



## MOBILITY PROJECT FOR ADULT EDUCATION STAFF

Learning mobility for adult education staff aims at raising the key competences and skills of staff in adult education in order to increase the quality of teaching and learning in all forms and to make them relevant to the needs of the labour market and society at large. It is expected that adult education organisations use learning mobility of their staff strategically and in terms of internationalising their organisation and of raising the capacity of it.

### 1. ORGANISATIONAL SUPPORT

The organisational support grant is a contribution to costs incurred by the organisations in relation to activities of staff mobility. The purpose of the grant is to facilitate the organisation of high quality mobility activities with a view to raising the capacity of the adult education organisations. For example:

- preparation and follow-up of the European Development Plan;
- providing information and assistance to staff;
- selection of staff for mobility activities;
- organisational arrangements with partner institutions (in particular in case of job-shadowing and teaching assignments);
- preparation of mobility agreements to ensure the quality and recognition of mobility activities
- linguistic and intercultural preparation for mobile staff;
- ensuring efficient mentoring and supervision arrangements of mobile staff;
- supporting the reintegration of mobile participants and building on their acquired new competences to improve the quality of teaching and learning provisions of the adult education organisation.

The quality of the implementation and follow-up of the project by the organisation will be taken into account when the final grant is decided. The quality implementation of the mobility project should follow the guidelines set out in this Annex on Mobility for adult education staff.

### 2. BEFORE MOBILITY

#### a. EUROPEAN DEVELOPMENT PLAN

Before applying, an adult education organisation must develop a European Development Plan; this plan is part of the application form. This section indicates how the planned mobility activities are inscribed in a wider and long-term strategy of development and modernisation of the organisation.

This European Development Plan will be an important part of the evaluation of grant applications and should provide information on:

- the needs of the organisation in terms of quality development and internationalisation (e.g. as regards management competences, staff competences, new teaching/learning methods or tools, European dimension, language competences, curriculum, organisation of teaching, training and learning, reinforcing links with partner organisations) and how the planned activities will contribute to meeting these needs;
- the impact expected on adult learners, teachers, trainers and other staff, and on the organisation overall;
- the way the organisation will integrate the competences acquired by its staff into their curriculum and/or the organisation's development plan.

The purpose of the European Development Plan is to ensure that the planned activities are relevant both for the individual participants and for the organisation as a whole, as they will have a higher impact on the quality of teaching and learning if they are well integrated in the organisation's strategic development.

#### b. MOBILITY TOOL

At the earliest when the participants are selected, the beneficiary organisation must encode general information regarding the participant and the type of mobility activity s/he will carry out (e.g. participant name, destination, duration of the mobility, etc.) into the Mobility Tool. The Mobility Tool will support the beneficiary in the management of the Erasmus+ mobility activities. The beneficiary organisation is also responsible for updating the Mobility Tool with any change occurred to participants or activities during the lifetime of the mobility project. Beneficiaries will be able to generate prefilled reports from Mobility Tool based on the information they have provided. The Mobility Tool will also generate reports to be filled in by the participants in mobility activities.

More information about the Mobility Tool and how to access it will be provided in the grant agreement between the National Agency and the beneficiary.



## **C. CONDITIONS OF PARTICIPATION OF STAFF**

### **SELECTION**

The selection of staff shall be carried out by the sending organisation. The selection and grant award procedure must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.

The sending organisation shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process of individual participants.

### **MOBILITY AGREEMENT**

It is recommended that the sending and receiving organisation, together with the participants, agree on the activities undertaken by staff members prior to the start of the mobility period by exchange of letters or electronic messages. This agreement will define the target learning outcomes for the period abroad, specify the recognition provisions and list the rights and obligations of each party.

Both the sending and the receiving organisations shall be responsible for the quality of the mobility period abroad.

## **3. AFTER MOBILITY**

### **a. RECOGNITION OF LEARNING OUTCOMES**

The sending and receiving organisations involved should agree on issuing a Europass mobility certificate at the end of the mobility. For more information on how to proceed, consult the Europass website: <http://europass.cedefop.europa.eu/en/home>.

### **b. REPORTING**

At the end of the period abroad, all staff members who have undertaken a mobility activity are required to complete and submit a final report. Those who fail to submit the report may be required to partially or fully reimburse the EU grant received. Reimbursement shall not be requested when a staff member has been prevented from completing her/his planned activities abroad due to a case of force majeure. Such cases shall be reported by the sending organisation and be subject to the written acceptance by the National Agency.



## MOBILITY PROJECT FOR ADULT EDUCATION STAFF

This mobility project can comprise one or more of the following activities:

### **Staff mobility:**

- **teaching/training assignments:** this activity allows staff of adult education organisations to teach or provide training at a partner organisation abroad.
- **staff training:** this activity supports the professional development of adult education staff in the form of: a) participation in structured courses or training events abroad; b) a job shadowing/observation period abroad in any relevant organisation active in the adult education field.

## WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN THIS PROJECT?

Participating organisations involved in the mobility project assume the following roles and tasks:

- **Applicant organisation:** in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a mobility consortium of partner organisations of the same country aimed at sending adult education staff to activities abroad. The Consortium coordinator can also – but not necessarily – act as sending organisation.
- **Sending organisation:** in charge of selecting staff and professionals active in the field of adult education and sending them abroad.
- **Receiving organisation:** in charge of receiving foreign adult education staff and offering them a programme of activities, or benefiting from a training activity provided by them.

