

Innovative Finance Inclusion in Academia and Field

619453-EPP-1-2020-1-IL-EPPKA2-CBHE-JP

2nd Consortium Meeting 15-17/06/2021

Administration

Vered Holzmann, Project Coordinator & Director

Sahar Peshkess, Administration Manager



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Agenda

- Communication
- Schedule & Meetings
- Budget
- Reporting
- Publicity
- Other

Communication

We are at your disposal

Dr. Vered Holzmann, Project Coordinator & Director



veredhz@mta.ac.il



+972-3-680-2722



+972-544-274568

Mr. Sahar Peshkess, Administration Manager



ifi.erasmus@mta.ac.il



+972-3-680-2556



+972-546-988245

Do not hesitate to contact us 😊



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THE HEBREW UNIVERSITY OF JERUSALEM



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Schedule & Meetings



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INNOVATIVE FINANCE INCLUSION

Project Meetings

All partners attend all meetings

Meetings in Europe (WP Dev.): 3 IL participants + 2 EU participants

Meetings in Israel:

Multiple IL participants

2 EU participants to 4 Meetings/workshops (WP Dev.)

2 EU participants to 2 Conferences (WP Diss.)

2 EU participants to the kick-off and to the final meetings (WP Mgt.)

1 EU participant to other consortium meetings (WP Mgt.)






** All numbers apply for each partner institution*

** Minor changes may apply to specific meeting / specific partner and due to the changes derived from Covid-19*

Project Meetings

- Specific meetings' dates will be coordinated with the hosting institution
- The hosting institution cannot claim reimbursements.
- Travel costs are from city of departure to destination city (distance as defined by the EACEA).
- Costs of stay include time to arrive to the meeting place and to travel back to the home institution.
- Costs of stay will not apply for partners from the same city (Tel Aviv).
- The project travel budget is based on unit costs (pre-defined). The actual reimbursement to participants will be decided by each institution.

Project Meetings (1st year)

Status	WP (task)	Start	Finish	Place	Topic	Participants
	T9.1	24/11/20	26/11/20	MTA (IL)	Kick-off meeting	All partners
<input checked="" type="checkbox"/>	T1.1	14/12/20	16/12/20	Online	Introduction	All partners
	T9.2	25/01/21	29/01/21	Brussels (BE)	Grantholders meeting	Coordinator + KCE
<input checked="" type="checkbox"/>	T1.1	02/02/21	04/02/20	UHEI (DE)	Develop surveys	All partners
	T5.1	22/02/21	23/02/21	NUIS (IL)	Benchmark	All partners
<input checked="" type="checkbox"/>	T1.1	22/03/21	22/03/21	Online	Finalize surveys	All partners
	T2.1	19/04/21	21/04/21	Online	Case studies framework	All partners
	T9.1	15/06/21	17/06/21	MTA (IL)	2 nd consortium meeting	All partners
	T6.2	05/07/21	07/07/21	UD (ES)	Summer Schools	All partners: 2 participants
	T2.1	19/10/21	21/10/21	UniPD (IT)	Case studies practice	All partners: IL 3 ; EU 2 participants
TBD	T3.2	15/11/21	17/11/21	RSM (NL)	Training program (Investors)	All partners: IL 3 ; EU 2 participants
New	T1.3		Dec. 21	EU	Individual partner meeting	All partners: 2 participants
TBD	T3.2	25/01/22	27/01/22	MTA (IL)	Seminar for investors	All partners: 2 participants

Project Meetings (1st year)

Status	WP (task)	Start	Finish	Place	Topic	Participants
	T9					
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
TBD						
New						
TBD	T3					

A special authorization was received by the project officer to allow a series of meetings of small teams.

In the next few months (until December 2021), meetings of one or two Israeli partner institutions in the EU partner institutions will be organized in order to be introduced to good practices for benchmarking purposes.

Those meetings will be conducted in addition to the project meetings where all partners are participating and it will be done within the given budget.

Each Israeli partner is requested to coordinate the meeting with the EU hosting institution (and another Israeli partner institution), prepare a detailed plan and inform the coordinator, prior to the meeting.

