



June 2023

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

### Guidelines for grant applications

The VTR cannot exceed 15% 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	<b>Draft budget for an EYF-supported international activity or pilot activity</b>		
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.

Overview	<b>Activity 1</b>	Activity 2	Activity 3	Activity 4	A
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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 <b>average per hour wage</b> you refer to.													
Salary / hour:	- €												
Please, explain here how you determined the average salary per hour (your source).													
Step 2. How many <b>volunteers' hours</b> 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></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td>0</td> </tr> </tbody> </table>	Hours per person	Description										0
Hours per person	Description												
	0												
<b>Total VTR</b>	- €												

In the line “Budget without VTR” add manually the total cost of the project based on the foreseen costs. The calculation of the 15% will be done automatically, and this will allow you to know immediately if the total VTR you have foreseen exceeds or is within the 15% threshold.

If the VTR amount automatically calculated in step 2 is lower than or equal to 15% of the total project costs, a message appears in red confirming that the proposed VTR is within the 15% 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 15%, you can only add the allowed 15%.**

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 15% of the total costs of your project (without VTR), add the total VTR calculated to both expenditure and income.
- If the calculated VTR exceeds 15% of the total cost of your project (without VTR), add an amount corresponding to 15% of the draft budget.