The specific role of the receiving organisation depends on the type of activity and the relationship with the sending organisation. The receiving organisation may be:

- a course provider (in the case of participation in a structured course or training event);
- a partner or any other relevant organisation active in the adult education field (in the case of e.g. job shadowing or teaching assignments). In this case, the sending organisation, together with the participants, should agree the objectives and activities for the period abroad and specify the rights and obligations of each party before the start of the activity.

Erasmus+ supports learning mobility of staff that:

- is framed within a European Development Plan of the sending organisations (aimed at modernising and internationalising their mission);
- responds to clearly identified staff development needs;
- is accompanied by appropriate selection, preparation and follow-up measures;
- ensures that the learning outcomes of participating staff are properly recognised and ensures that the learning outcomes are disseminated and widely used within the organisation.

## WHAT ARE THE CRITERIA USED TO ASSESS THIS PROJECT?

Here below are listed the formal criteria that an adult education mobility project must respect in order to be eligible for an Erasmus+ grant:



## ELIGIBILITY CRITERIA

<p><b>Eligible participating organisations</b></p>	<p>A participating organisation can be:</p> <ul style="list-style-type: none"> <li>▪ any public or private organisation active in the field of adult education (defined as adult education organisation)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>▪ any public or private organisation active in the labour market or in the fields of education, training and youth.</li> </ul> <p>For example, such organisations can be:</p> <ul style="list-style-type: none"> <li>– an adult education school/institute/centre;</li> <li>– an establishment for adult learners with special needs;</li> <li>– a higher education institution (including those providing educational opportunities for adults);</li> <li>– a public or private, a small, medium or large enterprise (including social enterprises);</li> <li>– a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;</li> <li>– a public body at local, regional or national level;</li> <li>– a research institute;</li> <li>– a foundation;</li> <li>– a school/institute/educational centre;</li> <li>– a non-profit organisation, association, NGO;</li> <li>– a cultural organisation, library, museum;</li> <li>– a body providing career guidance, professional counselling and information services.</li> </ul> <p>Each organisation must be established in a Programme Country.</p>
<p><b>Who can apply?</b></p>	<ul style="list-style-type: none"> <li>▪ An adult education organisation sending its staff abroad;</li> <li>▪ The coordinator of a national adult education consortium.</li> </ul> <p>Individuals cannot apply directly for a grant.</p>
<p><b>Eligible activities</b></p>	<p>An adult education mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> <li>▪ Teaching/training assignments;</li> <li>▪ Staff training.</li> </ul>
<p><b>Number of participating organisations</b></p>	<p>Only the sending organisation needs to be identified at the time of applying for a grant. However, in the case of projects presented by a national adult education consortium, all members of the consortium must be from the same Programme Country and need to be identified at the time of applying for a grant. A consortium must comprise at least three adult education organisations.</p> <p>During the stage of implementation of the mobility project, minimum two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved.</p>
<p><b>Duration of project</b></p>	<p>1 or 2 years. The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.</p>
<p><b>Duration of activity</b></p>	<p>From 2 days to 2 months, excluding travel time.</p>
<p><b>Venue(s) of the activity</b></p>	<p>Participants must carry out their mobility activity abroad, in another Programme Country.</p>
<p><b>Eligible participants</b></p>	<p>Staff members of an adult education organisation, from the country of the sending organisation.</p>
<p><b>Where to apply?</b></p>	<p>To the National Agency of the country in which the applicant organisation is established.</p>



<b>When to apply?</b>	Applicants have to submit their grant application by <b>17 March at 12pm (midday Brussels time)</b> for projects starting as of 1 July of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.
<b>Other criteria</b>	An adult education organisation or consortium can apply only once per selection round. However an adult education organisation may be part of or coordinate several different consortia applying at the same time.

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

### AWARD CRITERIA

Projects will be assessed against the following criteria:

<b>Relevance of the project (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (see section "What are the aims of a mobility project")</li> <li>- the needs and objectives of the participating organisations and of the individual participants</li> </ul> </li> <li>▪ The extent to which the proposal is suitable of: <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants</li> <li>- reinforcing the capacities and international scope of the participating organisations</li> </ul> </li> </ul>
<b>Quality of the project design and implementation (maximum 40 points)</b>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up)</li> <li>▪ The consistency between project objectives and activities proposed</li> <li>▪ The quality of the European Development Plan of the applicant organisation</li> <li>▪ The quality of the practical arrangements, management and support modalities</li> <li>▪ The quality of the preparation provided to participants</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities</li> <li>▪ If applicable, the quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders</li> </ul>
<b>Impact and dissemination (maximum 30 points)</b>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on participants and participating organisations during and after the project lifetime</li> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> </ul>

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 20 points for the category "quality of the project design and implementation").

