



Project: National Fitness Day for Europe

NFD_EU

Administrational and Operational Handbook



What this handbook is about

This handbook is for the partners participating in the project called ‘National Fitness Day for Europe NFD_EU’. As part of the project, EuropeActive developed this handbook to (1) guide partners through the “administrative jungle” of EU-funded actions and (2) to suggest an effective dissemination strategy to enhance the impact and the visibility of the project. The handbook aims to make each partner fully informed of their rights/obligations and how to correctly record their activities, claim grant monies, and to address all aspects and issues for the proper management and delivery of the action. Eventually, we strongly recommend the partners to also look at the [Erasmus+ Programme Guide 2017](#) (p.229 – 234), at the [Project Handbook](#) “Guidelines for Administrative and Financial Management and Reporting”), at your Partner Agreements and National Fitness Day for Europe NFD_EU work packages.

In case further information is needed, please do not hesitate to contact us at:

lukas.declercq@europeactive.eu
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Sincerely,

EuropeActive EU Affairs Team

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NATIONAL FITNESS DAY FOR EUROPE BACKGROUND

It is well established and understood that EU-citizens aren't getting enough physical activity. The results of the latest Eurobarometer on sport and physical activity, published in March 2018, show that 46%¹ of EU-citizens never exercise or play sport. Even more disturbing is the fact that this is a 4% increase in comparison with the previous Eurobarometer on sport and physical activity from 2014.

However, the inactivity "epidemic" doesn't stop at the borders of the EU. Data from the WHO/Europe show that countries in the Western Balkan and the Eastern Partnership struggle with the same problem. The 2013 country fact sheets on nutrition, physical activity and obesity² show high rates of people being overweight and obesity in Republic of North Macedonia, Bosnia and Herzegovina, Georgia and the Ukraine (the non-EU project countries). Furthermore, the non-communicable (NCD) diseases country profiles 2018³ published by the WHO, shows that physical inactivity is a major risk factor for NCD related premature deaths in the project partner non-EU project countries (no data for the Republic of North Macedonia). In addition, a study performed by the researchers from the MIT university in Skopje, in 2016, showed that only 36% of the adult population in the Republic of North Macedonia is physically active according to WHO recommendations.

The project is about building capacity for the European Week of Sport (EWoS) through the establishment of National Fitness Days and physical activity promotion in a number of non-EU programme countries and partner countries (non-EU countries). A two-directional exchange of knowledge and experience will be organised by bringing together 4 well established National Fitness Associations with experience in EU funded projects and our existing successful NFD campaigns, with key fitness sectors in other non-EU countries.

The establishment of a "buddying relationship" will help create strong bonds between organisations, facilitating the transfer of knowledge and experience to grow the fitness sector. It's a clear goal of the project to build relationships that will long-outlast the duration of the project, incorporating actors from the partner countries into the EU-fitness and sport networks.

National Fitness Day for Europe has 4 main objectives:

- 1) Promoting the EWoS and HEPA in the non-EU countries by running an effective National Fitness Day campaign in these countries
- 2) Reinforcing the grassroots sport network in each of the non-EU countries and raising the awareness of HEPA at their national level
- 3) Promoting of EU values through fitness in the partner countries (ref art.2 TEU).Promoting tolerance, inclusion and solidarity through the NFD & stakeholder events
- 4) Promoting the National Fitness Day concept throughout Europe (beyond the partnership). Build on and extend the already successful NFD concept that EuropeActive and national associations has developed in the past 2 years

¹ Special Eurobarometer 472: Sport and physical activity, March 2018, p7

² <http://www.euro.who.int/en/health-topics/disease-prevention/nutrition/country-work>

³ <https://www.who.int/nmh/publications/ncd-profiles-2018/en/>

In order to achieve these objectives, following **Intellectual Outputs** will be completed:

- 1) National Fitness Day for Europe handbook for the participating National Associations (partners)
- 2) National Fitness Day for Europe handbook campaign guide
- 3) National Fitness Day for Europe National Stakeholder event planner
- 4) National Fitness Day for Europe Annual activities evaluation report
- 5) National Fitness Day for Europe Collective communication plan

THE PARTNERS

There are 9 partners in this project who are the beneficiaries of the grant money which is to be distributed in accordance with the grant agreement and obligations between EuropeActive and the Education, Audiovisual and Culture Executive Agency on behalf of the Commission (specifically the Sport Unit.