After the meeting, each participant will provide a summary report.

Project Meetings (2nd & 3rd years)

Status	WP (task)	Start	Finish	Place	Topic	Participants
TBD	T2.3	Mar 22		UHEI (DE)	Study visit	All partners: IL 3 ; EU 2 participants
TBD	T6.1	Apr 22		KCE (IL)	Train the trainers strategy	IL Partners
TBD	T3.1	May 22		EFMD (BE)	Training program (Regulator)	All partners: 2 participants
TBD	T9.1	Jun 22		MTA (IL)	3 rd consortium meeting	All partners: 1 participant
TBD	T6.2	Jul 22		UD (ES)	Summer Schools	All partners: : IL 3 ; EU 2 participants
TBD	T4.2 T8.4	Sep 22		HUJI (IL)	Competition 1 st acceleration	IL Partners
TBD		Sep 22		THC (IL)	International conference	All partners: 2 participants
TBD	T3.1	Nov 22		SAP (IL)	Seminar for regulators	All partners: 2 participants
TBD	T9.1	Dec 22		MTA (IL)	4 th consortium meeting	All partners: 1 participant
TBD	T3.3	Feb 23		ESB (EE)	Training program (Entrepr.)	All partners: IL 3 ; EU 2 participants
TBD	T3.3	Apr 23		HUJI (IL)	Seminar for entrepreneurs	All partners: 2 participants
TBD	T8.4	Jun 23		MTA (IL)	International conference	All partners: 2 participants
TBD	T9.1 T4.2	Jun 23		MTA (IL)	5 th consortium meeting	All partners: 1 participant
TBD		Sep 22		BEZ (IL)	Competition 2 nd acceleration	IL Partners
TBD	T9.1	Oct 23		MTA (IL)	Final consortium meeting	All partners: 2 participants

