

## **ANNEX III – FINANCIAL and CONTRACTUAL RULES**

### **I. RULES APPLICABLE TO BUDGET CATEGORIES BASED ON UNIT CONTRIBUTIONS**

#### **I.1 Conditions for eligibility of unit contributions**

Where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

- (a) the units must be actually used or produced in the period set out in Article I.2.2 of the Special Conditions;
- (b) the units must be necessary for implementing the Project or produced by it;
- (c) the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in this annex.

#### **I.2 Calculation and supporting documents for unit contributions**

##### **A. Travel**

By default, the place of origin is understood as the place where the sending organisation is located and the place of the venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiaries concerned must provide the reason for this difference.

In case no travel took place or it was funded from other EU sources than the Erasmus+ Programme (e.g. a mobility participant is already at the place of the venue in relation to another activity than the one funded from the Agreement), the beneficiaries must report that situation accordingly in Mobility Tool+ for each mobility concerned. In this case, no grant support for travel will be awarded.

- (a) Calculation of the grant amount for travel costs: the grant amount is calculated by multiplying the number of participants per distance band, including accompanying persons, by the unit contribution applicable to the distance band concerned, as specified in Annex IV of the Agreement. The unit contribution per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.

For the establishment of the distance band applicable, the beneficiaries concerned must indicate the distance of a one-way travel using the on-line distance calculator available on the Commission's website at:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

The beneficiaries will calculate in Mobility Tool+ the grant amounts for travel based on the applicable unit contribution rates.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
- (c) Supporting documents: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date.
- (d) Reporting:

In case of Advance Planning Visits that did not lead to a Youth Exchange activity, the beneficiary shall submit a justification to the National Agency explaining the reasons for not implementing the Youth Exchange. As derogation from Article III of this Annex, the National Agency may approve such a request based on this justification.

### **B. Individual support**

Not applicable

### **C. Organisational support**

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days per participant by the unit contribution applicable per day for the receiving country concerned as specified in Annex IV of the Agreement. One travel day before the activity and one travel day following the activity can be included for the calculation of the organisational support if relevant.

For Projects for which the coordinator is a public body at regional or national level, an association of regions, a European Grouping of territorial Cooperation or a profit-making body active in Corporate Social Responsibility, the unit contributions specified in Annex IV are reduced by 50%.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.

- (c) Supporting documents: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date.
- (d) Reporting:
- For Youth Exchanges and Youth Workers: The coordinator must report in Mobility Tool+ on all mobilities realised under the project, including the ones from the host country.
  - For Youth Workers: Participants in the activities should report on the activities via an on-line questionnaire providing their feedback on factual and qualitative elements of the activity period, as well as of its preparation and follow-up.
  - For Youth Exchanges: Group leaders in the activities should report on the activities via an on-line questionnaire providing their feedback on factual and qualitative elements of the activity period, as well as of its preparation and follow-up.

## **II. RULES APPLICABLE FOR THE BUDGET CATEGORIES BASED ON REIMBURSEMENT OF ACTUAL INCURRED COSTS**

### **II.1. Conditions for the reimbursement of actual costs**

Where the grant takes the form of a reimbursement of actual costs, the following conditions must apply:

- (a) they are incurred by the beneficiaries;
- (b) they are incurred in the period set out in Article I.2.2.;
- (c) they are indicated in the estimated budget set out in Annex II or eligible following budget transfers in accordance with Article I.3.3;
- (d) they are incurred in connection with the Project as described in Annex II and are necessary for its implementation;
- (e) they are identifiable and verifiable, in particular are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- (f) they comply with the requirements of applicable tax and social legislation;

- (g) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;
- (h) they are not covered by a unit contribution as specified in Section I of this Annex.

## **II.2. Calculation of actual cost**

### **A. Special needs support**

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs directly related to participants with special needs and accompanying persons (including costs related to travel and subsistence, if justified), as long as a unit contribution for these participants is not requested through budget categories "travel" and "organisational support", and that are additional to costs supported by a unit contribution as specified in Section I of this Annex.
- (c) Supporting documents: invoices of the related costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
- (d) Reporting:
  - The beneficiaries must report in Mobility Tool+ whether additional grant for special needs support or an accompanying person was used for any of the participants with special needs and/or accompanying person.
  - In such case, the beneficiaries must report in Mobility Tool+ the type of additional expenses as well as the real amount of related costs incurred.

### **B. Exceptional costs (Youth Exchanges)**

- (a) Calculation of the grant amount: the grant is a reimbursement of 75% of the eligible costs actually incurred for a financial guarantee, of 80% of the eligible costs for expensive travel costs of eligible participants and of 100% of the eligible costs actually incurred for the participation of young people with fewer opportunities, for visa related costs, residence permits, vaccinations and costs connected to board and lodging of participants during an Advance Planning Visit.
- (b) Eligible costs:
  - Costs relating to a financial guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.2 of the Agreement;

- Costs of travel in the most economical but also effective way for eligible participants for which the standard funding rule does not cover at least 70%. The exceptional costs for expensive travel replace the standard travel grant.
- Costs related to visas, residence permits and vaccinations of participants in mobility activities;
- Costs to support the participation of young people with fewer opportunities (excluding costs for travel and organisational support for participants and accompanying persons);
- Costs connected to board and lodging of participants during an Advance Planning Visit.