EuropeActive has the legal responsibility for the project and more precisely for managing the partnership, ensuring results and outputs are achieved, keeping track of progress, monitoring financial expenditure and checking all expenditure is eligible, reporting to the European Commission and completing contractual documents and reports. Each partner is also bound to the agreement and has a responsibility for the delivery of the work plan and expected outcomes

The agreement has been awarded to:

EuropeActive
Avenue des Arts/Kunstlaan 43
1040 Brussels, Belgium
T+32(0)26499044
E: thesecretariat@europeactive.eu

The partners and main contacts for the project are:

- EuropeActive - Cliff Collins
- ukactive- Smithard Will
- Ireland Active – Conn McCluskey
- AGAP – Damaso Ana
- SIGA – Xiros George
- TAKT – Spasovska Magdalena
- NASFPE – Gulbani Valeri
- NGO Energija -Gekic Dzemal
- SCU – Boliak Andrii

The maximum time for this **project to be completed is 24 months**, so it will require an understanding and application from each of us to achieve the goals. The success of the project relies upon our professionalism to deliver the tasks established in the different partner agreements and our ability to cooperate together and within our networks of stakeholders and other experts. Each partner has a different emphasis within their roles and in their contribution to be made if we are to achieve the expected project outcomes, but each is equally important.

Being a partner of the project does involve making a financial commitment to the project. The partnership will receive so called “unit contributions”⁴ and an 80% grant for “Exceptional costs” of the total expenditure. Your organisation will receive some of the unit contributions to help pay for staff time spent on the project and will also have to contribute to cover the match funding of the exceptional costs through staff time. Accordingly, each partner will have to provide some extra working (over and above those days funded by the grant) to cover the match funding of the project. It is to be encouraged that partners spend more time than actually required – this helps to demonstrate to the Commission that we are active and positive about the outcomes.

Each partner will be required to record their time spent on the project by using a **timesheet (see Appendix 1)**. These are required on a quarterly basis – so there will be 8 in total. These will also be used to calculate the amount of grant money that will be reimbursed to your organisation. The Commission applies unit contributions for staff categories (manager/ researcher/ technician/ administrator) and groups of Member States, and there is considerable variation in the levels used. EuropeActive, as the grant holder, is unable to change the actual day rates payable.

PARTNER AGREEMENTS

The responsibilities, activities and payment schedule for each partner are set out in what is known as the **Partner Contract/Agreement** and these is legally binding which sets out the EuropeActive-partner relationship.

The Partner Agreement includes:

- Details of the project (name, number, duration, total budget);
- Details of the partner’s budget (funding and their own funding);
- Responsibilities of EuropeActive and the partner;
- An agreement on Intellectual Property Rights for any products
- Partner bank account details.

The Agreements include also a **partner obligations** part with a breakdown of the activities within each work package budget is also attached to the partner contract.

EuropeActive is responsible for preparing the contract, in duplicate, and sending both copies to partners for signature and agreement by the legal representative. Partners should return one signed copy and retain the other for their own records.

Contracts must be signed by both parties to be valid, and until contracts are signed partners will not be paid any funding.

Please note that partners should inform EuropeActive if:

- There is a change of contact within your organisation
- Your organisation’s name or legal status changes
- Your address or contact details change
- Your bank account changes

⁴ Units are specified by the commission and are applied for expenditures related to Project Administration, Travel & Subsistence and Intellectual Outputs.

The **sub-contracting** of any activity without the prior permission of EuropeActive is not allowed. Any material change in the delivery of the project will need prior clearance and permission from the Education, Audiovisual and Culture Executive Agency.

PROJECT DELIVERY & MONITORING PROGRESS

As a partner it is important that you are able to manage your own time so that you can deliver the project work commitments check that the resources are available within your own organisation.

As a partner you have already signed a mandate letter, but now you need to make everyone aware in your organisation that the project is happening and what resources and commitments that you will need to be made. This may mean, for example, that you need to publicise the project within your own organisation –and share/copy project document if this will help.