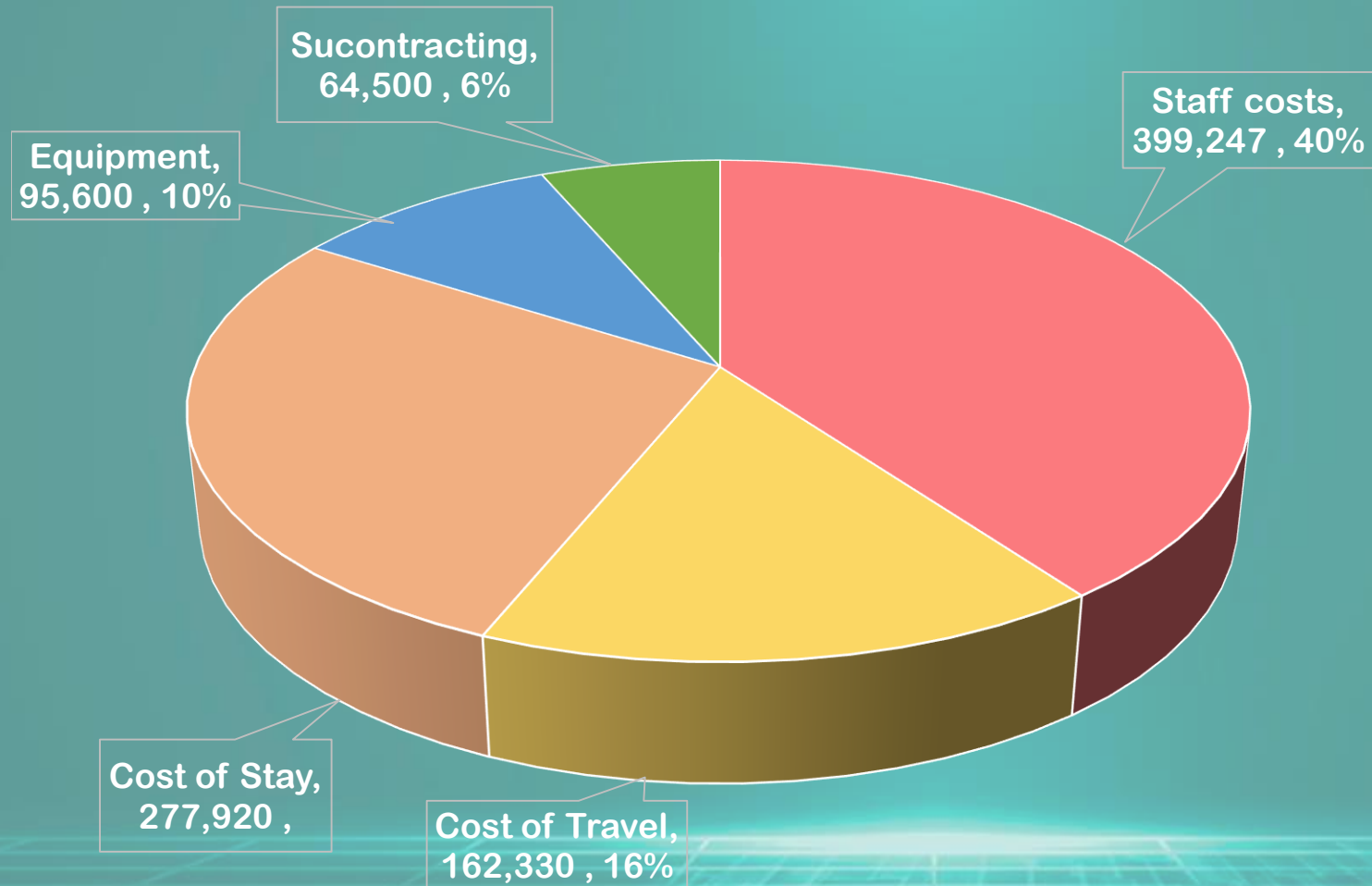
Budget



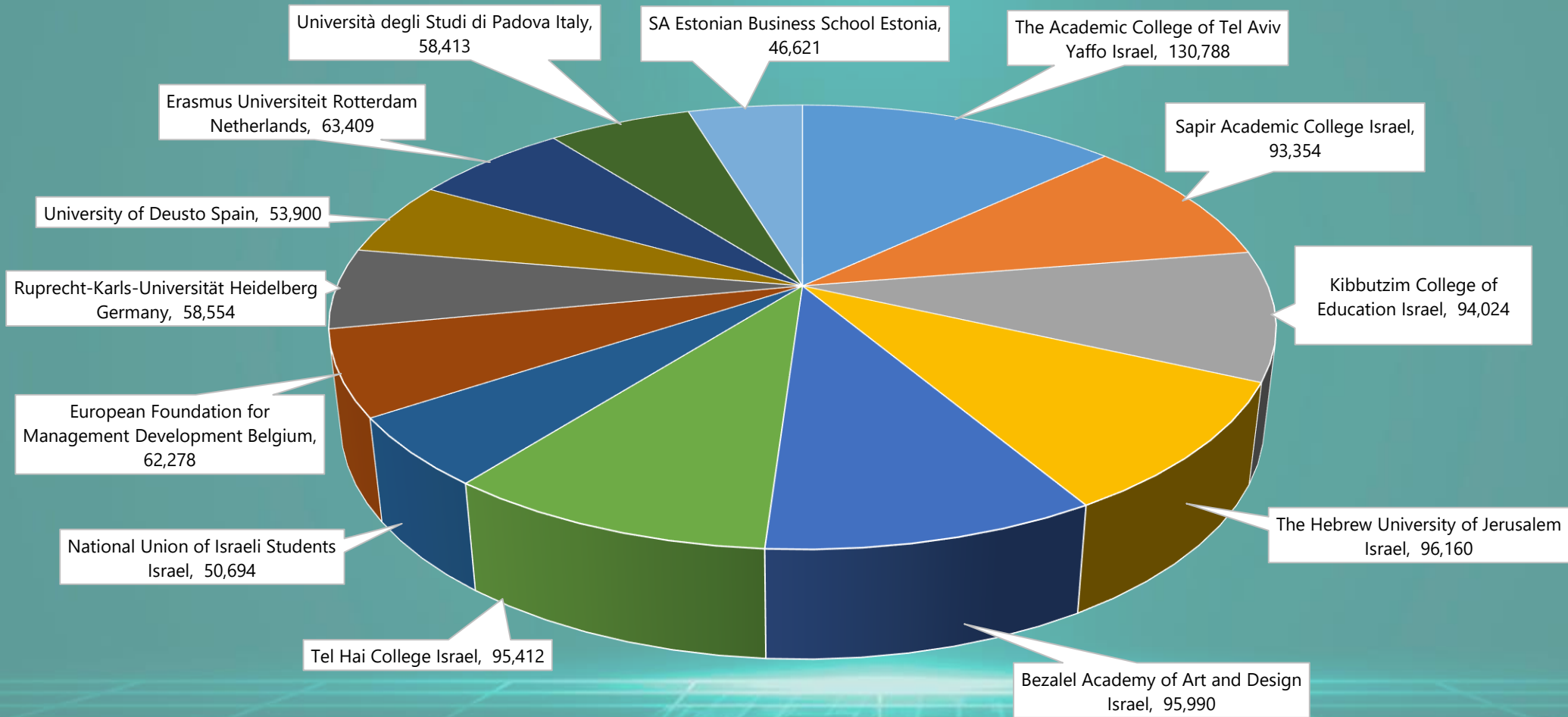
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Project Budget (by budget headings)