## WHAT ARE THE FUNDING RULES?

The budget of the mobility project must be drafted according to the following funding rules (in euro):

Eligible costs		Financing mechanism	Amount	Rule of allocation
<b>Travel</b>	Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1100 EUR per participant	
<b>Organisational Support</b>	Any cost directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes	Unit costs	up to the 100 <sup>th</sup> participant: 350 EUR per participant + beyond the 100 <sup>th</sup> participant: 200 EUR per additional participant	Based on the number of participants
<b>Individual support</b>	Costs directly linked to the subsistence of participants during the activity	Unit costs	up to the 14 <sup>th</sup> day of activity: <u>A4.1</u> per day per participant + between the 15 <sup>th</sup> and 60 <sup>th</sup> day of activity: 70% of <u>A4.1</u> per day per participant	Based on the duration of the stay per participant
<b>Course fees</b>	Costs directly linked to payment of fees for the enrolment in courses	Unit costs	70 EUR per participant per day Maximum of 700 EUR per participant in the mobility project	Conditional: the request for financial support to cover course fees must be motivated in the application form
<b>Special needs support</b>	Additional costs directly related to participants with disabilities	Portion of eligible costs	100% of eligible costs	Conditional: the request for financial support to cover special needs support must be motivated in the application form



**TABLE 1 – INDIVIDUAL SUPPORT (AMOUNTS IN EURO PER DAY)**

The amounts depend on the country where the activity takes place. Each National Agency will define - on the basis of objective and transparent criteria - the amounts applicable to projects submitted in their country. These amounts will be set within the minimum and maximum ranges provided in the table below. The exact amounts will be published on the website of each National Agency.

Receiving country	Staff mobility
	Min-Max (per day)
	A4.1
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Switzerland, Turkey	70-140
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120
Estonia, Croatia, Lithuania, Slovenia	50-100



## PART C - INFORMATION FOR APPLICANTS

All those organisations (including informal groups) who intend to submit a project proposal in order to receive financial support from the EU under the Erasmus+ Programme are invited to read carefully this section which is drafted in accordance with the provisions of the Title VI of the Financial Regulation<sup>26</sup> applicable to the general budget of the European Union (hereafter defined "EU Financial Regulation") and with its rules of application.

Individuals are not entitled to submit project proposals in the framework of the Erasmus+ Programme, except for individuals applying on behalf of a group of young people active in youth work but not necessarily in the context of a youth organisation (hereafter defined "informal group of young people").

### WHAT TO DO IN ORDER TO SUBMIT AN ERASMUS+ PROJECT?

To submit an Erasmus+ project, applicants must follow the four steps described below:

- register in the Participant Portal;
- check the compliance with the Programme criteria;
- check the financial conditions;
- fill in and submit the application form.

#### STEP 1: REGISTER IN THE PARTICIPANT PORTAL

All organisations who intend to participate in the Erasmus+ Programme must register and provide their basic legal and financial data in the Unique Registration Facility (URF) of the European Commission's Participant Portal.

To do so, the person representing an organisation (or an informal group of young people) must follow the following steps:

- Get a login and password for secure access to URF: register in the European Commission Authentication Service (ECAS) available at <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>. A user manual explaining all necessary steps is available at <http://eeas.europa.eu/media/subscribe/ecas-user-manual.pdf>;
- Access the Participant Portal and register the organisation or group of young people. The detailed process and needed information is available at [http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal\\_content/help/URF\\_USER\\_MANUAL.pdf](http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/URF_USER_MANUAL.pdf).

#### PROOF OF LEGAL STATUS AND FINANCIAL CAPACITY

At the time of the registration, organisations must also upload the following documents in the Participant Portal:

- the Legal Entity form (this form can be downloaded from the European Commission's website at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm));
- the Financial Identification form. Please fill in the form relating to the country in which the bank is located, even if the applicant organisation is officially registered in another country (this form can be downloaded at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)).

For grants exceeding 60 000 EUR, applicants may need to upload specific documents to give proof of their financial capacity. For more details, see the section "Selection Criteria" below.

#### PERSONAL IDENTIFICATION CODE (PIC)

Once the registration in the Participant Portal is completed, the organisation/group will obtain a nine-digit PIC number. The PIC is a unique identifier which enables the organisation/group to take advantage of some features

<sup>26</sup> The EU Financial Regulation can be found at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>





of the electronic application forms and will serve as a reference for the National or Executive Agency in any further correspondence with the applicant/beneficiary.

## STEP 2: CHECK THE COMPLIANCE WITH THE PROGRAMME CRITERIA

When developing their project and before applying for EU support, participating organisations must verify that the project respects the following criteria: eligibility, exclusion, selection and award.

### ELIGIBILITY CRITERIA

The eligibility criteria mainly relate to the type of project and activities (including, where relevant, duration, participating organisations, etc.), the target group (e.g. status and number of participants involved) and the conditions for submitting a grant request for such a project (e.g. deadlines for submission, completeness of the application form, etc.).

To be eligible, the project must meet all the eligibility criteria relating to the Action under which the proposal is submitted. If the project does not meet these criteria at application stage, it will be rejected without being further evaluated. As an exception, in case of mobility activities and JMD Scholarships supported under Key Action 1 or Key Action 2, some eligibility criteria (e.g. duration, profile of participants, etc.) may be verified during the stage of project implementation or at final report stage; if these criteria are not fulfilled, the participants or the activity may be considered ineligible with a consequent reduction of the EU grant initially awarded to the project.

The specific eligibility criteria applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in Part B of the Guide.