Experience shows that one of the most common problems in this type of project is the difficulties experienced by individuals working in isolation or the main contact point within the organisation being unable to work on the project. Unless there is someone else who understands the project and can co-ordinate alternative resources, substantial delays can be caused.

Circumstances may arise which could mean that your organisation is no longer able to fulfil its role within the project. At this point you would need to consider whether to try and change your role within the project or to withdraw entirely from the project.

EuropeActive is responsible for monitoring the project's progress and expenditure. However, partners are responsible for their own work and expenditure and must put in place robust monitoring systems that fit to an agreed methodology. The partner contract states that all monies paid to partners are regarded as an advance and only expenditure that meets the eligibility criteria will be paid by the European Commission. **If partners spend funding on something ineligible they will have to bear the expense themselves.**

PROJECT EXPENDITURE – RULES & GUIDANCE

As a partner it is most important to be aware of what is eligible costs/expenditures for this project.

Costs and expenditure must:

- Be necessary for performance of the project;
- Relate to activities incurred in the Member States of the European Union and/or the European Economic Area and/or the associated countries participating officially in the programme;
- Be directly connected with execution of the project in accordance with the work plan;
- Be incurred by Partner organisations;
- Be actual costs, but kept within the maximum day rates contained in the Partner Obligations document;
- Be identifiable and verifiable.

As a partner you should aware of **typical costs which are considered ineligible**. For example:

- Expenditure which is not able to be evidenced through appropriate documentation;
- costs incurred in respect of travel to or from countries outside the European Union, the European Economic Area and the associated countries participating officially in the programme;
- Costs incurred outside of the eligibility period. The project duration of this project is from 1/01/2020 to 31/12/2021. Only costs incurred as part of the project and during this period will be regarded as eligible. Costs incurred before or after will not be eligible;
- Costs having no direct link to contractually agreed project activities;

- Costs already financed from another source, in particular by other Community funds.

The rules for the programme can sometimes seem quite complex or in need of clarification in specific situations. If you are unsure about whether something can be paid for out of this project grant do not hesitate to contact EuropeActive for clarification or have a look at Erasmus+ Programme Guide.

For any expenditure to be eligible it must be supported by appropriate evidence. This means that as a partner you must keep all **original documents** such as receipts, invoices, travel tickets, etc. These documents must be sent to EuropeActive for evidence and in support of a claim for expenses. Partners need to **keep copies for five years** after the end of the project. EuropeActive will not be able to accept expenditures if we do not receive the supporting documents, so it is vitally important that you send to EuropeActive of all evidences for everything you spend on the project.

In case you would need to keep original documents within your organisation for national tax regulations, you could send us the scanned copies. But please remember to keep the original documents for 5 years (31.12.2025).

Recording expenditure and staff costs for the whole project will be the responsibility of each partner.

We recommend that partners:

- Keep records of all expenditure connected with the project.
- File receipts by cost heading and in date order.
- Annotate receipts e.g. where it is not clear what the receipt is for.

You should always be careful to ensure that it is clear from the receipt what was paid for or include an explanatory note, especially if the document is not in English.

TRANSNATIONAL PROJECT MEETINGS

After each meeting partners are required to send to EuropeActive (Lukas.declercq@europeactive.eu) expense evidences of their travel and subsistence (trains, hotels, flights, etc.) on the project expenses reclaim form.

Project partner meetings and other project dates will be fixed so that hotels/flights can be booked early to take advantage of the lowest fares.

If a partner, for attending a transnational project meeting, is expected to exceed the maximum contribution, it is required to inform EuropeActive for a final agreement before booking. Reimbursement of eligible travel and subsistence costs will be made on the actual spend incurred to a maximum indicated above.

Travel costs should include all costs for travel (train, bus, underground, flight) from the point of origin to the point of destination. Any travel to or from places other than those where meetings are held must be shown to be relevant to the project. Explanation should be provided detailing the event attended, the link to project activities and the added value of attending such an event.

Any expenses related to the project shall be presented in **Euros**. The conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the monthly accounting rate established by the Commission and published on its website http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm applicable on the month when pre-financing is executed.

