



June 2018

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

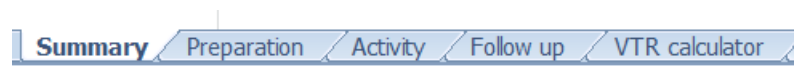
Guidelines for reporting

The VTR cannot exceed the 10% of the total real costs.

How to calculate it?

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

The documents contain five sheets:



In Preparation, Activity, and Follow up enter all the real costs of 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 used during the project (step 1 and step 2): the total VTR is 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 were be used during the project (preparation, activity and follow up)?			
	Hours per person	Description	
			0
Total VTR	-	€	

In the line “*Budget without VTR*” add manually the total real cost of the project. The calculation of the 10% will be done automatically, and this will allow you to know immediately if the total VTR used in your project exceeds or is within the 10% threshold.

Step 3. Is the amount indicated for VTR more than 10% of the total budget?			
Budget without VTR			(Please insert the real total costs of the project)
Calculation of 10%	0,10 €		VTR in the 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.			

If the VTR amount automatically calculated in step 2 is lower than or equal to 10% of the total real costs, a message appears in red confirming that the proposed VTR is within the 10% limit. You can insert the total VTR in the sheets concerning the costs of the project (depending if the VTR was used in the preparation, activity and/or follow up), as well as in the “Income” section as a source of co-funding in the Summary sheet. **Please note that if the VTR you have calculated exceeds 10%, you can only add the allowed 10%.**

To summarise:

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

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

1. The total real cost for the activity was €13 300.
2. I explain 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:	5,00 €			
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Please explain here how you determined the average salary per hour (your source).

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

	Hours per person	Description
	10	preparation
	50	activity
	10	follow up
	70	
Total VTR	350,00 €	

3. I add manually the total real cost (€13 300). The table will calculate automatically 10% of the real costs and the message in red will let me know whether the 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	13 300,00 €	(Please insert the real total costs of the project)
Calculation of 10%	1 330,00 €	VTR in the 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 is within the 10% limit and now I can include it in the final budget (Preparation, Activity, Follow up) as well as in the Summary sheet (under Income - VTR).

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

1. The total real costs for the activity amount to €13 300
2. I explain and calculate the VTR using the VTR table

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

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

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: €13 300. 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	13 300,00 €	(Please insert the real total costs of the project)
Calculation of 10%	1 330,00 €	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 €1 330 in the budget table.