### EXCLUSION CRITERIA

In accordance with articles 106 and 107 of the EU Financial Regulation, applicants will be excluded from participating in the Erasmus+ Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting National or Executive Agency can justify including by decisions of the EIB and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting National or Executive Agency or those of the country where the contract is to be performed;
- they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the EU's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- are subject to a conflict of interests;
- are guilty of misrepresenting the information required by the contracting National or Executive Agency as a condition of participation in the grant award procedure or fail to supply that information;
- find themselves in one of the situations described above.

These exclusion criteria apply to applicants under all Actions of the Erasmus+ Programme. To comply with these provisions, applicants for an EU grant exceeding 60 000 EUR must provide a declaration on their honour certifying that they are not in any of the situations referred to in Articles 106(1) and 107 of the Financial Regulation. This declaration on honour constitutes a specific section or an annex of the application form.

In case of proposals submitted on behalf of a consortium of partners, the criteria described above apply to all participating organisations involved in the project.



In accordance with Articles from 106 to 109 of the EU Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

Furthermore, the Commission considers that for the implementation of Actions covered by the Programme Guide, the following organisations are in a situation of conflict of interest and therefore are not eligible to participate:

- national authorities in charge of supervising National Agencies and the implementation of the Erasmus+ Programme in their country: cannot apply or participate in any Action managed by National Agencies in any country, but may apply for participation (as applicants or partners) in Actions managed by the Executive Agency unless that is explicitly excluded for the Action concerned (as indicated in Part B of the Guide);
- National Agencies or other structures and networks of the Erasmus+ Programme, receiving a direct grant from the Commission in accordance with the legal basis of the Programme: cannot apply or participate in any Action implemented through this Guide;
- the legal entities hosting the Erasmus+ National Agencies or the structures and networks mentioned above, as well as entities affiliated to these legal entities: cannot apply or participate in any Action managed by National Agencies in any country, but may apply for participation in Actions managed by the Executive Agency unless that is explicitly excluded for the Action concerned (as indicated in Part B of the Guide).

Finally, applicants and beneficiaries who have made false declarations, have made substantial errors or committed irregularities or fraud, or have been found in serious breach of their contractual obligations may be excluded from all grants financed by the European Union budget for a maximum of five years from the date on which the infringement is established as confirmed following a contradictory procedure. That period may be extended to 10 years in the event of a repeated offence within five years of the date referred to above.

## SELECTION CRITERIA

Through the selection criteria, the National or Executive Agency assesses the applicant's financial and operational capacity to complete the proposed project.

### FINANCIAL CAPACITY

Financial capacity means that the applicant has stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out or the year for which the grant is awarded and to participate in its funding.

The verification of the financial capacity does not apply to:

- public bodies;
- international organisations.

In case of EU grant requests submitted by other types of organisations (i.e. other than those mentioned above) and not exceeding 60 000 EUR, applicants must provide a declaration on their honour certifying that they have the financial capacity to implement the project. This declaration on honour constitutes a specific section of the application form.

In case of EU grant requests submitted by other types of organisations and exceeding 60 000 EUR, the applicant must submit, in addition to the declaration on honour, the following documents through the Participant Portal:

- For Actions managed by the National Agencies: the applicant's profit and loss account and the balance sheet for the last financial year for which accounts were closed.
- For Actions managed by the Executive Agency: a Financial Capacity Form, including the applicant's profit and loss account and the balance sheet for the last two financial years for which accounts were closed.
- For entities which cannot provide the above documents because they are newly created, a financial declaration or an insurance declaration stating the applicant's professional risks may replace the above documents.

Organisations must upload these documents in the Participants Portal either at the time of their registration in the Portal (see section "Step1: Register in the Participants Portal" above) or, at the latest, before applying for an Erasmus+ grant.

The criteria described above apply to all participating organisations involved in a project, in cases where proposals are submitted on behalf of a consortium of partners.



Where the application concerns grants for a project for which the amount exceeds 750 000 EUR, an audit report produced by an approved external auditor may be requested. That report shall certify the accounts for the last financial year available.

If, following the analysis of these documents, the National or Executive Agency concludes that the required financial capacity has not been proved or is not satisfactory, then they may:

- ask for further information;
- offer a grant agreement or decision with a pre-financing covered by a financial guarantee;
- offer a grant agreement or grant decision without pre-financing or with a reduced pre-financing;
- offer a grant agreement or grant decision with pre-financing based on several instalments;
- reject the application.

### **OPERATIONAL CAPACITY**

Operational capacity means that the applicant has the necessary professional competencies and qualifications to carry out the proposed project. Applicants must provide a declaration on their honour certifying that they have the operational capacity to implement the project. In addition, if required in the application form, applicants may be asked to submit the CVs of the key persons involved in the project to demonstrate their relevant professional experience.

For recurrent beneficiaries, the performance demonstrated in managing and implementing previous Erasmus+ or previous European Programmes in the fields of education, training and youth, projects will also be considered by the National or Executive Agency when assessing the applicant's operational capacity.

### **AWARD CRITERIA**

The award criteria allow the National or Executive Agency to evaluate the quality of the project proposals submitted in the framework of the Erasmus+ Programme.

Within the limits of the budget available for each Action, grants will be awarded to those projects which respond to these qualitative criteria in the best way.

The full set of award criteria applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in Part B of the Guide.

