

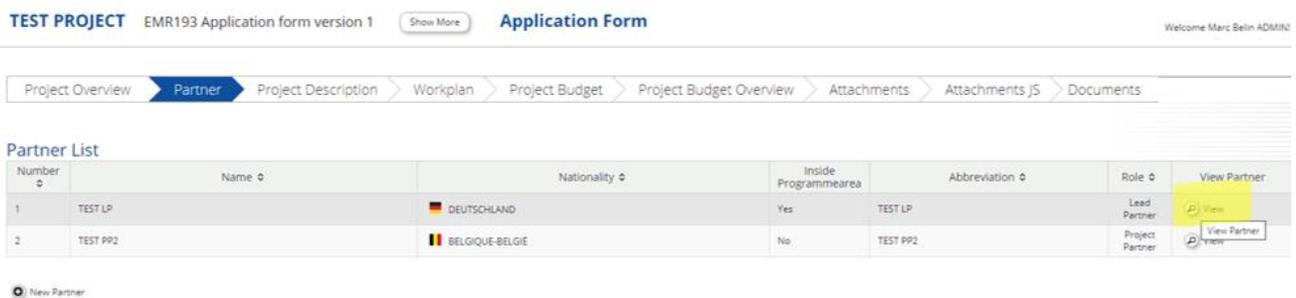
## eMS Guidance

# CALL 6 : inserting the maximum ERDF rate in an Application Form.

This guidance document is aimed to help you inserting the correct ERDF co-financing rates in your Application Form.

### 1. Where to change the ERDF co-financing rate in an Application Form ?

To set the ERDF co-financing rate of a partner, you have to enter the master data of a partner by clicking on the “View” button.



TEST PROJECT EMR193 Application form version 1 [Show More](#) **Application Form** Welcome Marc Belin ADMIN

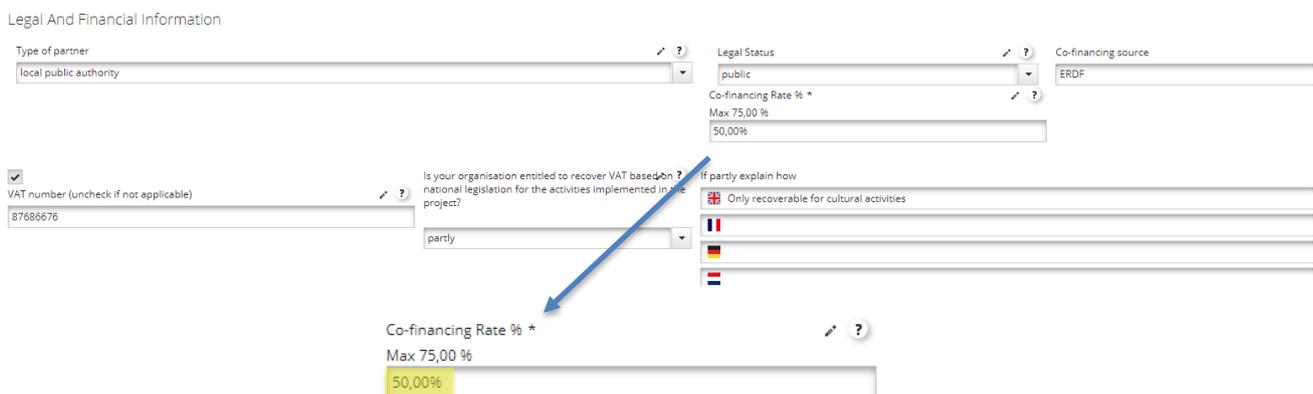
Project Overview **Partner** Project Description Workplan Project Budget Project Budget Overview Attachments Attachments JS Documents

**Partner List**

Number	Name	Nationality	Inside Programme area	Abbreviation	Role	View Partner
1	TEST LP	DEUTSCHLAND	Yes	TEST LP	Lead Partner	<a href="#">View</a>
2	TEST PP2	BELGIQUE-BELGIE	No	TEST PP2	Project Partner	<a href="#">View</a>

[New Partner](#)

Then, scroll down to the “Legal And Financial Information” section where you are able to change the ERDF co-financing rate applied to the concerned partner. The maximum ERDF co-financing rate related to your Priority Axis will also be displayed above this text field.



