR - € (Please insert manually the estimated total costs of the project)

Calculation of 10% of the budget (excluding VTR) - € VTR in the 10% limit

If the VTR amount automatically calculated in step 2 is lower than or equal to 10% of the total project costs, a message appears in red confirming that the proposed VTR is within the 10% limit. You can insert this figure in the Expenditure budget line "Other costs/VTR" as well as in the "Income" section as a source of co-funding in the model Budget sheet. **Please note that if the VTR you have calculated exceeds 10%, you can only add the allowed 10%.**

Finally, add the excel document to your grant application:

- on the Validation page for international/pilot activities
- in each activity for a work plan.

To summarise:

First calculate the total costs of your project without the VTR, second fill in the VTR calculation table and finally:

- If the calculated VTR is lower than or equal to 10% of the total costs of your project (without VTR), add the total VTR calculated to both expenditure and income.

- b. If the calculated VTR exceeds 10% of the total cost of your project (without VTR), add an amount corresponding to 10% of the draft budget.

➤ **Example with VTR within the 10% limit**

1. The total draft budget foreseen for the activity is €15 000
2. I explain and calculate the VTR using the VTR table

VTR CALCULATION											
Step 1. As there are no consolidated statistics for all EYF member States, we would like to know the average per hour wage you refer to.											
Salary / hour:	7,83 €										
Please, explain here how you determined the average salary per hour (your source).											
Step 2. How many volunteers' hours will be used during the project (preparation, activity, follow up)?											
	<table border="1"> <thead> <tr> <th>Hours per person</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Preparation of the activity</td> </tr> <tr> <td>20</td> <td>Implementation of the activity</td> </tr> <tr> <td>10</td> <td>Implementation of the follow up</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">40</td> </tr> </tbody> </table>	Hours per person	Description	10	Preparation of the activity	20	Implementation of the activity	10	Implementation of the follow up	40	
Hours per person	Description										
10	Preparation of the activity										
20	Implementation of the activity										
10	Implementation of the follow up										
40											
Total VTR	313,20 €										

3. I add manually the total budget calculated: €15 000. The table will calculate automatically 10% of the budget and the message in red will let me know whether the foreseen VTR is within or exceeds the 10% limit.

Step 3. Please, make sure that the amount indicated for VTR is not more than 10% of the budget (without the VTR) - see message in red.		
Budget without VTR	15 000,00 €	(Please insert manually the estimated total costs of the project)
Calculation of 10% of the budget (excluding VTR)	1 500,00 €	VTR in the 10% limit

4. I receive the message that the total VTR I foresaw in step 2 is within the 10% limit and now I can include it in the budget table.

0	Other costs					
1	Bank fees					
2	Other (for example VTR - see separate sheet for calculator)			313,2		
3	Sub-total	0		313,2	0	
4	Total	0		15313,2	0	
5						Total expenditure (= total income) 15313,2
6	Income					
7						
8	Source of income (for example VTR)					313,2
9	Source of income					2500
0	Source of income					2500
1				EYF grant requested		10000
2				Total income (= total expenditure)		15313,2

➤ **Example with VTR exceeding the 10% limit**

1. The total draft budget foreseen for the activity is €15 000
2. I explain and calculate the VTR using the VTR table

VTR CALCULATION											
Step 1. As there are no consolidated statistics for all EYF member States, we would like to know the average per hour wage you refer to.											
Salary / hour:	8,00 €										
Please, explain here how you determined the average salary per hour (your source).											
Step 2. How many volunteers' hours will be used during the project (preparation, activity, follow up)?											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Hours per person</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50</td> <td>preparation</td> </tr> <tr> <td style="text-align: center;">100</td> <td>activity</td> </tr> <tr> <td style="text-align: center;">50</td> <td>follow up</td> </tr> <tr> <td style="text-align: center;">200</td> <td></td> </tr> </tbody> </table>	Hours per person	Description	50	preparation	100	activity	50	follow up	200	
Hours per person	Description										
50	preparation										
100	activity										
50	follow up										
200											
Total VTR	1 600,00 €										

3. I add manually the total budget calculated: €15 000. The table will calculate automatically 10% of the budget and the message in red will let me know whether the foreseen VTR is within or exceeds the 10% limit.

Step 3. Is the amount indicated for VTR more than 10% of the total budget?	
Budget without VTR	15 000,00 € (Please insert the estimated total costs of the project)
Calculation of 10%	1 500,00 € VTR exceeded 10% limit
Step 4. Please insert the total VTR in the Expenditure budget line "Other costs" as well as in the "Income" section as a source of co-funding.	

4. I receive the message that the total VTR I foresaw in step 2 (€1 600) exceeds the 10% limit.
5. I can include a maximum amount of €1 500 in the budget table.

Other costs			
Bank fees			
Other (for example VTR - see separate sheet for calculator)			
Sub-total	0	0	0
Total	15000	0	0
		Total expenditure (= total income)	15000
Income			
Source of income (for example VTR)			1500
Source of income			2500
Source of income			1000
		EYF grant requested	10000
		Total income (= total expenditure)	15000