TRAVEL & SUBSISTENCE

For travel and subsistence costs, **partners are required to use the cheapest means of travel to attend meetings**, and these will usually be for low cost airlines for air travel for longer journeys. After each meeting or related activity, partners have to fill the **“TRAVEL AND SUBSISTENCE EXPENSES FORM RECORD”** (see appendix) with all receipts and invoices and post within 2 weeks after the journey took place to EuropeActive (please send as regular letter, not by registered post). Please note that EuropeActive will not consider: any expenses without its supporting evidence, any expenses not directly linked to project related activities and any expenses done for persons not directly employed by your organisations. Expenses must be settled in line with the EU guidelines which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport – the use of public transport wherever possible.
- Train tickets will be reimbursed in 1st class carriages.
- Business class flights will not be reimbursed. The minimum distance to have flight costs reimbursed is 400 km.
- Travel by car will be reimbursed for the price of a 1st class train ticket.
- Please add the original tickets and invoices as well as your boarding passes.
- Taxi will not be reimbursed unless exceptional circumstances
- Other subsistence costs are allowed (but please be sensible!)

Each partner will receive a **maximum contribution** of 530 EUR for travel distances between 100 and 1999km participant and 715 EUR for travel distances over 2000km. Also, for each social dinner of each meeting, the amount of 45 euro per participant is deducted from the Coordinator.

Project partner meetings and other project dates will be fixed so that rail tickets/flights can be booked early to take advantage of the lowest fares.

If your flight ticket exceeds 300€ and you wish to claim the full cost of the journey you must ask the coordinator, EuropeActive, for final agreement before booking.

Travel costs should include all costs for travel (train, bus, underground, flight) from the point of origin to the point of destination and should further include any related travel insurance costs.

Any travel to or from places other than those where meetings are held must be shown to be relevant to the project. Explanation should be provided detailing the event attended, the link to project activities and the added value of attending such an event.

Whilst away on project business it is reasonable for partners to re-claim any directly incurred subsistence costs. **Accommodation** costs for the participants are reimbursed on the basis of the most appropriate and cost effective means.

Remember! Your expenses should be recorded in euros

Please use the following link to convert your currency to Euro “where necessary”
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

Please chose year 2019 month 12 for conversion into EUR. This conversion will be valid during the entire duration of the project.

UNIT CONTRIBUTION FOR INTELLECTUAL OUTPUTS (STAFF COSTS)

Your staff costs are calculated by a predetermined unit contribution for time spent on Intellectual Outputs. In addition, each partner will be paid 250.00 EUR for each month of the project to cover costs related to Project Administration.

Costs related to units have to be documented by timesheets. Day rates are fixed by the European Commission and are related to role of the partner in the respective Intellectual Output (manager/ researcher/ technician/ administrator) and the country, the organisation is based in. Supporting documents to prove staff salaries are no longer needed.

Your organisation will receive some of the grant money to help pay for staff time spent on the project and will also have to contribute to the project funding in providing some “**Project Partner Funding**” – **or match funding as it is usually called.**

Project Partner Funding is an essential part of the working of the project as the grant received can only meet part of the eligible costs of the project. The balance has to be found and covered from other financial sources known as partner funding. Our proposal is that Partner Funding is the amount of staff working days partners will give towards the staff costs of the project over and above those days funded by the grant. Each partner will have to provide some working days to cover the partner funding element of the project. To be eligible, staff time must be recorded on a timesheet.

In the final report a final statement of costs must be presented. The maximum Community contribution towards Staff Costs will only be paid in full where the project achieves its contractually agreed aims.

Please keep an up-to-date record of staff time spent on the project – do not wait long periods before completing a timesheet – you will have forgotten how much time you will have spent on the project!

For your records you should keep:

- Copies of the quarterly timesheets submitted to EuropeActive.

Make sure you note any changes in personnel and when this occurs as rates of pay may also be affected. We gladly provide administrative support via telephone (+32 2649 9044) or email (lukas.declercq@europeactive.eu).

