



13.09.2017 / ksd

Questionnaire and check list for tasks during WP 01: Start-up, Sept – Oct 2017

Name of my organisation	
My name	
Date for e-mailing this report to my partners	
The deadline for concluding this work package	Monday, 2 nd October 2017

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1. Legal conditions of the Erasmus+ programme			
1.1. Application Agreement See https://sites.google.com/site/bridgingsocialcapital/1-news/2---application-agreement	Tick a box		
	Yes	No	Don't know
I remember we signed the Application Agreement and I remember/have refreshed my knowledge of the content.			
<i>Do you have any comments to the signed Application Agreement?</i>			
1.2. Mandate Letters See https://sites.google.com/site/bridgingsocialcapital/1-news/3-the-application	Tick a box		
	Yes	No	Don't know
I remember we signed the Mandate Letter and I remember/have refreshed my knowledge of the content.			
<i>Do you have any comments to the signed Mandate Letters?</i>			
1.3. The Grant Agreement See https://sites.google.com/site/bridgingsocialcapital/2---legal-agreements/1---grant-agreement	Tick a box		
	Yes	No	Don't know
I have an overview of the Grant Agreement including annexes, signed September 2017 by the Danish National Agency and Kulturelle Samråd i Danmark			
<i>Do you have any general comments to this Grant Agreement?</i>			

1.4. Annex 3 to the Grant Agreement - The financial and contractual rules See https://sites.google.com/site/bridgingsocialcapital/2---legal-agreements/1---grant-agreement	Tick a box		
	Yes	No	Don't know
I have an overview of the financial and contractual rules			
<i>Do you have any comments to annex 3 - the financial and contractual rules?</i>			
1.5. Annex 4 to the Grant Agreement – Applicable rates for unit contributions See https://sites.google.com/site/bridgingsocialcapital/2---legal-agreements/1---grant-agreement	Tick a box		
	Yes	No	Don't know
I have an overview of the applicable rates for unit contributions			
<i>Do you have any comments to annex 3 - the financial and contractual rules?</i>			

2. The partnership's own legal and financial rules			
2.1. The Partner Agreement See https://sites.google.com/site/bridgingsocialcapital/2---legal-agreements/2---partner-agreement	Tick a box		
	Yes	No	Don't know
Have you read the proposal for the Partner Agreement, v1?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you accept this proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments for adjustments/improvement?</i>			
2.2. The Rules of Procedure, v1 See https://sites.google.com/site/bridgingsocialcapital/2---legal-agreements/3---rules-of-procedure	Tick a box		
	Yes	No	Don't know
Have you read the proposal for Rules of procedure, v1?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you accept this proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments for adjustments/improvement?</i>			
2.3. The Financial Guidelines, v1 See https://sites.google.com/site/bridgingsocialcapital/2---legal-agreements/4---financial-guidelines	Tick a box		
	Yes	No	Don't know
Have you read the proposal for our Financial Guidelines, v1?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you accept this proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments for adjustments/improvement?</i>			

2.4. The Financial templates 1 – 6 See https://sites.google.com/site/bridgingsocialcapital/3-archive---annexes/6---valorisation	Tick a box		
	Yes	No	Don't know
Have you looked at the financial templates, 1 - 6 for reporting and cost refunding			
Do you think they are appropriate and useful?			
<i>Do you have any comments for adjustments/improvement?</i>			
2.5. The Financial templates 5, salary for intellectual outputs See job-log: https://sites.google.com/site/bridgingsocialcapital/3-archive---annexes/6---valorisation/5---qa-and-evaluation See salary refunding in sub-folder: https://sites.google.com/site/bridgingsocialcapital/3-archive---annexes/6---valorisation/5---qa-and-evaluation/o2---state-of-arts-survey	Tick a box		
	Yes	No	Don't know
Have you looked at the financial templates, 5, job-log and salary refunding			
Do you think the job-log template with sheets for the Intellectual Outputs are appropriate and useful?			
Do you think the example of templates for salary reporting (of the survey work) is appropriate and useful?			
<i>Do you have any comments for adjustments/improvement?</i>			

3. The Project Bible (copy of application text with later revisions)

See <https://sites.google.com/site/bridgingsocialcapital/3-bible-plans-budgets/bible-project-description>

3.1. The overall usefulness of the Project Bible (in word format with project descriptions that can be revised and updated as we go on).	Tick a box		
	Yes	No	Don't know
Have you looked at/got an overview of the Project Bible, v1?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you find it useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have any comments to the advantages / weaknesses of the project Bible?</i>			
3.2. The overall project idea	Tick a box		
	Yes	No	Don't know
Have you familiarised yourself with the overall Project Idea (page 5 – 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have questions about unclear issues or comments for improvements?</i>			
3.3. The overall project description	Tick a box		
	Yes	No	Don't know
Have you familiarised yourself with the overall Project description (page 41 –46)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do you have questions about unclear issues or comments for improvements?</i>			

4. Revision of work programme and reduction of budget

The approval with reservations from the Danish agency and the comments from coordinator can be seen here: <https://sites.google.com/site/bridgingsocialcapital/1-news/5-approved-by-eu>

4.1. The revisions of work programme

In the Project Bible, page 8 – 15 the demanded changes and reductions are presented, and at page 84 – 85 you can see an outline of the revised work programme and budget reductions.

Tick a box

Yes

No

Don't know

Have you got overview of the demanded revisions?

Do you have any comments to the revisions of the work programme?

4.2. The revisions of the budget

The revised internal budget, v2a can be seen here:

<https://sites.google.com/site/bridgingsocialcapital/3-bible-plans-budgets/budgets>

Tick a box

Yes

No

Don't know

Have you familiarised yourself with the reductions of the budget (page 5 – 7)

Do you have questions about unclear issues or comments for improvements?

5. Confirm contact information			
5.1 Key Persons	IF change of person, mention new name and title	Contact info (email, telephone	Done, Tick
The legal representative			
The project leader/ contact person			
5.2 Other members	Please mention names and titles of all staff, you expect will be involved with possible salary refunding	Contact info (email, telephone	Done, Tick

6. Check list of Initial tasks for financial management		
Tasks	Comments	Done, Tick
Fill-in and send template 1, bank account of the partner organisation		
Fill-in and send template 6, Sworn statement of staff employed in the project		
Other tasks, you have done		

Time used on filling out this start-up questionnaire		Days used (Use fractions. For example 1,25 day)
Name of staff 1		
Name of staff 2		
Name of staff 3		
Total days and hours used		