Project Budget (by partners)



IFI Budget Plan

	Acronym	Staff costs	Travel costs	Costs of stay	Equipment	Subcontracting	Total Grant	Co-finance	Total Budget
1	MTA	€ 55,108	€ 14,200	€ 23,880	€ 15,200	€ 22,400	€ 130,788	€ 19,500	€ 150,288
2	SAP	€ 34,134	€ 12,440	€ 22,680	€ 15,200	€ 8,900	€ 93,354	€ 13,700	€ 107,054
3	KCE	€ 34,134	€ 12,610	€ 22,680	€ 15,200	€ 9,400	€ 94,024	€ 13,700	€ 107,724
4	HUJI	€ 34,230	€ 12,770	€ 25,560	€ 17,400	€ 6,200	€ 96,160	€ 13,700	€ 109,860
5	BEZ	€ 34,230	€ 12,600	€ 25,560	€ 17,400	€ 6,200	€ 95,990	€ 13,700	€ 109,690
6	THC	€ 34,312	€ 12,240	€ 24,960	€ 15,200	€ 8,700	€ 95,412	€ 13,700	€ 109,112
7	NUIS	€ 25,744	€ 7,850	€ 14,400	€ -	€ 2,700	€ 50,694	€ 8,500	€ 59,194
8	EFMD	€ 28,768	€ 13,710	€ 19,800	€ -	€ -	€ 62,278	€ 5,200	€ 67,478
9	UHEI	€ 29,474	€ 10,120	€ 18,960	€ -	€ -	€ 58,554	€ 5,200	€ 63,754
10	UD	€ 20,870	€ 14,070	€ 18,960	€ -	€ -	€ 53,900	€ 4,100	€ 58,000
11	RSM	€ 29,369	€ 13,880	€ 20,160	€ -	€ -	€ 63,409	€ 5,200	€ 68,609
12	UniPD	€ 27,203	€ 11,050	€ 20,160	€ -	€ -	€ 58,413	€ 4,900	€ 63,313
13	EBS	€ 11,671	€ 14,790	€ 20,160	€ -	€ -	€ 46,621	€ 4,900	€ 51,521
	Total	€ 399,247	€ 162,330	€ 277,920	€ 95,600	€ 64,500	€ 999,597	€ 126,000	€ 1,125,597