## **STEP 3: CHECK THE FINANCIAL CONDITIONS**

### **TYPES OF GRANT**

The grant may be any of the following types:

- grant of a specified portion of the eligible costs: e.g. the amount awarded under the framework of Strategic Partnerships to cover additional costs linked to the participation of persons with special needs;
- grant on the basis of unit costs: e.g. the amount awarded for the individual support in the framework of mobility projects in the field of education, training and youth;
- lump sum: e.g. the amount awarded to contribute to the implementation of complementary activities under Jean Monnet Projects;
- flat-rate financing: e.g. the amount awarded to cover indirect costs for profit sport events;
- a combination of the above.

The financing mechanism applied under the Erasmus+ Programme in most cases provide grants based on unit costs. These types of grant help applicants to easily calculate the requested grant amount and facilitate a realistic financial planning of the project.

To know which type of grant is applied to each funding item under each Erasmus+ Action covered by this Guide, please see the column "financing mechanism" in the "funding rules" tables in Part B.

### **PRINCIPLES APPLYING TO EU GRANTS**

#### **NON RETROACTIVITY**

No EU grant may be awarded retroactively for projects already completed.



An EU grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the grant agreement has been signed or the grant decision has been notified. In such cases, the expenditure eligible for financing or the event generating the financing must not have been incurred prior to the date of submission of the application.

If the beneficiary starts implementing the project before the grant agreement is signed or the grant decision is notified, this is done at the risk of the beneficiary.

### **NON-CUMULATIVE AWARD**

Each project financed at the EU level is entitled to receive only one grant from the EU budget to any one beneficiary. In no circumstances shall the same costs be financed twice by the European Union budget.

To avoid the risk of double-funding, the applicant must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or applied for in the year, whether for the same project or for any other project, including operating grants.

Identical or very similar applications – submitted by the same applicant or by other partners of the same consortium – will be subject to a specific assessment in order to exclude the risk of double funding. Applications which are submitted twice or more times by the same applicant or consortium, either to the same Agency or to different Agencies will be all rejected. Where the same or very similar applications are submitted by other applicants or consortia, they will be carefully checked and may also all be rejected on the same grounds.

### **NO-PROFIT AND CO-FINANCING**

A grant from the European Union must not have the purpose or effect of producing a profit within the framework of the project carried out by the beneficiary. Profit is defined as surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance<sup>27</sup>. The no-profit principle does not apply to grants provided in the form of a unit cost, a lump sum or a flat-rate financing, including scholarships, neither to grant requests that do not exceed 60 000 EUR. For the purpose of calculating the profit generated by the grant, co-financing in the form of contributions in kind will not be taken into account (for more details on contributions in kind, see section "eligible income" below).

Furthermore, an EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant.

When the EU grant is provided in the form of a unit cost, a lump sum or a flat-rate financing - this is the case for most of the Actions covered by this Guide - the principles of no-profit and co-funding are ensured by the Commission for the Action as a whole in advance when it defines the rates or percentages of such units, lump sums and flat-rates. The respect of the no-profit and co-financing principles is generally assumed and therefore, applicants do not have to provide information about sources of funding other than the EU grant, nor they have to justify the costs incurred by the project.

However, the payment of the grant on the basis of unit costs, lump sums, or flat-rate financing is without prejudice to the right of access to the beneficiaries' statutory records. Where an ex post control reveals that the generating event has not occurred (e.g. project activities not realised as approved at application stage, participants not taking part in the activities, etc.) and an undue payment has been made to the beneficiary on a grant based on unit costs, lump sums, or flat-rate financing, the National or Executive Agency shall be entitled to recover up to the amount of the grant. Similarly, if the activities undertaken or the outputs produced are of insufficient quality, the grant may be reduced partly or in full even if the activities have taken place and are eligible.

<sup>27</sup> To this aim, the receipts are limited to income generated by the project, as well as financial contributions specifically assigned by donors to the financing of eligible costs. The profit (or the loss) as defined above is then the difference between:

- the provisionally accepted amount of the grant, the income generated by the action and the financial contributions specifically assigned by donors to the financing of eligible costs, and
- the eligible costs incurred by the beneficiary.

In addition, whenever a profit is made, it will be recovered. The National Agency or Executive Agency are entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action. Further clarifications on the calculation of the profit will be provided for actions for which grants take the form of reimbursement of a specified proportion of eligible costs.



In addition, for statistical and monitoring purposes the European Commission may carry out surveys on samples of beneficiaries aimed at quantifying the actual costs incurred in projects funded on the basis of unit costs, lump sums, or flat-rate financing.

## **SPECIFIC PROVISIONS APPLYING TO GRANTS PAID ON THE BASIS OF REIMBURSEMENT OF A SPECIFIED PORTION OF ELIGIBLE COSTS**

When the EU grant is provided as a specified portion of eligible costs, the following provisions apply:

### **ELIGIBLE COSTS**

An EU grant must not exceed an overall amount which is established by the National or Executive Agency at the time of the project selection on the basis of the estimated eligible costs indicated in the application form. Eligible costs are costs actually incurred by the beneficiary of a grant which meet all of the following criteria:

- they are incurred during the lifetime of the project, with the exception of costs relating to final reports and audit certificates;
- they are indicated in the estimated overall budget of the project;
- they are necessary for the implementation of the project which is the subject of the grant;
- 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 according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The following categories of costs are also considered eligible:

- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where that guarantee is required by the National or Executive Agency;
- costs relating to external audits where such audits are required in support of the requests for payments by the National or Executive Agency;
- depreciation costs, provided they are actually incurred by the beneficiary.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

### Value Added Tax (VAT)

Value added tax will be considered as an eligible cost only if it is not recoverable under the applicable national VAT legislation. The only exception relates to activities or transactions in which states, regional and local government authorities and other public bodies engage as public authorities<sup>28</sup>. In addition:

- deductible VAT not actually deducted (due to national conditions or to the carelessness of beneficiaries) is not eligible;
- the VAT Directive does not apply to non EU countries.

