



Work Aid on handling EPNA Microgrants 2024

Please note: *The working and invoicing language of EPNA is English. Therefore, we kindly request that you please draft all contracts in English wherever possible. In the case of other business invoices or situations where drafting an English-language contract may not be possible, please provide an English translation.*

Expense Type

- 1) Use the funding for its intended purpose and spend it wisely and economically. If spending is over €1000, you need to get at least 3 written quotes to compare. The bidder with the best-priced offer will get the job. However, there could be exceptions. For instance, if you can explain why only one company is suitable for the job, that could be considered.
- 2) Microgrants CAN be used for:
 - a) Fees for artists, speakers or other experts:
 - i) For self-employed and freelance collaborators, a contract is necessary. The recipient of the payment must submit an invoice for the services provided.
 - ii) Fees vary depending on the individual. Guidelines:
 - €500 for multi-day activities by speakers
 - €200 – €350 for lectures or one-day teaching activitiesContractors are responsible for covering any taxes and fees from the fee.
 - b) Fees for catering: max. €28.00 per person per day. If this is not possible, please get in touch with us.
 - c) Short-term rent of work/event spaces
 - d) Printing costs, applicable only if directly related to the project.
 - e) Travel expenses (transportation & accommodation; please refer to the enclosed Travel Guidelines)
- 3) Microgrants CANNOT be used for
 - a) Wages
 - b) Running costs (rent, office supplies, bills, etc.)
 - c) Regular publications, flyers, etc., unless directly related to the projects.
 - d) Acquisition of technical equipment, furniture etc. (Example: Purchasing a projector and chairs for an event is not possible. However, they can be leased for the duration of the event.)

Report

- 4) A proof of use is mandatory. It includes:
 - a) a factual report (evidence of project goals and sustainability) and
 - b) an expense report (a tabular breakdown of all costs in PDF and Excel format).
Please only use the excel sheet provided to create your own expense report. Keep

original receipts, organized numerically and enter them into the tabular list of receipts in numerical order.

Submit the documents (not the originals but copies) immediately after completion of the project, but **no later than 1st January, 2025**.

- 5) Keep all original receipts for **5 years**, allowing for document review until that period.