IFI Budget Plan vs. Utilization

	Acronym	Staff costs	Travel costs	Costs of stay	Equipment	Subcontracting	Total Grant		Staff	%	Travel	Stay	Equip.	Subcont
1	MTA	€ 55,108	€ 14,200	€ 23,880	€ 15,200	€ 22,400	€ 130,788		€ 10,882	20%	-	-	-	-
2	SAP	€ 34,134	€ 12,440	€ 22,680	€ 15,200	€ 8,900	€ 93,354		€ 4,036	12%	-	-	-	-
3	KCE	€ 34,134	€ 12,610	€ 22,680	€ 15,200	€ 9,400	€ 94,024		€ 7,148	21%	-	-	-	-
4	HUJI	€ 34,230	€ 12,770	€ 25,560	€ 17,400	€ 6,200	€ 96,160		€ 166	0%	-	-	-	-
5	BEZ	€ 34,230	€ 12,600	€ 25,560	€ 17,400	€ 6,200	€ 95,990		€ -	-	-	-	-	-
6	THC	€ 34,312	€ 12,240	€ 24,960	€ 15,200	€ 8,700	€ 95,412		€ 3,840	11%	-	-	-	-
7	NUIS	€ 25,744	€ 7,850	€ 14,400	€ -	€ 2,700	€ 50,694		€ -	-	-	-	-	-
8	EFMD	€ 28,768	€ 13,710	€ 19,800	€ -	€ -	€ 62,278		€ 8,294	29%	-	-	-	-
9	UHEI	€ 29,474	€ 10,120	€ 18,960	€ -	€ -	€ 58,554		€ -	-	-	-	-	-
10	UD	€ 20,870	€ 14,070	€ 18,960	€ -	€ -	€ 53,900		€ 2,370	11%	-	-	-	-
11	RSM	€ 29,369	€ 13,880	€ 20,160	€ -	€ -	€ 63,409		€ -	-	-	-	-	-
12	UniPD	€ 27,203	€ 11,050	€ 20,160	€ -	€ -	€ 58,413		€ 3,044	11%	-	-	-	-
13	EBS	€ 11,671	€ 14,790	€ 20,160	€ -	€ -	€ 46,621		€ 999	9%	-	-	-	-
	Total	€ 399,247	€ 162,330	€ 277,920	€ 95,600	€ 64,500	€ 999,597		€ 40,779	10%	-	-	-	-

* Based on reports to the coordinator.

Please submit the reports on staff costs and other expenses.

We are available for individual consultation and support.



Budget Planning

IFI partners cannot exceed the allocated budget (in any budget heading) without prior authorization from the coordinator !

- 3 year project
- Partner budget (project Grant + Co-financing) by budget headings:
 - **Staff costs:** how many working days are needed for each category (manager, researcher, technician, administrative) in each month.
 - **Travel costs & costs of stay:** how many travel will you have? To where? For how many participants?
 - **Equipment:** what type of equipment is needed and when?
 - **Subcontracting:** what type of additional expenses are planned? When? For what purpose?
 - **Co-Financing:** about 10% of the Grant. Can be applied in all budget headings. Should be planned in the project budget.

Reporting



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Actual Costs: Equipment & Subcontracting





Equipment

- Relevant to the objectives of the project and based on the project budget.
- Total purchase cost (not depreciation).
- Exclusively for Partner Country Higher Education Institutions.
- Installed as soon as practically possible.
- Recorded in inventory of institution where it is installed.
- Labelled with E+ stickers. 

* Hiring of equipment may be considered eligible only in exceptional and duly justified circumstances, provided that prior written authorisation has been given by the Agency.

- Not eligible: furniture, motor vehicles, telephones, mobile phones, alarm systems and anti-theft systems etc.



Equipment Supporting Documents

To keep with project records (may be requested in case of financial monitoring):

- **Invoice(s) and bank statement(s) for all purchased equipment** (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure).
- **Proof** that equipment is recorded in inventory of the institution.
- The beneficiaries may not split the purchase of equipment into smaller contracts below the threshold.
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers.
- > EUR 134.000: tendering procedure according to national legislation.



Subcontracting

- **Implementation of specific tasks, by third party, to which a contract is awarded** by one/several beneficiaries.
- **Specific, time-bound, project-related tasks which cannot be performed by the consortium members.** It includes self-employed / free-lance experts.
- tasks to be subcontracted must have been identified in the proposal.