### Eligible indirect costs

For certain types of projects (for details of the funding rules for Actions, please consult Part B of this Guide) a flat-rate amount not exceeding 7% of the eligible direct costs of the project is eligible under indirect costs, representing the beneficiary's general administrative costs (e.g. electricity or Internet bills, cost for premises, cost of permanent staff, etc.) which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading. Indirect costs are not eligible where the beneficiary already receives an operating grant from the budget of the European Union (for example in the framework of the call for proposals on Civil Society Cooperation under the Erasmus+ Programme).

<sup>28</sup> See article 13(1) of Directive 2006/112/EC



## INELIGIBLE COSTS

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, when it is considered as recoverable under the applicable national VAT legislation (see above paragraph on Value Added Tax);
- costs declared by the beneficiary and covered by another project or work programme receiving an EU grant (see also above paragraph on eligible indirect costs);
- excessive or reckless expenditure;
- in the case of renting or leasing of equipment, the cost of any buy-out option at the end of the lease or rental period;
- costs of opening and operating bank accounts (including costs of transfers from the National or Executive Agency charged by the bank of the beneficiary).

## INCOME

The applicant must indicate in the application form the contribution from sources other than the EU grant. External co-financing may take the form of the beneficiary's own resources, financial contributions from third parties or income generated by the project. If, at the time of the final report and request of payment of the balance, there is evidence that there is a surplus of the income over the eligible costs incurred by the project, the beneficiary may have to return amounts previously received. This provision does not apply to projects requesting a grant that does not exceed 60 000 EUR.

Contributions in kind are not considered as a possible source of co-financing.

## STEP 4: FILL IN AND SUBMIT THE APPLICATION FORM

To request an EU grant under the Erasmus+ Programme, applicants must use the forms specific for each Action and available on the websites of the European Commission, of the National Agencies or of the Executive Agency (for the contact details, see Annex IV of this Guide).

In case of projects submitted on behalf of consortia, the coordinating organisation or group submits a single application for the whole project on behalf of all the participating organisations. The application must be submitted to the appropriate National or Executive Agency (see sections "where to apply" for each Action, in Part B of this Guide).

## APPLICATION PROCEDURE

### ONLINE E-FORMS

For most Actions of the Programme, applicants are required to submit their application online to the appropriate National or Executive Agency using the correct electronic form and including all requested annexes.

The electronic form must be drawn up in one of the official languages used in Programme Countries. In case of Actions managed at centralised level by the Executive Agency, applicants must fill in the form in one of the EU official languages.

For more information, read the guidelines on how to fill in and submit an electronic form. These guidelines also provide information on what to do in case of technical problems; they are available on the websites of the National Agencies (specific for decentralised Actions), Executive Agency (specific for centralised Actions) and European Commission.

In case of multiple submissions of the same application IN the same selection round to the same National Agency or the Executive Agency, the National or Executive Agency will always consider valid the last version submitted before the deadline has expired. Applications sent by post, courier service, fax or email will not be accepted. In case of multiple submissions of the same or very similar applications of the same applicant organisation or consortium to different Agencies, all applications will be automatically rejected (see section on non-cumulative award).



## APPLICATION FORMS ON PAPER

Some centralised Actions of the Programme may not be supported by electronic forms. For these Actions, applications must be sent by post (date as a postmark) or courier service (date of receipt by the courier service) to the Executive Agency (see contact details in Annex IV of this Guide). Applications sent by fax or email will not be accepted.

Applicants cannot make any changes to their grant application after the submission deadline.

## RESPECT THE DEADLINE

The application must be submitted by the deadline set for each Action. The deadlines for the submission of projects are specified for each Action in the Part B "Eligibility Criteria" of this Guide.

**N. B.: irrespective of the day of the deadline, the submission of electronic forms is always set at 12pm (midday Brussels time). Applicants established in countries that have a different time zone should carefully consider the time differences to avoid rejections.**

## WHAT HAPPENS ONCE THE APPLICATION IS SUBMITTED?

All applications received by the National Agencies or by the Executive Agency undergo an evaluation procedure.

## THE EVALUATION PROCEDURE

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in this Guide. The assessment implies:

- a formal check to verify that the eligibility and exclusion criteria are respected;
- a quality assessment to evaluate the extent to which the participating organisations meet the selection criteria and the project meets the award criteria. Such quality assessment is in most cases carried out with the support of independent experts.

and in addition for certain Actions:

- a verification of the conditions under which a grant can be awarded;
- a verification, carried out also in cooperation with other National Agencies and/or Executive Agency, that the proposal does not present risks of double funding.