Legal And Financial Information

Type of partner: local public authority

Legal Status: public

Co-financing source: ERDF

Co-financing Rate % \*  
Max 75,00 %  
50,00%

VAT number (uncheck if not applicable): 87686676

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? partly

If partly explain how: Only recoverable for cultural activities

Co-financing Rate % \*  
Max 75,00 %  
50,00%

## 2. How to insert Management cost for Umbrella project(s) ?

*The following procedure **ONLY** concerns Umbrella project(s) for the use of Management cost !!!*

In the case of an *Umbrella project* set on **Priority Axis 1 or 2**, you can ask for a maximum ERDF co-financing rate of 75% for your *Management cost*.

In order to set a different ERDF co-financing rate for these Management cost, you have to follow the steps describe below :

- Create a copy partner of the concerned partner :

Enter the master data of the concerned partner by clicking on the "**View**" button in the **Partner** section.

TEST PROJECT EMR193 Application form version 1 Show More **Application Form** Welcome Marc Selin ADMIN2

Project Overview **Partner** Project Description Workplan Project Budget Project Budget Overview Attachments Attachments JS Documents

Partner List

Number	Name	Nationality	Inside Programmearea	Abbreviation	Role	View Partner
1	TEST LP	DEUTSCHLAND	Yes	TEST LP	Lead Partner	View
2	TEST PP2	BELGIQUE-BELGIE	No	TEST PP2	Project Partner	View

New Partner

Then, scroll down to the end of the page and click on the button "**Create copy for alternative co-financing rate**".

**Motivation**

What motivation to participate in the project does the organisation have?

1250 Characters Remaining

1250 Characters Remaining

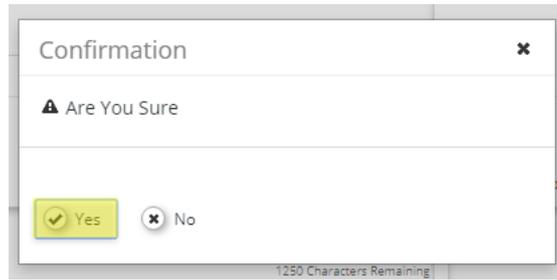
1250 Characters Remaining

1250 Characters Remaining

Create copy for alternative co-financing rate Remove Partner

Save

Then confirm the process with "Yes" in the pop-up window.



- Rename your "copy partner" and set the maximum ERDF rate :

In the **Partner** section, you will find a new "copy partner" at the end of the list of partners (partner number 3 in the illustration below).

Project Overview > **Partner** > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments > Attachments JS > Documents

Partner List

Number	Name	Nationality	Inside Programme area	Abbreviation	Role	View Partner
1	TEST LP	DEUTSCHLAND	Yes	TEST LP	Lead Partner	View
2	TEST PP2	BELGIQUE-BELGIE	No	TEST PP2	Project Partner	View
3	TEST LP 1	DEUTSCHLAND	Yes	TEST LP 1	Project Partner	View

New Partner  View Partner

Click on the "View" button, to enter the master data of the copy partner and rename the partner by inserting "- WPM" at the end.

Project Overview > **Partner** > Project Description > Workplan > Project Budget > Project Budget Overview

Project Partner 3

Partner role in the project:

Name of the organisation in original language:

Name of the organisation in English:

Abbreviation of organisation:

Department/unit/division:

In the “**Legal And Financial Information**” section, you are able to change the ERDF co-financing rate applied to this partner. Set the maximum ERDF rate to 75% in the text field.

Legal And Financial Information

Type of partner: local public authority

Legal Status: public

Co-financing source: ERDF

Co-financing Rate % \*  
Max 75,00 %  
75,00%

VAT number (unchecked if not applicable): 87686676

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? party

If partly explain how

Only recoverable for cultural activities

Legal Status: public

Co-financing source: ERDF

Co-financing Rate % \*  
Max 75,00 %  
75,00%

If partly explain how

Only recoverable for cultural activities

**ATTENTION POINT !!!**

In this copy partner “WPM”, **only Management cost and Work package Management** are allowed.

Make sure you don’t ask for more than the amount allowed for each ceiling (see below).

**Call 6 - CEILINGS for Management cost:**

- Axis 1 INNOVATION : maximum EUR 250,000
- Axis 2 ECONOMY : maximum EUR 500,000