FINAL REPORT

EuropeActive will need to submit to the Commission a final report with recommendation for future action, copies of correspondence, evidence of activity, and financial accounting. Through regular reporting to the Commission and the overview of the external evaluators, the final report will be prepared at the end of the action ready for submission within the terms of the grant agreement which will follow the final reporting meeting, consultation and feedback.

The approval of the report will result in the final payment of the grant money so partners will need to send details of their activities and outcomes and how match funding has been achieved. If the project is managed correctly and the work plans followed there should not be a problem in this.

Hence, the **total payments** for partners in National Fitness Day for Europe will be in three tranches (as set-out in the partner agreements and repeated in section 1.10 below).

The final report is submitted by EuropeActive, but it will include information from all partners. The partner contract has the times for when information needs to be sent to EuropeActive. Draft copies will be circulated to partners before final submission. The approval of the final report will trigger a payment of the grant funds from the European Commission so it is in every partner's interest to submit accurate information to EuropeActive by the given deadline.

AMENDMENTS

An amendment is an act modifying the grant conditions initially agreed or established in clauses of the grant agreement or grant decision. In the case of grant decision, the Agency will sign a modifying decision. Any amendment to the Grant agreement must be subject to a prior written supplementary agreement. An amendment request should not be made retroactively e.g. changes that have in reality already been carried out.

Four principles apply:

- An amendment cannot question the decision to award the grant;
- An amendment cannot result in unequal treatment of beneficiaries;
- An amendment can be made only in writing;
- The modification to a grant agreement/grant decision have to be authorised by the same parties who have signed the initial agreement/decision.

WHY WE NEED A DISSEMINATION STRATEGY

Dissemination is crucial part of the National Fitness Day for Europe project, with the aim to actively provide relevant stakeholders, key actors and the greater public with information on the quality, relevance and effectiveness of the outcomes and deliverables of the project and the collaborative partnership. Dissemination is a key aspect on which the project is judged. It is therefore important the partner's ability to promote and communicate the activities of the project in order to maximise the exposure and interest of National Fitness Day for Europe. Dissemination takes place during all stages and is fully integrated within all activities, with a continuous and steady flow of information between all stakeholders involved. It is important that you record dissemination activities to publicise and mainstream the project outside the partnership.

This Dissemination Strategy aims to develop a strategic plan for the project, in view of its main objective that is to raise awareness among stakeholders as well as all Europeans about the European Week of Sport and the National Fitness Day Campaigns. Through this plan, EuropeActive aims to secure longer-term effect of National Fitness Day for Europe outcomes and to provide good practices for policy-makers at National and European levels.

This strategy aims also to ensure coordination and consistency among all partners involved and throughout all phases of the action:

- Identifying the right communication and dissemination channels;
- Selecting the main stakeholder groups and audiences to be contacted at the various stages of the project cycle (e.g. partners, decision-makers at local, national and European level, academics and researchers, sport/fitness clubs, users of those clubs, NGO involved in this area, etc.);
- Expressing the main and strong messages to be delivered.

Dissemination activities will be **led by Ireland Active**, who will be responsible of producing the key messages and materials (flyers, posters, video, website, etc.). The EuropeActive database of European contacts already holds over 3,000 contacts and this will be expanded into a separate group for the processes of project development and outcome dissemination.

All partners will also have responsibility for spreading information and will be encouraged to:

- Identify target groups and entities that can potentially contribute to the objectives of the project as it progresses.
- Disseminate information and actively exploit the outcomes of the project and the lessons learned to regional, national and European authorities and communities who have an influence, and direct policy makers in physical activity and fitness.
- Report regularly their dissemination activities – both formal and informal - providing details and copies of the products, if applicable.
- Engage themselves in dissemination activities, at the international, national and local level.
- Avoid duplication of efforts and have a coordinated strategy.
- Report about all of their dissemination actions to EuropeActive however small they may seem, providing details and copies of the products, if applicable. This will allow EuropeActive to maintain an updated list of dissemination activities and outputs. Quantitative indicators will be used to measure the project's impact and assess the quality of its methodology and products, and the external consultant's feedback throughout the project will also allow EuropeActive to assess the effectiveness of the dissemination plan.