Examples (provided that not carried out by beneficiaries' staff):

- Evaluation activities/auditing (Audit Certificate on Financial Statement)
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance
- Professional recording and editing of webinars



Subcontracting Supporting Documents

To keep with project records (may be requested in case of financial monitoring):

- Invoice(s), contracts and bank statement(s).
- Subcontracting must be done on the basis of a contract, which should describe the specific task being carried out and its duration. It must include a date, project number and the signature of both parties (See IFI template). Beneficiaries and their staff members are not allowed to operate in a subcontracting capacity for the project.
- Tangible outputs/products.



Subcontracting Supporting Documents

cont.

- Travel activities of subcontracted service provider: copies of travel tickets, boarding passes, invoices and receipts.
- The beneficiaries may not split a contract into smaller contracts below the threshold.
- the declared costs must be identifiable and verifiable, in particular being recorded in the accounting system of the beneficiary.
- **> EUR 25.000 < EUR 134.000:** tendering procedure and three quotations from different suppliers.
- **> EUR 134.000:** tendering procedure according to national legislation.

Unit Costs: Staff Costs & Travel Costs





Staff

*** The existence of a formal employment relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution.**

- The unit costs to be applied for staff costs are based on the type of staff category and the country in which the staff member is employed. Each unit cost corresponds to an amount in Euro per **working day** per staff.

Country	Manager	Researcher/Trainer/Teacher	technician	Administrative Staff
Israel	166 €	132 €	102 €	92 €
Netherlands	294 €	241 €	190 €	157 €
Belgium, Germany, Italy	280 €	214 €	162 €	131 €
Spain	164 €	137 €	102 €	78 €
Estonia	88 €	74 €	55 €	39 €



Staff

- The staff category to be applied will **depend on the work to be performed** in the project and **not on the status or title of the individual**.
- The calculation of the grant is based **exclusively on the application of the unit costs** and is independent from the actual remuneration of the staff involved.
- The grant for staff costs is **calculated by multiplying the unit cost (corresponding to the applicable category of country and staff) by the total number of days** spent on the implementation of the project per staff member. One working day is defined according to the applicable national legislation.
- Declared working days per individual will not exceed 20 days per month or 240 days per year.
- Beneficiaries **do not need to justify the actual cost of the activity** or to provide supporting documents on the actual amount spent. The supporting documents **will have to demonstrate that the volume and/or the nature of the activities actually implemented, justify the number of unit costs charged to the grant.**

JOINT DECLARATION

Ref. No..... Project No.
 The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM
 Hereinafter "the Institution"*
 AND Name:.....
 Address:
 Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution YES/NO
 or
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM		TO	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in Date

Name.....

Function.....

Institution Staff member name.....

Signature and Stamp of the Institution Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

**** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:**
 (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and
 (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and
 (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

Ref No. = Partner Number-employee initials-running numbers
 Ref No. (example) = 1-VH-1; 1-VH-2; 1-VH-3

Project No. = 619453

Signed & stamped



Travel Costs & Costs of Stay

- Costs of travel and stay for staff* and students participating in activities directly related to the achievement of the project

*** The existence of a formal employment relationship between the employee and the beneficiary institutions is required in order to participate to any travel.**

- Travel distances must be calculated using the distance calculator supported by the European Commission https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY⁹

Costs of stay are based on the duration of the activities of the participants.

<u>STAFF</u>	Unit cost per day per participant	<u>STUDENT</u>	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR	Up to the 14 th day of activity +	55 EUR



Travel Costs & Costs of Stay

- Unit costs to apply 3 variables: **travel distance** (for travel costs), **duration for costs of stay** and **type of participant** (staff/student).
- **Purpose of travel:**
 - STAFF**
 - Teaching/training assignment
 - Training and retraining purposes
 - Updating programmes and courses
 - Practical placements in companies, industries and institutions
 - Project management related meetings
 - Workshops and visits for result dissemination purposes

Justification for the following elements:

- Journeys actually took place
 - Journeys connected to specific and identifiable project-related activities
- * Prior authorisation for activities not taking place in countries represented in the partnership
- * Prior authorisation for activities not described in the Guidelines



Travel Costs & Costs of Stay Supporting Documents

To keep with project accounts (may be requested in case of financial monitoring):

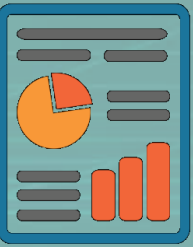
- Individual Travel Report (*EACEA template*) + supporting documents (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings).

