

PARTNER INFORMATION

FOR BUSINESSES WHOSE EMPLOYEES ARE INVOLVED IN A SKILLS DEVELOPMENT COURSE OR IN DEVELOPMENT OF THE BUSINESS

Your business or your employees are involved in a project that has obtained EU co-financing. This means that payroll costs for time spent by you or your employees in the project and costs for external consultancy assistance may be included in the financial statements of the project and entail EU co-financing of the project by up to 50% of the costs.

If your costs are to be included in the financial statements to the Danish Business Authority, your business must be an economic partner. As an economic partner you or the person authorised to bind the business must sign a partner declaration.

You can read more about what it means to be an economic partner in the section "Central definitions" in the "Rules on EU co-financing 2014-2020" at <https://regionalt.erhvervsstyrelsen.dk/regelsamling-2014-2020>.

If you do not want to be an economic partner

The contract partner may offer your business or your employees the opportunity to participate in the project even if you do not want to sign a partner declaration. If that is the case, you will pay your own or your employees' salary for the development, and the costs thus do not entail EU co-financing of the project.

Documentation that your payroll costs may entail EU co-financing

To obtain EU co-financing, your business must meet some requirements for documenting the costs. You must be able to document how many hours you or other employees of your business have spent on the project and which type of work you or your employees have performed. As an economic partner, you guarantee that you or your employees have participated in the project to the extent stated by you.

The salary may be determined as either the actual payroll costs or as a standard rate determined by the Danish Business Authority. You can only use one of the methods for all employees and any owners. Irrespective of how you choose to determine the payroll costs, you must perform registration of hours. If you choose to determine the salary as the actual payroll costs, the payslip is your documentation. You must therefore keep the registration of hours and payslips for all the months of the project period where you apply for EU co-financing of the payroll costs. If you choose to determine the payroll costs at a standard rate, you must keep the registration of hours.

Documentation of the inclusion of expenses for external consultancy assistance

It must be visible to society how the EU co-financing is spent and the effect of it. Therefore, as an economic partner, you must be able to document that:

- You have incurred and paid the costs.
- The costs have been incurred in connection with the completion of the project and within the project period.
- The costs are project-relevant, meaning relevant and necessary to the completion of the project



activities.

- In connection with procurement, you have complied with the Danish Public Procurement Act. You can read more about the Danish Public Procurement Act at the Danish Competition and Consumer Authority's website <http://www.kfst.dk/Offentlig-konkurrence/Udbud>.
- You have complied with the principles on sound financial management and economy by checking the market prices of various suppliers and substantiating why you have chosen a certain supplier. The price need not be the factor that determines the final choice. The important issue is that you can document that you have checked the market prices and contemplated the choice, and that you are in general economical if the project is to obtain EU co-financing for the cost.

Documentation of cost price

You can only sell and buy services and goods to/from partners in the same project if you can document the cost, as you are related as partners. Therefore, you cannot send an invoice to one another, even if for example you determine the price at your usual list price.

The public grant may not be anti-competitive

Public funds paid to private businesses or public organisations which through the funds perform economic activities may inflict unfair competition on other businesses. Therefore, the EU has adopted resolutions on how many public funds a business (both private and public) may receive (the "State aid rules"). All economic partners must document that the aid they obtain are within the limits laid down in the State aid rules. You can read more in the section "State aid" in "Rules on EU co-financing" at <https://regionalt.erhvervsstyrelsen.dk/regelsamling-2014-2020>.

You must report to the Danish Business Authority at least twice a year

At least twice a year, at the end of February and August, the contract partner must submit a report and interim financial statements with related documentation on behalf of all economic partners of the project. The Danish Business Authority pays the EU co-financing relating to the project to the contract partner.

The Danish Business Authority makes available tools which you will find at <https://regionalt.erhvervsstyrelsen.dk/halvaarlig-afrapportering>. We recommend that you use the tools because they take into account the documentation requirements.

As an economic partner, in due time before reporting, you must agree with the contract partner which deliveries you are responsible for and when you are to deliver them.

You can obtain further information by:

- Contacting the contract partner of the project or contacting the Authority through this partner.
- Please visit www.regionalt.dk to read more about how to ensure a good project implementation process. Here you can also find "Rules on EU co-financing 2014-2020".
- Please visit <http://www.kfst.dk/Offentlig-konkurrence/Udbud> to read more about the Danish Public Procurement Act.