

Annex B Grant Agreement Approach

An overview and approach for Consortium Members

Introduction

The Grant Agreement ([Link](#)) is a key requirement of the EU Commission and must be agreed and signed by all Consortium Members before an EU Grant Funded Project can formally commence. The agreement is made between the partners in the consortium that have already worked together to develop the grant Proposal and agreed a Consortium Agreement (see Annex B), and it is a prerequisite to receive the funding applied for to deliver the project.

This document is designed to:

- inform partners about the Grant Agreement
- highlight key areas for discussion and agreement
- set the intention of all Consortium Members to work together to finalise the Grant Agreement in a timely and friendly manner

Parties in the Grant Agreement

The Grant Agreement is a template-based document that is provided by the EU Commission and as such there is limited scope for whole-scale changes. The Grant Agreement must be signed by all partners in the consortium to signal their intention to work within the rules set by the EU Commission.

Getting agreement at the proposal writing stage

Agreement must be reached on the key elements of the project in order for the partners to be willing to sign the Grant Agreement. Much of this agreement will be reached during the ideation, preparation, development and drafting of the EU Grant Application. Impact Funding Europe will make sure to facilitate discussions about the key elements of the Grant Agreement during the proposal writing stage to make sure all partners are happy with the final submission and that there should be no barriers or conflicts when it comes to signing the Grant Agreement.

Key elements of the Grant Agreement

The following pages lay out the key aspects of the European Commission's Model Grant Agreement in an attempt to inform all partners of the elements that will require discussion and agreement before EU Grant Funding can be awarded.

Elements of the EC Model Grant Agreement

The following elements of the Model Grant Agreement are defined by the EU Commission and more detail can be found by following the link on the first page of this document.

Please note that an agreed and signed Consortium Agreement is a prerequisite for a complete Grant Agreement. For more information on the Consortium Agreement, please see Annex B of the Framework Agreement.

Element	Description	Articles
Action, Duration & Starting Date	Define the overall project, the duration and starting date.	3, 4
Grant	Define the overall budget, allocation of budget per partner and what flexibility there is in the budget allocation.	5, 6
Consortium, Beneficiaries and Third Parties	Define the consortium partners and external partners involved in the project.	7, 8, 9, 10
Rules, Ethics & Data	Agree the rules laid down by the EU Commission for running the project.	11, 12, 13, 14, 15
Intellectual Property (IP)	Define the IP brought to the project, the new IP to be generated and the ownership of that IP.	16
Communication, Dissemination & Visibility	Confirm the communication and dissemination plan that was detailed in the application. Agree on how to share results of the project.	17
Information Requests, Record Keeping & Reporting	Agree a standardized approach to reporting on the progress of the project to support the assigned EU Officer in their work.	19, 20, 21
Financial Management	Agree the approach to managing the financial aspects of the project, including drawdown of EU Grant Funding.	22
Impact Reporting	Agree the KPIs and measurement approaches laid out in the grant application.	26
Compliance & Project Management	There are a number of Articles relating to compliance and project management that should be agreed. These are standard rules and regulations.	Various

Setting intentions early: Given that it is a requirement for all members of the consortium that wish to participate in the successful EU Grant Funded Project (and therefore receive funding), it is sensible to commit to getting broad agreement on the Grant

Agreement early. At this stage, an early awareness of the key requirements and a statement of intent to find agreement is advisable.