Administrative & Financial Procedures



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Reporting

Reporting System & templates: The EACEA provided templates to report on project's costs. It is mandatory to report on a regular basis, using the EACEA templates.

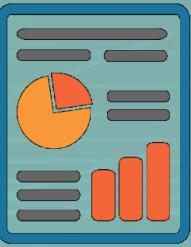
All beneficiaries must report to the coordinator on all expenditures budgeted by the grant.

Originals kept by beneficiaries for 5 years after the end of the project.

Copies kept by coordinator and submitted with Final report.

In case of financial audits, or if doubts on implementation of any particular activity or expenditure, the Agency may request corresponding supporting documents.

IFI monthly report: on the 15th of every month.



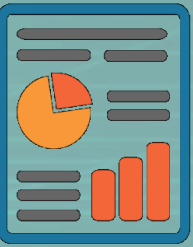
Exchange Rate

Transactions \neq EUR must be converted and reported in EUR in the Financial Statements.

Beneficiaries with general accounts in currency other than euro, must convert costs incurred in other currency into euros **at the average of the daily exchange rates published in the Official Journal of the European Union, determined over the corresponding reporting period**, available at:

https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

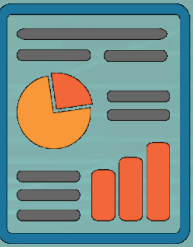
Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.



Eligible Costs

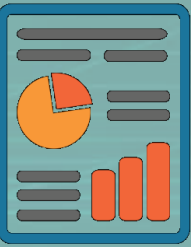
Costs actually incurred by the beneficiary which meet the following criteria:

- a. they are **incurred during the eligibility period**, with the exception of costs relating to the preparation of the final report and the corresponding supporting documents;
- b. they are **foreseen and included in Annex III** of the Agreement (detailed budget);
- c. they are incurred **in connection with the action and are necessary for its implementation**;
- d. they are **identifiable and verifiable**, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- e. they comply with the requirements of applicable tax and national legislation;
- f. they are **reasonable, justified, and comply with the principle of sound financial management**, in particular regarding economy and efficiency.



Ineligible Costs

- **equipment** such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- **costs of premises** (purchase, rent, heating, maintenance, repairs etc.); please note that the rent of premises for short events is not concerned;
- costs linked to the purchase of real estate;
- expenses for activities that are not carried out in the project beneficiaries' country, unless an explicit prior written authorisation has been granted by the Agency;
- depreciation costs;
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- **exchange losses**;
- costs of transfers from the Agency charged by the bank of a beneficiary;
- costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget;
- contributions in kind from third parties;
- excessive or reckless expenditure;
- **deductible VAT**, unless the coordinator can provide an official document from the competent authorities proving that the corresponding costs cannot be recovered.



Co-Financing

Co-financing contribution provided by the partnership will not need to be justified or demonstrated at final report stage.

Practically, this means that **no proofs of expenditure or supporting documents will be required by the Agency for this part of the project budget.**

At final report stage and for statistical purposes only, the partnership will be invited to provide an indication on the level and source of co-financing that contributed to the project results.

IFI partners are expected to inform the coordinator about co-financing throughout the project on an annual basis.

Publicity



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Publicity

Any communication, publication or output resulting from the project must indicate that the project has received European Union funding. It must carry the Erasmus+ logo and mention: "Co-funded by the Erasmus+ Programme of the European Union".

Disclaimer. Any publication should mention the following sentence:

Project number 619453-EPP-1-2020-1-IL-EPPKA2-CBHE-JP

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

Publicity

All IFI publications will be based on IFI templates.

The templates are available on IFI website: <https://www.ifi.mta.ac.il/> and Google shared drive.

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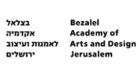


INNOVATIVE FINANCE INCLUSION

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Responsibility

- It is the beneficiaries' responsibility to read and follow the Grant Agreement and the Erasmus+ Programme Guide.
- Specific issues can be addressed to the Project Officer only by the project coordinator.



Thank
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