(c) Supporting documents:

- In the case of a financial guarantee: proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee;
- In the case of travel costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route;
- In the case of costs related to visas, residence permits, vaccinations: proof of payment on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;
- In the case of costs to support the participation of young people with fewer opportunities: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice;
- In the case of costs for lodging of participants in an Advance Planning Visit: proof of payment of lodging costs on the basis of an invoice specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

**B. Exceptional costs (Youth Workers mobility)**

- (a) Calculation of the grant amount: the grant is a reimbursement of 75% for a financial guarantee, of 80% of the eligible costs for expensive travel costs of eligible participants and of 100% of the eligible costs actually incurred for visas related costs, residence permits, vaccinations.

(b) Eligible costs:

- Costs relating to a financial guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.2;
- Costs of travel in the most economical but also effective way for eligible participants for which the standard funding rule does not cover at least 70%. The exceptional costs for expensive travel replace the standard travel grant.
- Costs related to visas, residence permits and vaccinations of participants in mobility activities.

(c) Supporting documents:

- In the case of a financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee;
- In the case of travel costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route;
- In the case of costs related to visas, residence permits, vaccinations: proof of payment on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

(d) Reporting:

- The beneficiary must report in Mobility Tool+ whether exceptional costs were incurred;
- In such case, the beneficiary must report in Mobility Tool+ the type of expenses as well as the real amount of related costs incurred.

### **III. CONDITIONS OF ELIGIBILITY OF PROJECT ACTIVITIES**

- a) The beneficiaries must ensure that the activities of the project for which grant support was awarded are eligible in accordance with the rules set out in the Erasmus+ Programme Guide for each Key Action and each field.
- b) Activities undertaken that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex must be declared ineligible by the NA and the grant amounts corresponding to the activities concerned must be reimbursed in full. The reimbursement must cover all budget

categories for which a grant was awarded in relation to the activity that is declared ineligible.

- c) The eligible minimum duration of mobility activities specified in the Programme Guide is the minimum duration of the activity excluding time for travel.

#### **IV. RULES AND CONDITIONS FOR GRANT REDUCTION FOR POOR, PARTIAL OR LATE IMPLEMENTATION**

- Poor, partial or late implementation of the Project may be established by the NA on the basis of the final report submitted by the coordinator (including reports from individual participants taking part in the mobility activities).
- The NA may consider also information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, desk checks or on the spot checks undertaken by the NA.
- The final report will be assessed on the basis of quality criteria and scored on a total of maximum 100 points. If the final report scores below 50 points in total, the NA may reduce the final grant amount for organisational support on the basis of poor, partial or late implementation of the action even if all activities reported were eligible and actually took place.
- The final report will be assessed in conjunction with the reports from the mobility participants, using a common set of quality criteria focusing on:
  - The extent to which the action was implemented in line with the approved grant application
  - The quality of the learning outcomes and impact on participants
  - The impact on the participating organisations
  - The quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity
  - The quality arrangements for the recognition/validation of the learning outcomes of participants

- A grant reduction based on poor, partial or late implementation may be applied to the final amount of eligible expenses for organisational support and may be of:
  - 25% if the final report scores at least 40 points and below 50 points;
  - 50% if the final report scores at least 25 points and below 40 points;
  - 75% if the final report scores below 25 points.

## **V. GRANT MODIFICATIONS (NOT APPLICABLE)**

## **VI. CHECKS OF GRANT BENEFICIARIES AND PROVISION OF SUPPORTING DOCUMENTS**

In accordance with Article II.27 of Annex I of the Agreement, the beneficiaries may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiaries managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiaries are entitled.

A final report check must be performed for all projects. In addition, the project may be subject to a further desk check or on-the-spot check if the project Agreement is included in the NA sample required by the European Commission or if the NA selected the Agreement for a targeted check based on its risk assessment.

For final report check and desk check, the coordinator must supply to the NA copies of supporting documents specified in the section I.2 (including supporting documents from the other beneficiaries) to the NA, unless the NA makes a request for originals to be delivered. The NA must return original supporting documents to the beneficiary upon its analysis thereof. If the beneficiary is legally not authorised to send original documents for final report or desk checks, the beneficiary concerned may send a copy of the supporting documents instead.

The beneficiaries may be requested by the NA to provide for any type of check, additional supporting documents or evidence that are typically required for another type of check, as specified in article II.27 of the General Conditions.

The different checks must include the following:

### **a) Final report check**

The final report check is undertaken at final report stage at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled.



The coordinator must submit to the National Agency a final report through Mobility Tool+ which will include the following information on grant expenditure:

- Unit contributions consumed for budget categories:
  - Travel
  - Organisational support
- Actual costs incurred for budget category:
  - Special needs support
- Actual costs incurred and supporting documents specified in Section II of this Annex for budget category:
  - Exceptional costs

**b) Desk check**

The desk check is an in-depth check of supporting documents at the NA premises that may be conducted at or after the final report stage.

Upon request, the coordinator must submit to the National Agency the supporting documents for all budget categories.

**c) On-the-spot checks**

On-the-spot checks are performed by the NA at the premises of the beneficiaries or at any other relevant premise for the execution of the Project. During on-the-spot checks, the beneficiaries must make available for review by the National Agency original supporting documentation for all budget categories.

There are three types of possible on-the-spot checks:

- ***On-the-spot check during project implementation***

This check is undertaken during the implementation of the Project in order for the National Agency to verify directly the reality and eligibility of all project activities and participants.

- ***On-the-spot check after completion of the project***

This check is undertaken after the end of the Project and usually after the final report check.

In addition to providing all supporting documentation, the beneficiaries must enable the National Agency access to the recording of project expense in the beneficiary accounts.

**System check**

The system check is performed to establish the beneficiary's compliance with the implementation standards committed to in the framework of the Erasmus+ Programme. The beneficiaries must enable National Agency to verify the reality and eligibility of all project activities and participants.