

ANNEX III – FINANCIAL AND CONTRACTUAL RULES

Key Action 3 – youth, in case there is only one participating organisation

I. INTRODUCTION

This annex complements the rules applicable to the use of the grant under the different budget categories applicable to the Project as specified in the Agreement. These clarifications are contained in section II.

In section III, it specifies the rates applicable to the budget categories for which unit contributions apply as specified in Article II.16.2 of the Agreement.

Section IV provides an overview of the types of checks that the beneficiary may be subject to and the related supporting documents.

II. COMPLEMENTARY FINANCIAL AND CONTRACTUAL RULES

Structured dialogue: meetings between young people and decision-makers in the youth field

A. Eligibility of activities

- The beneficiary shall ensure that the activities undertaken with grant support for the project are eligible in accordance with the rules set out in the Erasmus+ Programme Guide.
- 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 shall be declared ineligible by the NA and the grant amounts corresponding to the activities concerned shall be reimbursed in full. The reimbursement shall cover all budget categories for which a grant was awarded in relation to the activity that is declared ineligible.

B. Eligibility of expenses

1. Travel

- The beneficiary shall report in Mobility Tool the place of departure and the place of arrival for each participant for which grant support for travel was awarded. In case no travel took place, the coordinator shall report that situation accordingly in Mobility Tool for the participant concerned.
- For the establishment of the distance band applicable, the beneficiary shall use the on-line distance calculator available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Mobility Tool will calculate the grant amounts for travel based on the applicable unit cost rates.

- By default, the place of origin is understood as the place of residence of the participant and the place of venue as the place where the beneficiary is located. If a different place of origin or venue is reported, the beneficiary shall provide the reason for this difference in Mobility Tool.

2. Organisational support

- The beneficiary shall report in Mobility Tool the start and end dates of the meeting for each participant. If necessary due to the time needed for travelling, the beneficiary may add one day for travel directly before the first day of the meeting and one day for travel directly following the last day of the meeting; these extra days for travel will be considered for the calculation of the organisational support.
- Mobility Tool will calculate the grant amounts for organisational support based on the applicable unit cost rates.

3. Special needs support

- The beneficiary shall report in the Mobility Tool whether additional grant support for special needs support was used for any of the participants with special needs.
- In such case, the beneficiary shall report in Mobility Tool the type of expenses as well as the actual amount of costs incurred.

4. Exceptional costs

- Exceptional costs can cover only the costs stipulated in Article II.16.4.4 of the Agreement.
- The beneficiary shall report in the Mobility Tool the type of expenses and actual costs incurred for exceptional costs.
- For exceptional costs, the coordinator is required to provide all supporting documents at final report stage.

B. Grant reduction for poor, partial or late implementation

- Poor, partial or late implementation of the Project will be established by the NA on the basis of the final report submitted by the coordinator.
- 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 less than 50 points in total, the NA will reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place.
- The final report will be assessed, using a common set of quality criteria focusing on:
 - The extent to which the Project was implemented in line with the approved grant application
 - The quality of non-formal learning participative methods used and the involvement of young people during all the stages of the Project
 - The impact on participants and participating organisations
 - The quality of the practical arrangements, management and support modalities
 - The quality and scope of the dissemination activities undertaken
- A grant reduction based on poor, partial or late implementation will be applied to the total final amount of eligible expenses for organisational support and will be of:
 - 25% if the final report scores between 41 and 50 points both included;
 - 50% if the final report scores between 26 and 40 points both included;
 - 75% if the final report scores between 0 and 25 points both included.

III. Rates applicable for contributions to unit costs

Key Action 3 – Structured dialogue in the youth field

1. Travel

For travel distances between 10 and 99KM: 20 EUR per participant
For travel distances between 100 and 499 KM: 80 EUR per participant
For travel distances between 500 and 1999 KM: 170 EUR per participant
For travel distances between 2000 and 2999 KM: 270 EUR per participant
For travel distances between 3000 and 3999 KM: 400 EUR per participant
For travel distances between 4000 and 7999 KM: 620 EUR per participant
For travel distances of 8000 KM or more: 830 EUR per participant

Nota bene: the travel distance represents a single way distance from the place of origin to the venue, whereas the amount covers the contribution to the return travel to and from the venue.

2. Organisational support

Receiving country	Amount in EUR per day per participant
Belgium	37
Bulgaria	32
Czech Republic	32
Denmark	40
Germany	33
Estonia	33
Ireland	39
Greece	38
Spain	34
France	37
Croatia	35
Italy	39
Cyprus	32
Latvia	34
Lithuania	34

Receiving country	Amount in EUR per day per participant
Luxembourg	36
Hungary	33
Malta	37
Netherlands	39
Austria	39
Poland	34
Portugal	37
Romania	32
Slovenia	34
Slovakia	35
Finland	39
Sweden	39
United Kingdom	40
former Yugoslav Republic of Macedonia	28
Iceland	39
Liechtenstein	39
Norway	40
Turkey	32
Partner Country neighbouring the EU	29

IV. Provision of supporting documents

In accordance with Article II.27, the beneficiary may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiary managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiary is entitled. To that effect, the beneficiary may be subject to the following types of checks:

- Final report check: NA check at final report stage undertaken at the NA premises in order to establish the final grant amount to which the beneficiary is entitled. This type of check will be undertaken in all cases;
- Desk check: in-depth check of supporting documents at the NA premises, usually at or after final report stage, if the Agreement is included in the NA sample for desk checks required by the European Commission or if the NA included the Agreement for a targeted desk check based on its risk assessment;
- On the spot check: check at the premises of the beneficiary organisation or at any other relevant premise for the execution of the Project. The beneficiary may be subject to an on the spot check if the Agreement is included in the NA sample for on the spot checks required by the European Commission or if the NA included the Agreement for a targeted on the spot check based on its risk assessment. There are three types of possible on the spot checks:
 - On the spot check during action: check undertaken during the implementation of the Project
 - On the spot check after action: check undertaken after the end of the Project and usually after the final report check;
 - Systems check: check of the beneficiary in order to establish compliance with the commitments undertaken as a result of the EVS charter: *not applicable*

The table below specifies the subject of the NA verification for each budget category under the different types of checks. The beneficiary shall note that the NA may request for any type of check also supporting documents or evidence that are typically specified for another type of check in the table below.

In view of checks, the beneficiary shall supply supporting documents in original. In so far as the beneficiary is legally not authorised to send original documents to the NA for final report or desk checks, the beneficiary may send a copy thereof instead. The NA shall return original supporting documents to the beneficiary upon its analysis thereof.

Key Action 3- youth

Budget category	Final report check	Desk check	On-the-spot check during action	System check	On-the spot check after action
Travel	Final report	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Organisational support	Final report	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Special needs support	Final report	Final report Supporting documents specified in Article II.16.4	Reality and eligibility of the activity and the participants	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.4 Recording of Project expense in beneficiary accounts
Exceptional costs	Final report Supporting documents specified in Article II.16.4	Final report Supporting documents specified in Article II.16.4	Reality and eligibility of the activity and the participants	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.4 Recording of Project expense in beneficiary accounts