The National or Executive Agency will appoint an evaluation committee. On the basis of the assessment carried out by experts, the evaluation committee will establish a list of projects proposed for selection. In their assessment, experts will be supported by guidelines developed by the European Commission; these guidelines will be made available on the websites of the European Commission and of the Agencies responsible for the management of Erasmus+ projects.

During the evaluation process, applicants may be asked to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal. Additional information and clarifications are particularly justified in case of obvious clerical errors made by the applicant, or in those cases where –for projects funded through multi-beneficiary agreements – one or more mandates of the partners are missing (for multi-beneficiary agreements, see section "grant agreement/decision below") .

## FINAL DECISION

At the end of the evaluation procedure, the National or Executive Agency decides on the projects to be granted on the basis of:

- the ranking list proposed by the evaluation committee;
- the budget available for any given Action.

After the completion of the selection procedure, the application files and accompanying material are not sent back to the applicant, irrespective of the outcome of the procedure.



## NOTIFICATION OF GRANT AWARD DECISIONS

The indicative calendar for the notification of selection results under each Action is indicated in the section "Project life-cycle deadlines and payment modalities" below.

## WHAT HAPPENS WHEN THE APPLICATION IS APPROVED?

### GRANT AGREEMENT/DECISION

If the project is selected for an EU grant under Erasmus+, the award decision can be formalised in the following ways:

- a grant decision - taken by the Executive Agency - is notified to the applicant of a selected project. Upon receipt/notification of the decision, the applicant becomes the beneficiary of an EU grant and can start the project<sup>29</sup>;
- a grant agreement is signed between the National or Executive Agency selecting the project and the applicant. The applicant will receive the grant agreement, to be signed by its legal representative and returned to the National or Executive Agency; the National or Executive Agency is the last party to sign. When the grant is signed by both parties, the applicant becomes beneficiary of an EU grant and can start the project<sup>30</sup>.

Depending on the type of Action, grant agreements may take the form of mono-beneficiary agreements, with the applicant being the single beneficiary, or multi-beneficiary agreements, where all partners of the consortium become beneficiaries of the agreement. However, all other organisations participating in a project (co-beneficiaries) sign a mandate to confer to the coordinating organisation the responsibility of acting as main beneficiary. As a general rule, the mandates of each partner to the applicant will have to be provided at application stage. If these mandates are provided at a later stage, they must be made available at the latest by the time of the grant agreement signature.

As an exception, for Strategic Partnerships supported under Key Action 2 and involving only schools, each participating organisation involved in a selected project will sign a grant agreement – specific for its share of the grant - with the National Agency established in its own country.

Models of grant agreements and grant decisions used under the Erasmus+ Programme will be made available in the course of the year on the websites of the European Commission and Executive Agency.

The indicative calendar for the receipt of grant agreements and grant decisions under each Action is indicated in the in the section "Project life-cycle deadlines and payment modalities" below.

### GRANT AMOUNT

The acceptance of an application does not constitute an undertaking to award funding equal to the amount requested by the applicant. The funding requested may be reduced on the basis of the specific financial rules applying to a given Action and/or as the result of an analysis of the past performance of the applicant organisation in terms of capacity to manage and absorb the community grant awarded in previous occasions.

The award of a grant in a given round of selection does not establish an entitlement for subsequent rounds.

It should be noted that the grant amount foreseen by the agreement is a maximum which cannot be increased, even if the beneficiary requests a higher amount.

Funds transferred by the Executive Agency or the National Agency must be identified within the account or sub-account indicated by the beneficiary for the payment of the grant.

### PAYMENT PROCEDURES

Depending on the type of Action, duration of the grant agreement/decision and the assessment of financial risk, projects supported under the Erasmus+ Programme will be subject to different payment procedures.

<sup>29</sup> For exceptions to this rule, see the section "non -retroactivity " in this part of the Guide.

<sup>30</sup> See footnote above.





Except for the first pre-financing payment, other payments or recoveries will be made on the basis of the analysis of reports or payment requests submitted by the beneficiary (the templates of these documents will be made available in the course of the year on the websites of National Agencies and Executive Agency). The payment procedures applied under Erasmus+ are described below.

## **PRE-FINANCING PAYMENT**

A pre-financing payment will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the grant agreement or when the grant decision is notified to the beneficiary, and where relevant, any appropriate guarantees are received (see section "financial guarantee" below). Pre-financing is intended to provide the beneficiary with a float. National Agencies or the Executive Agency may decide to split the first pre-financing payment into more instalments if the financial capacity of the beneficiary is not deemed satisfactory.

## **FURTHER PRE-FINANCING PAYMENTS**

Under some Actions, a second – and in some cases a third - pre-financing payment will be transferred to the beneficiary within 30 calendar days of the receipt, by the National or Executive Agency, of the further pre-financing payment requests advanced by the beneficiary or within 60 calendar days if the further pre-financing payment request is accompanied by a progress report. These further pre-financing payments may be requested when at least 70% of the previous pre-financing payment has been used up. Where the statement on the use of the previous pre-financing payment(s) shows that less than 70% of the previous pre-financing payment(s) has been used to cover costs of the action, the amount of the new pre-financing to be paid shall be reduced by the difference between the 70% threshold and the amount used.

## **INTERIM (OR TECHNICAL) REPORT**

Under some Actions, beneficiaries will be asked to submit an interim (or technical) report informing on the state of progress in the implementation of the project and in some cases accompanying the request of a further pre-financing payment. The interim (or technical) report must be submitted by the deadline indicated in the grant agreement or grant decision.

