1. Your folder contains 5 sub-folders, each one referred to the official budget lines of your budget:

1. Costs linked to the implementation of project activities

2. Communication, promotion and dissemination costs and costs for exploitation of results

3. Travel & Subsistence costs

4. Personnel costs

5. Financial report delivered

It is follow a smart explanation on the contents to be inserted in each folder. All the explanations are extracted, simplified and adapted to the purposes of the virtual archive from the GUIDANCE ON CONTRACTUAL PROJECT MANAGEMENT (Version 1: published November 2019). In case of eventual discrepancies between what stated in the follow table and the GUIDANCE ON CONTRACTUAL PROJECT MANAGEMENT, the last one will prevail.

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| **Main folders** | **Secondary folders** | **What to be uploaded**  (PLEASE, DENOMINATE EACH FILE WITH A SELF-EXPLICATIVE NAME IN EN) |
| **1. Costs linked to the implementation of project activities** | **Contracts & Procedures** | The procurement contract must at least indicate:   1. *The reference to the tender and offer;* 2. *The reference to the EU action;* 3. *The start/end date;* 4. *The tasks to be implemented within a certain time schedule;* 5. *The value of the contract (wages and ancillary costs);* 6. *The payment modalities (amount or percentage and deliverables to be achieved; law applicable in case of dispute, etc.);* 7. *The date of signature of the procurement contract* 8. *The clear reference to MUS.NET project: “607340-CREA-1-2019-1-IT-CULT-COOP1 MUS.NET. MUSeum NETwork”.*   Terms of reference/specifications of the tendering procedure, if any;  Request for quotation with reference to the project, activity and deadline for answering;  Quotations received dated and signed;  Evaluation committee's report;  Award decision;  Procurement contracts and invoices. Invoices related to services must also specify the date(s) on which the services were provided. Travel and accommodation costs, proof that the payments have been made by the beneficiary and are recorded in the accountancy. |
| **Invoices & Payments** | The invoices are related with the service/good paid. The invoices must report a clear reference to MUS.NET project: “607340-CREA-1-2019-1-IT-CULT-COOP1 MUS.NET. MUSeum NETwork”.  Description of the service/good paid must be detailed.  Proof of payment (bank transfers). MANDATE OF PAYMENT IS NOT SUFFICIENT. |
| **2. Communication, promotion and dissemination costs and costs for exploitation of results** | **Contracts & Procedures** | The procurement contract must at least indicate:   1. *The reference to the tender and offer;* 2. *The reference to the EU action;* 3. *The start/end date;* 4. *The tasks to be implemented within a certain time schedule;* 5. *The value of the contract (wages and ancillary costs);* 6. *The payment modalities (amount or percentage and deliverables to be achieved; law applicable in case of dispute, etc.);* 7. *The date of signature of the procurement contract* 8. *The clear reference to MUS.NET project: “607340-CREA-1-2019-1-IT-CULT-COOP1 MUS.NET. MUSeum NETwork”.*   Terms of reference/specifications of the tendering procedure, if any;  Request for quotation with reference to the project, activity and deadline for answering;  Quotations received dated and signed;  Evaluation committee's report;  Award decision;  Procurement contracts and invoices. Invoices related to services must also specify the date(s) on which the services were provided. Travel and accommodation costs, proof that the payments have been made by the beneficiary and are recorded in the accountancy. |
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| **3. Travel & Subsistence costs** | **Internal Rules for Missions** | If you already have internal official rules in force which disciplines the reimbursement policy within your organisation, please, upload it. This is not a mandatory document. If you have it, you can follow the rules there listed to account the reimbursement of the missions of your staff. If you haven’t it, you have to follow the general conditions listed into the “GUIDANCE ON CONTRACTUAL PROJECT MANAGEMENT”. |
| **Supporting documents and proofs of payment** (please, one separated folder per each mission, even if it includes more than one participant) | A mission overall report, which resumes all the main items of the mission itself (namely the WP to which they are referred, the specific purpose of the mission, the names of the traveling people and the list of expenses done),  The report must be enclosed the copies of the supporting documents, such as:  Tickets (plane, train, bus, etc.) and invoices (hotels, restaurants, travel agency);  For car journeys: declaration stating the city of departure and arrival, the calculation method with unit rate and number of units, dates and names and activities concerned;  List of participants duly signed with clear identification of the activity/purpose of the trip, dates, names and functions of the participants in the project;  Proof that the payments have been made by the beneficiary/ies and are recorded in the accountancy. MANDATE OF PAYMENT IS NOT SUFFICIENT. |

