

## ANNEX 2 – ADDITIONAL INFORMATION RELATED TO THE ELIGIBILITY OF COSTS

### YOUTH PARTICIPATION ACTIVITIES

#### 1. UNIT CONTRIBUTIONS

##### **1.1 Travel**

**Place of origin:** the place where the sending organisation is located.

**Sustainable means of transport:** bike, bus, car-pooling, and train. The National Agency may accept other means of transport as sustainable based on established practice and on a case-by-case basis.

Travel unit contribution for sustainable means of transport (green travel) is eligible if sustainable means of transport have been used for the majority of the round trip (in terms of distance travelled).

**Unit contribution per distance band:** the amount paid for a return travel between the place of departure and the place of arrival.

**Venue:** the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

Travel time will not be considered when determining compliance with minimum eligible duration of mobility activities specified in the Programme Guide.

##### a) Calculation of the total unit contribution:

The total unit contribution for travel is calculated by multiplying the number of participants accompanying persons, facilitators and group leaders, accompanying persons and facilitators per distance band, by the unit contribution applicable to the distance band concerned and type of travel (green or non-green), as specified in Annex 3 of the Agreement.

In the case of itinerant activities, the total unit contribution is calculated by multiplying the number of participants per distance band corresponding to the total of sum of the distances between individual venues by the unit contribution applicable to the distance band concerned and type of travel (green or non-green), as specified in Annex 3 of the Agreement.

For the establishment of the distance band applicable, the beneficiary 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 total unit contribution for travel support is calculated by the beneficiary in the Erasmus+ reporting and management tool based on the applicable unit contribution rates.

#### Triggering event

The travel is eligible if the participant has actually undertaken the activity.

#### b) Supporting documents

The supporting document is a declaration signed by the participant (including trainers, facilitators, group leaders and decision makers and accompanying person) and by the receiving organisation, and specifying the name of the participant/accompanying person, the purpose of the activity, as well as its starting and end date.

For invited experts, the supporting document is a learning programme provided by the expert, signed by the inviting organisation and the invited expert.

For group activities, the supporting documents are a list of participants and accompanying persons, and the implemented learning programme (including the start and end date of the activity, the schedule of the activities and the methods used). These supporting documents must be signed by the sending and hosting organisation. In case of group activities organised at a seat of an institution of the European Union, the supporting documents must be signed by the two sending organisations and signature of the hosting organisation is not required./

If the starting point of travel is different than the place of origin or the end point is different than the venue, the beneficiary must report the reason for this difference. In case no travel took place or the travel was funded from sources other than the Erasmus+ Programme, the beneficiary will indicate in their report that financial support for travel is not required.

## **1.2 Individual support**

#### a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of days of activity per participant and accompanying person, including decision makers, group leaders, trainers and facilitators] by the unit contribution applicable per day for the receiving country concerned, as specified in Annex 3 of the Agreement. Travel days may be added if relevant for a specific activity.

In case of an interruption during the stay, the period of the interruption will not be counted when calculating the individual support grant. In case of interruption due to *force majeure*, the participant must be allowed to resume and continue the activities after the interruption (within the conditions established in this Agreement).

In case of termination of the participant grant agreement by the participant due to *force majeure*, the participant must be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds must be refunded to the beneficiary, except if agreed differently by both parties.

b) Triggering event:

The individual support is eligible if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The supporting document is a declaration signed by the participant and 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:

Participants who have taken part in mobility activities except de-selected by the beneficiary due to the limited scope/length of their participation in mobility activities must use the standard on-line questionnaire provided by the European Commission (the participant report) to report on factual information and their appreciation of the mobility activity, its preparation and follow-up.

Insofar as the participants (including members of the informal group, including the legal representative) participated in several mobility activities, a single standard on-line questionnaire filled by each of them will cover all their mobilities, i.e. they will not fill in separate questionnaires for each mobility activity. In addition to the standard on-line questionnaire (where applicable), the legal representative of the informal group implementing the project will fill in a specific online questionnaire reporting on the entire project, including for projects that did not involve any mobility activity./

### **1.3 Organisational support**

Not applicable.

