

## Currency Conversion Tool (CCT) template guidance

The CCT is a mandatory requirement for Horizon Europe Guarantee applications. Please use the steps below to guide you with completing your CCT.

**Step 1:** Download the CCT template from the [link above](#) and save a copy to your computer.

**Step 2:** Enable editing on the spreadsheet and enter the date of the EU grant agreement signature in cell B3 to determine the correct exchange rate. The date of the EU grant agreement signature can be found under Article 44 Entry into Force, usually around page 70 of the grant agreement.

If you have a grant agreement amendment, you must add the date the amendment was signed instead.

If you do not have a grant agreement amendment, the date of the original grant agreement will determine the exchange rate.

If an organisation is new to a project, the date of the document which first mentions the organisation will determine the exchange rate.

As detailed on the CCT spreadsheet, mono-beneficiaries who do not sign a grant agreement should enter the date of their application to IFS (Innovation Funding System) instead.

**Step 3:** Each of the figures in the cost categories in column B should accurately correspond to figures within the cost categories listed in your EC (European Commission) Proposal budget.

The figures you input will then automatically populate the figures in GBP in column C.

**Step 4:** Enter a funding rate in cell B37. This rate can be found in the EC Proposal under the budget section, usually found around page 120. This will automatically populate cell B38.

**Step 5:** Enter your requested EU contribution to your eligible costs in cell B40 manually. This figure can match or be lower than cell B38.

**Step 6:** Input the funding rate as detailed in your EC Proposal budget, in cell D7.

Once you have entered this percentage, the figures in column D and column H will be automatically populated.

**Step 7:** Input each of the costs categories in column H of the CCT in the IFS finances summary section of your application, matching each heading.

Enter 100% as the funding level rate percentage within this section.

Save the completed CCT and upload it to your application.

Note, if the CCT does not match your proposal budget or align with the finance summary section on IFS, your application could face delays.

If your CCT differs from the original budget in the proposal, please provide any additional information or evidence to support the figures submitted.