hjv / 07.09.2018

**Version 1**

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| **Questionnaire and check list for tasks during WP 01: Start-up, Sept – Oct 2018**  |
| Name of my organisation |  |
| My name |  |
| Date for e-mailing this report to my partners |  |
| The deadline for concluding this work package | Friday, 21st September 2018 |

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| 1. Legal conditions of the Erasmus+ programme |
| 1.1 Initial Project Concept **including item 11: Initial legal and financial conditions, page 6**[- see the project Concept, v2 here](https://sites.google.com/site/erasmuscocreate/1-news/current-task-plan) | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| I remember the Project Concept and I have refreshed my knowledge of the content.  |  |  |  |
| *Do you have any comments to the Project Concept*?  |
| 1.2 Mandate Letters[- See the Mandate Letters here](https://sites.google.com/site/erasmuscocreate/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.  |  |  |  |
| *Do you have any comments to the signed Mandate Letters*?  |
| 1.3 The Grant Agreement[- See The Grants Agreement here](https://sites.google.com/site/erasmuscocreate/1-news/5-approved-by-eu)   | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| I have an overview of the Grant Agreement including annexes, signed September2018 by the Danish National Agency and Interfolk NB: The Agreement hasn’t been sent yet. The Danish National Office is behind schedule, but I expect it will be sent before 15 Sept, and then I will add it to the archive. |  |  |  |
| *Do you have any general comments to this Grant Agreement?* |

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| 2. The partnership’s own legal and financial rules  |
| 2.1 The Partner Agreement[- See the proposal for Partner Agreement here](https://sites.google.com/site/erasmuscocreate/3-archive---annexes/3---partner-rules)   | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you read the proposal for the Partner Agreement, v1? |  |  |  |
| Can you accept this proposal?  |  |  |  |
| *Do you have any comments for adjustments/improvement?* |
| 2.2 The Rules of Procedure, v1[- See the proposal for Rules of Procedure here](https://sites.google.com/site/erasmuscocreate/3-archive---annexes/3---partner-rules)   | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you read the proposal for Rules of procedure, v1? |  |  |  |
| Can you accept this proposal?  |  |  |  |
| *Do you have any comments for adjustments/improvement?*  |
| 2.3 The Financial Guidelines, v1[- See the proposal for Financial Guidelines here](https://sites.google.com/site/erasmuscocreate/3-archive---annexes/4---financial-man)  | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you read the proposal for our Financial Guidelines, v1? |  |  |  |
| Can you accept this proposal?  |  |  |  |
| *Do you have any comments for adjustments/improvement?*  |

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| 2.4 The Financial templates 1 – 8[- See the series of financial templates here](https://sites.google.com/site/erasmuscocreate/3-archive---annexes/4---financial-templates)   | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you looked at the financial templates, 1 - 8 for reporting and cost refunding  |  |  |  |
| Do you think they are appropriate and useful?  |  |  |  |
| *Do you have any comments for adjustments/improvement?*  |
| 2.5 The Financial templates for refunding salary for intellectual outputs[- see the subfolder with templates for O1: WP03 - O1 - salary Survey Report](https://sites.google.com/site/erasmuscocreate/3-archive---annexes/4---financial-templates/01-management-support-1st-rate) | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you looked at the financial templates for 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?  |  |  |  |
| *Do you have any comments for adjustments/improvement?*  |

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| 3. The Project Bible (copy of application text with later revisions)  |
| 3.1 The overall usefulness of the Project Bible [- See the project Bible, v1 here](https://sites.google.com/site/erasmuscocreate/3-bible-plans-budgets/bible-project-description) | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you looked at/got an overview of the Project Bible, v1? |  |  |  |
| Do you find it useful?  |  |  |  |
| *Do you have any comments to the advantages / weaknesses of the project Bible*?  |
| 3.2 The rationale of the project | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the overall Project Idea (page 21 – 22) |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |
| 3.3 The overall work programme  | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the overall work programme (page 60) |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |

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| 4. The budget The budget has been approved with a minor reduction of “exceptional costs” [- see the budget, v3 here](https://sites.google.com/site/erasmuscocreate/3-bible-plans-budgets/budgets)   |

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| 4.1 The budget revisions **can be seen in 2nd sheet, entitled “Summary budget incl. revisions”**  | **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*?  |

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| 4.2 Distribution of management support **can be seen in 3rd sheet, entitled: “1. Management”** | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the distribution of the management support? |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |

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| 4.3 The support to partner meetings **can be seen in 4th sheet, entitled: “2. Partner meetings”** | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the support to partner meetings? |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |

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| 4.4 The salary for development work / Intellectual Outputs**can be seen in 5th sheet, entitled: “3. Intellectual Output, v1”** | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the salary support? |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |

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| 4.5 The support to transnational pilot course in Askov **can be seen in the 6th sheet, entitled: “4. Transnational training”** | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the support to the transnational pilot course? |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |

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| 4.6 The support to concluding national multiplier events **can be seen in the 7th sheet, entitled: “5. Multiplier events””** | **Tick a box** |
| **Yes** | **No** | **Don’t know** |
| Have you familiarised yourself with the support to the multiplier events? |  |  |  |
| *Do you have questions about unclear issues or comments for improvements?*  |

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| 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** |
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| 6. Initial tasks for financial management  |
| **Tasks** | **Comments** | **Done, Tick** |
| Bank AccountFill-in and send [template 01, bank account](5.%20%20Initial%20tasks%20for%20financial%20management)  |  |  |
| Sworn StatementFill-in and send [template 02, Sworn statement of staff employment](https://sites.google.com/site/erasmuscocreate/3-archive---annexes/4---financial-templates) |  |  |
| Other tasks, you have done |  |  |

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| Time used on filling out this start-up questionnaire  | Hours used  |
| Name of staff 1 |  |  |
| Name of staff 2 |  |  |
| Name of staff 3 |  |  |
| Total hours used |  |