### **1.4 Project management costs**

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of months per project by the unit contribution applicable as specified in Annex 3 of the Agreement.

b) Triggering event:

The project management costs are eligible if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The supporting document is a description of the undertaken activities in the final report, including a timetable of each of the mobility activities and events implemented.

d) Reporting:

The beneficiary must report on the Youth participation activities project (for informal groups of young people: coordinator on behalf of the informal group of young people) and provide information on the implemented project activities in the final report.

Members of informal group(s) of young people implementing the project must report via an on-line questionnaire providing their feedback on their participation in the project.

## **1.5 Coaching costs**

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the working days of the coach by the unit contribution applicable for the country concerned as specified in Annex 3 of the Agreement. A cap limiting the amount awarded for coaching costs will be set at maximum 12 days per project.

b) Triggering event:

The coaching costs are eligible if the project is implemented by an informal group of young people and if the beneficiary has used the services of a coach/several coaches.

c) Supporting documents:

Proof of involvement of the coach in the project will be provided in the form of a description of the undertaken activities in the final report.

Proof of the time spent on the project by the coach will be provided in the form of a time sheet including the name of the coach, the dates and the total number of days of work of the coach for the project, duly signed by the coach and the legal representative of the beneficiary.

d) Reporting:

The beneficiary must report on the role/involvement of the coach in the project and include information on the number of days of coaching received, in the final report.

## **1.6 Additional funding for physical events in YPA projects (youth participation events support)**

### a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants in physical project events by the unit contribution applicable as specified in Annex 3 of the Agreement. The total number of participants considered for the calculation of Youth participation events support includes the number of participants (including decision makers, if relevant) physically present during the events, with the exception of staff of the participating organisation(s)/ members of the informal group(s) of young people. Facilitators and accompanying persons are not considered as participants..

### b) Triggering event:

The youth participation support is eligible if the participant has physically attended the activity.

### c) Supporting documents:

The supporting document is a declaration signed by the participants and receiving organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

Detailed agenda of the event and any documents used or distributed during the event.

### d) Reporting:

The beneficiary must report on the implementation of the activity, results, venue and numbers of local and (if relevant) international participants in the Youth Participation Event(s).

## **1.7 Inclusion support for organisations**

### a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants with fewer opportunities in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement.

### Triggering event:

The inclusion support for organisations is eligible if the participant has actually undertaken the activity, and the participating organisation has organised the mobility for the participant.

### b) Supporting documents:

The supporting document is

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.

In addition: documentation specified by the National Agency as admissible proof that the participant belongs to one of the categories of fewer opportunities listed in the Programme Guide.

### **1.8 Linguistic support**

Not applicable.

### **1.9 Course fees**

Not applicable.

### **1.10 Preparatory visits**

Not applicable.

## **2. ACTUAL COSTS**

### **2.1 Inclusion support for participants**

#### a) Calculation of the grant amount:

The grant is a reimbursement of 100% of eligible costs actually incurred.

#### b) Eligible costs:

- costs directly related to participants with fewer opportunities and their accompanying persons and facilitators. If the person requests the reimbursement of travel and individual support under this budget category, no unit contribution can be requested for these categories for the same person.

#### a) Supporting documents:

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 if relevant a documentation signed by the receiving organisation specifying the confirmed start and end date of the stay of the accompanying person.

#### b) Reporting:

For each cost item in this budget category, the beneficiary must report the nature of costs and the real amount of costs incurred.

## 2.2 Exceptional costs

### a) Calculation of the grant amount:

The grant is a reimbursement of 80% of the following eligible costs actually incurred with the exception of the cost related to visa, residence permits and vaccinations and medical certifications, which will be reimbursed at 100%.

### b) Eligible costs:

- (i) Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA as set out in the Data Sheet (see Point 4).
- (ii) Expensive travel cost: Cost of travel in the most economical and effective way if the unit contribution does not cover at least 70% of the costs of travel. The exceptional costs for expensive travel replace the travel support.
- (iii) and visa-related costs, residence permits and vaccinations and medical certifications.

### c) Supporting documents:

For the pre-financing guarantee: proof of the cost of the financial guarantee specifying the name and address of the issuing body, the amount and currency of the guarantee, the date of issuing the guarantee, and the signature of the legal representative of the body providing the guarantee.

For expensive travel costs: proof of payment and related 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.

For visa and visa-related costs, residence permits, vaccinations, medical certifications: 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.