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| **Main Folder** | **Sub-main folders** | **Secondary folders** | **What to be uploaded** |
| **4. Personnel costs** | **4. a) Personnel costs Costs of personnel working under an employment contract** *(full-time or part-time)* | **Annual Actual Costs Calculation** | Methodology of calculation of the hourly and/or daily salary rates requested, including all statutory components to establish the actual salary;  Usual policy of remuneration |
| **Payrolls Payments** | Monthly salary slips / annual salary statement covering the eligibility period of the action  Registration in the accounting system and in the payroll of the beneficiary |
| **Proof of Payment** | Proof of payment of the salary.  Proof of payment of all the statutory components. In case of you have only an overall document reporting the cumulative payments for all the employees of the organisation, please provide also a declaration that certifies that the overall document, includes the costs of the specific people working in the project.  The proof of payment are the bank transfers. MANDATE OF PAYMENT IS NOT SUFFICIENT. |
| **Staff Appointment** | Existing employment contract with the beneficiary or equivalent appointing act  Assignment to the action with specific indication of tasks, reference to the action, to the duration of allocation to the action, to the percentage of working time allocated to the action, to the hourly/daily rate |
| **Timesheets** | Timesheets or equivalent system established and certified by the employer with indication of contact details of employee and employer, description of tasks, dates of the performance (duly dated and signed by employee and employer) |
| **4. b) Personnel costs Costs of natural person working under a contract with the beneficiary other than an employment contract.** *(i.e. person recruited directly by the beneficiary, or indirectly via an external agency who is recruited exclusively for the implementation of the action and who is not registered in the organization's payroll)* | **Payrolls Payments** | Invoices (or equivalent) including the name of staff, tasks performed, dates of worked days, number of hours worked and price per hour/day |
| **Proof of Payment** | Proof of payment of the salary.  Proof of payment of all the statutory components. In case of you have only an overall document reporting the cumulative payments for all the employees of the organisation, please provide also a declaration that certifies that the overall document, includes the costs of the specific people working in the project.  The proof of payment are the bank transfers. MANDATE OF PAYMENT IS NOT SUFFICIENT. |
| **Staff Appointment** | Specific contract linked to the action with description of tasks, reference to the action, to the duration of the contract, to the time to be allocated to the action, to the hourly/daily rate. The contract should clearly state where the natural person is working in the premises of the beneficiary or not, that this person is working under the instructions of the beneficiary, and that the result of the work belongs to the beneficiary; |
| **Timesheets** | Timesheets or equivalent system established and certified by the beneficiary with indication of the description of tasks, dates of the performance (duly dated and signed by the staff and the beneficiary); |
| **4. c) Personnel costs Costs of personnel who are temporary seconded to the beneficiary by a third party against payment:** | **Payrolls Payments** | Salary statements/salary slips/invoices established for the purpose of the secondment; |
| **Proof of Payment** | Proof of payment of the salary.  Proof of payment of all the statutory components. In case of you have only an overall document reporting the cumulative payments for all the employees of the organisation, please provide also a declaration that certifies that the overall document, includes the costs of the specific people working in the project.  The proof of payment are the bank transfers. MANDATE OF PAYMENT IS NOT SUFFICIENT. |
| **Staff Appointment** | Secondment assignment/letter/act linked to the action with specific indication and description of tasks, reference to the action, to the duration of the secondment, to the time allocated to the action, to the hourly/daily rate. The assignment should clearly state where the seconded person is working in the premises of the beneficiary or not, that this person is working under the instructions of the beneficiary, and that the result of the work belongs to the beneficiary; |
| **Timesheets** | Timesheets or equivalent system established and certified by the beneficiary with indication of the description of tasks, dates of the performance (duly dated and signed by the seconded staff and the beneficiary); |

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| **Main folder** | **What to be uploaded**  (PLEASE, DENOMINATE EACH FILE WITH A SELF-EXPLICATIVE NAME IN EN) |
| **5. Financial Report delivered** | The periodical financial report in xls file when you will be requested to report your expenses done in a certain period. |