The suggested **dissemination activities** for partners include:

- Talking about the project at meetings, seminars and conferences;
- Sending mails/documents to relevant organisations;
- Producing newsletters/articles/journals (hard copy or email);
- Put information on your websites
- Producing promotional materials such as leaflets; and
- Organising project seminars and conferences.
- Promotion of the positive affect of the outcomes.
- Engaging with cross-sectoral and key sporting organisations, educationalist and policy developers and of course the European Commission and Council of Europe.
- Attending **EU, national, regional and local events** to network and present the project, its achievements and outcomes to sport and fitness stakeholders.
- Publishing dissemination items, for instance newsletters, by reaching stakeholders and decision-makers at national and local level.

Experience shows that often project partners do either not realize that they are doing dissemination or do not keep the coordinator organisations properly informed of those activities. However, it is crucial to know that in this project valorisation activities will form a major part of the final report. It is very important to keep good record of your activities (formal and informal) regarding the project and also report them to EuropeActive.

This project will have a robust evaluation strategy in order to ensure that both the project processes and products meet the highest possible standards. Evaluation allows the project's activities to be assessed, and strengths and weaknesses to be identified and addressed where necessary. It is a commitment made to the Commission by EuropeActive and requires the cooperation of partners.

In EuropeActive's case, the evaluation will be subcontracted to an external, independent company.

TARGET AUDIENCE

In order to ensure a wide dissemination of the activities carried out and the materials produced, the target audience of the project is composed of those individuals and entities that have the potential to carry forward the lessons and outcomes during the lifetime of this project and into the longer term after the project has been finalised and evaluated.

Consequently, few groups are already identifiable:

National Fitness Day for Europe project will address, in both the short and long-term the following target groups:

- European and international institutions (European Commission, European Parliament and World Health Organisation)
- Member States and Regions
- EWoS Coordinators
- National Fitness Associations
- General public

DISSEMINATION MEANS

English will be the main language for dissemination and communication purpose (e.g. website, social media, publication, studies). However, the documents and promotional material such as social media content and flyers will be translated into the 3 EU working languages (EN, DE and FR). Moreover, the material published (e.g. research results, tools...) will be on free access and could be translated directly by any interested stakeholders, on their own charges.



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It will be a critical and an early decision of the partners on the best ways forward for an effective project dissemination and to develop a detailed PR strategy to support the project activities. As national fitness associations, you will be able to highly promote the project concept and expected outcomes through your network at local and national level. On the other side, EuropeActive's database already holds over 3,000 contacts across Europe and this will be expanded into a separate group for the processes of project development and outcome dissemination.

The work and outcomes reached by each work package will be clearly communicated to all partners and leaders of the other work packages. All project developments and material produced under the work packages will be disseminated through relevant channels (social media, website, etc).

Dissemination will be planned process which will aim to actively provide relevant stakeholders and key actors with information on the quality, relevance and effectiveness of the outcomes of the project and the collaborative partnership. The final objectives of the dissemination actions can be summarized as follow:

- Achieve lasting impact of the project outcomes and events;
- Raise awareness about physical activity and the National Fitness Day and European Week of Sport messages.
- Ensure the sustainability of the National Fitness Day Campaigns and the relations with the non-EU project countries.

To achieve the above, the following tools will be used (and further described in the Dissemination H3 part, below).

- **The National Fitness Day for Europe collective communications plan.** Based on the input from the external contractor, including a visual identity, graphics materials and marketing advise, the partners will develop a collective communications plan.
- **Project website.** A project website will be settled in the first months of the project, following the visual identity directions previously mentioned.
- **Social Media Channels** (Facebook, Twitter, LinkedIn). As an effective way to reach people nowadays, social media will have a major role to promote the project.
- **Videos.** 2 videos will be produced in the framework of the project. The first one will introduce the National Fitness Day for Europe project and expected outcomes.
- **The [Erasmus+ Project Results Platform](#).** – All project developments and dissemination documents created during the project lifetime will be uploaded on the European Commission dissemination platform.
- **Conferences and events.** Participation in external events (e.g. conferences, trade fairs and exhibitions) will be encouraged to facilitate knowledge sharing and community building with target audiences.

