

RCF matching contribution guidelines

Key principles

Consortia whose projects are funded under the RCF are expected to make a matching contribution of at least 10% of total costs of the proposed project. The members of the consortia (henceforth also referred to as “applicants”) - either vocational training institutes or enterprises - are requested to describe and specify an initial estimate of the matching contribution at the stage of Expression of Interest and should be able to specify the amount and the source of the matching contribution in detail at the application stage and confirm and commit to the contribution when signing the funding agreement.

Matching contributions can be monetary by covering a certain amount of the planned investment through the consortia members which shall be reflected in the investment plan submitted together with the project proposal in the second stage of the application process. Matching contributions can also be made in-kind through expenditures, direct or indirect costs, incurred by the consortia members for the implementation of the project.

In-kind matching contributions should

- be incurred by the applicant during the initiating and implementing the agreed project activities,
- be necessary for the implementation of the activity, which is the subject of the grant funding,
- be identifiable and verifiable, in particular being recorded in the accounting records of the applicant,
- reflect market rates for a given expense in the local context and
- be reasonable, justified and comply with the principle of sound financial management.

For the matching contribution costs related to the implementation of the project and the proposed CT programme shall be calculated for a period of three years. Any expenditure incurred by an applicant until the date on which a positive funding decision is obtained shall not be included in the matching contribution.

Categories of costs eligible as matching contribution

- a. Costs of space and facilities incurred by VTI used for the delivery of the proposed CT programme:
 - If owned, prorated usage of space at the respective premises should be calculated for the duration of CT programme based on yearly depreciation of the building/premises
 - If rented prorated rent cost of space at the respective premises should be calculated
- b. Costs of machineries and equipment used fully or partially for the CT programme.
 - If owned, prorated usage of machineries and equipment should be calculated for the duration of CT programme based on yearly depreciation of the machineries and equipment used for the CT programme.
 - If leased, prorated usage of machineries and equipment should be calculated for the duration of CT programme based on yearly operational or financial lease payments.

c. Costs of teaching material

- The portion of teaching materials (i.e. raw material) used by the current stock of applicants that contributes to the CT programme
- OHS & Hygiene Equipment
- Equipment currently in use from applicants that contribute to fulfilling OHS requirements

d. Costs related to training of teachers and in-company trainers

- Use of applicants' internal resources for training of pedagogical staff to equip them with the right knowledge for the CT programme

e. Costs related to teachers' or in company trainers' salaries

- Use of teacher's time for the CT programme
- Use of in-company trainer's time for the CT programme

f. Per diems, allowances and insurance

- Per diems and allowances for students and teachers involved in the CT programme
- Transport covered by applicants to and from WBL location in connection with the CT programme
- Accident insurance for trainees/apprentices covered by applicants in connection with the CT programme

g. Costs for maintenance and utilities

- Proration of electricity, water and gas used for the operation of machineries and equipment of CT programme
- Proration of total maintenance costs of machineries and equipment used for CT programme