

Course Agenda

Financial management of EU Grants: everything you need to know from budgeting to final audit

Day 1	Day 2	Day 3
Module 1 Application for Funding <ul style="list-style-type: none"> - The PRAG and applicable rules for grants - Two ways to get funding: direct award and calls for proposals 	Module 4: Procurement Principles and Rules <ul style="list-style-type: none"> - Implementing contracts vs subcontracting - Main rules form Annex IV: EU restrictive measures, rules of nationality and origin - Procurement planning and execution 	Module 7: Reporting and Payment Process <ul style="list-style-type: none"> - Main reporting rules - Deadlines for submission of reports - Brief overview of the interim and final financial report formats - Payment procedures - Currency conversion rules - Annexes to the interim and final reports
Module 2: Prepare a Realistic Budget <ul style="list-style-type: none"> - Eligibility principles - Budget template - Cost justification - Direct and indirect costs - Ineligible costs - Project office costs - Other special costs: financial support for third parties, VAT - Co-financing and volunteers' work - Simplified cost options 	Module 5: Monitor Your Project Expenditure <ul style="list-style-type: none"> - Develop a monitoring system to keep expenditure under control - Ensure the eligibility of expenditure - Record-keeping: supporting documents that must be kept to ensure eligibility of costs 	Module 8: Expenditure Verification and Audit <ul style="list-style-type: none"> - Different objectives of expenditure verification, financial and system audits - Expenditure verification: a step-by-step look at the process - Tips to be prepared for expenditure verification - ToR for system audits
Module 3: Sign a Grant Contract with the EU <ul style="list-style-type: none"> - Main actors of the grant contract - The special conditions and the annexes - 	Module 6: Dealing with Changes <ul style="list-style-type: none"> - General rules on changes - Two types of modifications: unilateral modification and addendum - Suspension procedure - 	