## **PAYMENT OR RECOVERY OF THE BALANCE**

The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted by the deadline indicated in the grant agreement or grant decision. If a) the events generating the grant are not implemented or are implemented in a different way than planned; or b) the eligible costs actually incurred by the beneficiary are lower than those planned at application stage, or c) the quality of the realised activities/outputs is of insufficient quality, the funding may be reduced proportionally or, where applicable, the beneficiary will be required to repay any excess amounts already received as pre-financing payment.

Under some Actions, the National or Executive Agency transfers 100% of the grant awarded through the pre-financing instalments. In such cases a payment of the balance is not due. However, if - on the basis of a final report to be submitted by the beneficiary by the deadline indicated in the grant agreement - a) the events generating the grant are not implemented or are implemented in a different way than planned; or b) the eligible costs actually incurred by the beneficiary are lower than those planned at application stage, or c) the quality of the realised activities/outputs is of insufficient quality, the beneficiary will be required to repay any excess amounts already received as pre-financing payment.

As a general rule, the final payment or request for recovery of the balance will be issued within 60 calendar days of the receipt of the final report.

For more information, the detailed modalities of payment applying to each Action can be found in the section "Project life-cycle deadlines and payment modalities" below.

## **FINANCIAL PENALTIES**

Beneficiaries who have been found in serious breach of their contractual obligations may be subject to financial penalties representing 2% to 10% of the total value of the grant awarded. That rate may be increased to 4% to 20% in the event of a repeat infringement within five years of the date on which the infringement is established, as confirmed following a contradictory procedure with the beneficiary.

## PROJECT LIFE-CYCLE DEADLINES AND PAYMENT MODALITIES

	project life-cycle deadlines			payment modalities		
	Indicative date of notification of award decision	Indicative date for signing grant agreement	Date of final payment/request for reimbursement of the balance	N. of pre-financings	Interim (technical) report	% of grant provided at different stages
KA1 - Mobility of higher education students and staff	4 months from the submission deadline	4 months from the submission deadline	Within 60 calendar days from the receipt of the final report by NA	2	No	Prefin.: 80%-20% Balance: 0%
KA1 - Other types of mobility (VET, school education, adult education and youth)	4 months from the submission deadline	4 months from the submission deadline	Within 60 calendar days from the receipt of the final report by NA	1	No	Prefin.: 80% Balance: 20%
KA1 - Large scale European Voluntary Service Events	5 months from the submission deadline	6 months from the submission deadline	Within 60 days from the receipt of the final report by EACEA	1	No	Prefin.: 80% Balance: 20%
KA1 - Joint Master Degrees	5 months from the submission deadline	6 months from the submission deadline	No balance payment foreseen	3	No	Prefin.: 40%-30%-30% Balance: 0%
KA2 – Strategic Partnerships lasting up to 2 years	4 months from the submission deadline	5 months from the submission deadline	Within 60 calendar days from the receipt of the final report by NA	1	Yes	Prefin.: 80% Balance: 20%
KA2 – Strategic Partnerships lasting between 2 and 3 years	4 months from the submission deadline	5 months from the submission deadline	Within 60 calendar days from the receipt of the final report by NA	2	Yes	Prefin.: 40%-40% Balance: 20%
KA2 Knowledge and Sector Skills Alliances	5 months from the submission deadline	7 months from the submission deadline	Within 60 days from the receipt of the final report by EACEA	2	Yes	Prefin.: 40%-40% Balance: 20%
KA2 – Capacity Building in the youth field	5 months from the submission deadline	6 months from the submission deadline	Within 60 days from the receipt of the final report by EACEA	1	Yes	Prefin.: 80% Balance: 20%
KA3 – Structured Dialogue Meetings	4 months from the submission deadline	4 months from the submission deadline	Within 60 calendar days from the receipt of the final report by NA	1	No	Prefin.: 80% Balance: 20%

	project life-cycle deadlines			payment modalities		
	Indicative date of notification of award decision	Indicative date for signing grant agreement	Date of final payment/request for reimbursement of the balance	N. of pre-financings	Interim (technical) report	% of grant provided at different stages
Jean Monnet activities	5 months from the submission deadline	6 months from the submission deadline	Within 60 days from the receipt of the final report by EACEA	1	Yes	Pre-fin.: 70% Balance: 30%
Sport - Collaborative Partnerships	5 months from the submission deadline	6 months from the submission deadline	Within 60 days from the receipt of the final report by EACEA	2	Yes	Pre-fin.: 60% Balance: 40%
Sport – Not for profit sport events	5 months from the submission deadline	6 months from the submission deadline	Within 60 days from the receipt of the final report by EACEA	1	Yes	Pre-fin.: 60% Balance: 40%

Please note that the indicative dates provided in the table above are given for general information only and do not constitute a legal obligation for the National Agencies and the Executive Agency. Similarly as regards the payment modalities presented above, it should be noted that they will be applied in general, but depending on the individual situation of the applicant organisation or consortium concerned (e.g., depending on the financial capacity), different arrangements may be provided for in the grant agreement or grant decision. In case of a shortage of EU appropriations for a given budget year, the first pre-financing payment levels may be further reduced.