English will be used as the main language for dissemination and communication purposes (e.g. website, social media, publication, studies).

Through regular reporting to the Commission and the overview of the external evaluator, the final report will be prepared at the end of the action ready for submission within the terms of the grant agreement which will follow the final reporting meeting, consultation and feedback.

Appendix 1: Travel and Subsistence Expense Reclaim Form

Erasmus+ Sport Collaborative Partnership National Fitness Day for Europe NFD_EU project 612950-EPP-1-2019-1-BE-SPO-SCP <i>TRAVEL AND SUBSISTENCE EXPENSES RECLAIM FORM</i>
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(1) Please note that this form record should be filled after each travel and subsistence expenses. Expenses must be settled in line with the EU guidelines which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport. The use of public transport wherever possible (above 100 kms, unless exceptional circumstances)
- Train: will be reimbursed in 1st class carriages.
- Flights: business class flights will not be reimbursed.
*Please contact EuropeActive if the price is **above 300 EUR**.*
- Car will be reimbursed for the price of a 1st class train ticket. **0.20 EUR per kms.**
Please clarify point of departure and destination
- Taxi will not be reimbursed unless exceptional circumstances
- Other expenses such as telephone, minibar, etc. will not be reimbursed.

(2) Please note that the costs for meals, teas, coffees supplied during the meeting(s) are paid directly by EuropeActive.

(3) This expenses record need to be sent back to EuropeActive within **15 days after the meeting**, with the supporting documents.

(4) **Original receipts** of tickets, hotel, booking, boarding passes, subsistence costs, etc. must be attached

(5) **Currency rate** - in case of expenses in any other currency than EUR, please use the following exchange rate:

Name	
Organisation	
Meeting/event	
Arrival date (dd/mm/yyyy)	
Departure date (dd/mm/yyyy)	

Travel expenses	
Flight	
Train	
Bus/metro/tram	
Parking	
Car travel @ 20 cents/kms	
<i>Departure point (city, country) to Destination Point (city, country)</i>	From: To:
TOTAL	0

Subsistence expenses	
Hotel	
Meals/food/snacks, etc.	
Other expenses - identify:	
TOTAL	0

Summary of your expense record	
Total travel expenses	0
Total subsistence expenses	0
Total expenses record	0

Please complete the bank detail where you want these expenses to be paid	
Bank account name	
Account number	
IBAN number	
SWIFT/BIC code	

I hereby declare that the costs listed above are wholly in connection with my services to the National Fitness Day for Europe project and as requested and approved by EuropeActive.

Signature

Date

Please send this "travel and subsistence expenses record" form duly completed and signed with copies of all invoices, receipts, etc. that correspond to each expense you have included above. We will then make the reimbursement to the bank details you have provided within 30 days of receipt.

PLEASE DO NOT POST BY SPECIAL OR RECORDED DELIVERY

Send to

*Antigone Vatylioti - antigone.vatylioti@europeactive.eu
EuropeActive
Avenue des Arts/Kunstlaan 43 B-1040
Brussels, Belgium*

Appendix 2: Timesheet

Erasmus+ Sport Collaborative Partnership	
National Fitness Day for Europe NFD_EU project 612950-EPP-1-2019-1-BE-SPO-SCP	
Please complete all yellow fields below	

Partner organisation	
Name of staff member	
Period	Quarter 1 - from 01.01.2020 to 31.03.2020
<i>* Record your activity in 0.25 days - e.g 1 day, 1.25 days, 2.5 days, etc.</i>	

Country	Position	Day rate
		#N/A

Intellectual Output	Month 1	Month 2	Month 3	No of Days
1) NFD_EU handbook for the participating National Associations				0
2) NFD_EU handbook campaign guide				0
3) NFD_EU National Stakeholder event planner				0
4) NFD_EU Annual activities evaluation report				0
5) NFD_EU Collective communication plan				0
TOTAL number of days	0	0	0	0

<i>total days (as mentionned above)</i>	0	<i>day rate</i>	#N/A	<i>Total</i>	#N/A
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Signed
Date

Send a signed and scanned copy to:

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 National Fitness Day for Europe project
 EuropeActive
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