

ANNEX III – FINANCIAL AND CONTRACTUAL RULES

[In parts II, III and IV of this Annex, the NA has to include only the parts that are relevant for the Key Action and field concerned. For the preparation and in view of coherence a single model is produced across Key Actions and fields. For monobeneficiary grant agreements this Annex covers:

- Key Action 1 – school education, vocational education and training, higher education, adult education
- Key Action 2 – Strategic Partnerships between schools only
- Key Action 3 – Meetings between young people and decision-makers in the field of 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 III.

Section IV 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. REPORTING RULES

In accordance with Articles I.4.2 and I.4.3 of the Agreement, the beneficiary shall use Mobility Tool+ to report on the activities for which grant support was awarded by filling-in all mandatory fields.

III. COMPLEMENTARY FINANCIAL AND CONTRACTUAL RULES

[Key Action 1 – Learning Mobility of individuals – SE, VET, HE, AE]

A. Eligible activities and expenses

Eligibility of mobility activities

- The beneficiary shall ensure that the mobility activities undertaken by individual participants are eligible in accordance with the rules set out in the Erasmus+ Programme Guide.

- Mobility 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 will be considered ineligible. The grant amounts corresponding to the activities concerned shall be reimbursed in full by the beneficiary. The recovery shall cover all budget categories in relation to the mobility activity that is declared ineligible: these may be travel, individual support, organisational support, and, where applicable, linguistic support, special needs and exceptional costs.
- The eligible minimum duration of mobility activities specified in the Programme Guide is the minimum duration of the activity excluding time for travel.

Travel

[Key Action 1 – Learning Mobility of individuals – SE, VET, AE, HE with the exception of student mobility in Higher Education between Programme Countries (unless it concerns HE students from outermost countries/regions).

- The beneficiary shall report in Mobility Tool+ the place of origin and the place of the venue for each mobility activity for which grant support for travel was awarded.
- In case no travel took place or it was funded from other 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 beneficiary shall report that situation accordingly in Mobility Tool+ for each mobility concerned. In this case, no grant support for travel costs will be awarded.
- For the establishment of the distance band applicable, the beneficiary shall 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. Mobility Tool+ will calculate the grant amounts for travel based on the applicable unit contribution rates.
- 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 beneficiary shall provide the reason for this difference in Mobility Tool+.

Individual support

[Key Action 1 – Learning Mobility of individuals – SE, VET, AE, HE

- The beneficiary shall document in Mobility Tool+ the start and end dates of the mobility activity abroad for each mobility activity for which grant support for individual support was awarded. **[For all mobility activities except higher education student mobility:** the beneficiary may add one day for travel before the first day of the activity abroad and one day for travel following the last day of the activity abroad if necessary; these extra days for travel will be considered for the calculation of the individual support.]

- [For HE student mobility between Programme Countries – NA to adapt this clause depending on whether or not a provision for top-up is imposed by the NA/authorised to HEIs for participants from a disadvantaged background] In the case of Higher Education student mobility for traineeships, the student shall receive a top-up for individual support. [NA to select if applicable:] Students from a disadvantaged background participating in mobility for studies shall receive a top-up for individual support when they fulfil the eligibility criteria set at national level as specified [NA to complete link to website specifying national criteria]. The two types of top-up are mutually exclusive.
- [for SE, VET and AE] Mobility Tool+ will calculate the grant amounts for individual support based on the applicable unit contribution rates.
- [For HE] Mobility Tool+ will support the calculation of the grant amounts for individual support.
- Participants in the mobility activities shall report on this activity via an on-line questionnaire providing their feedback in terms of factual information and their appreciation of the activity period abroad, as well as of its preparation and follow-up. [For HE only] Participants who fail to submit the report may be required to partially or fully reimburse the financial contribution received from Erasmus+ EU funds.
- In case of termination by the participant of the agreement with the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2 of the agreement between the beneficiary and the participant. Any remaining funds shall have to be refunded, except if agreed differently with the beneficiary.
- In case of suspension by the participant of the grant agreement with the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be allowed to continue the activities after the interruption, provided that the mobility end date does not exceed the final date of the mobility project. This should be reported in Mobility Tool+ as a single mobility with an interruption period.
- [For HE only] In the case of Higher Education student mobility, the beneficiary shall report the following start and end dates in Mobility Tool+:
- The start date should be the first day that the student needs to be present at the receiving organisation. For example, this could be the start date of the first course/first day at work, a welcoming event organised by the receiving institution, or language and intercultural courses; this may include attending language courses organised or provided by other organisations than the receiving HEI if the sending HEI considers it as a relevant part of the mobility period abroad.
- The end date should be the last day the student needs to be present at the receiving organisation. For example, this could be the last day of the exam period/course/work/mandatory sitting period).

- The confirmed start and end dates of student mobility periods shall be provided in the Transcript of Records issued by the receiving institution in the case of mobility for studies and in the Traineeship Certificate in the case of mobility for traineeships. The beneficiary may attach a statement by the receiving institution or enterprise instead of including it in the Transcript of Records or Traineeship Certificate.
- For periods above the minimum duration, if the confirmed period of stay is shorter than the one indicated in the grant agreement and the difference is more than 5 days, the beneficiary has to indicate in Mobility Tool+ the confirmed start date and confirmed end date as notified in the Transcript of Records or Traineeship certificate. In case of an interruption during the stay, the beneficiary shall report that in Mobility Tool+. Mobility Tool will recalculate the grant amounts for individual support based on the revised dates and the applicable unit contribution rates.
- If the confirmed period of stay is longer than the one indicated in the grant agreement, the beneficiary may:
 - Either amend the grant agreement during the student's mobility period abroad to take into account the longer duration, provided that the remaining grant amount allows it. In such case, the beneficiary shall indicate in Mobility Tool+ the confirmed start date and the confirmed end date as notified in the Transcript of Record or Traineeship certificate and in line with the amended grant agreement;
 - Or agree with the student during the student's mobility period abroad that the additional number of days will be considered as a period of “zero-grant”. In such case, the beneficiary should indicate the confirmed start date and confirmed end date as notified in the Transcript of Records or Traineeship certificate in Mobility Tool+, as well as the number of “zero-grant” days to be deducted from the grant amount.
- [For HE only] In the case of Higher Education staff mobility, the confirmed start and end dates of a mobility period shall be provided in the Certificate of Attendance issued by the receiving institution and reflected in Mobility Tool+. Before the mobility has finished, if the actual duration is longer than what the grant agreement indicates, the beneficiary may either increase the grant amount for individual support and amend the grant agreement or agree with the staff member that the additional number of days are considered "zero-grant". In case of shorter duration than planned, Mobility Tool+ will recalculate and decrease the grant amount.

Organisational support

[Key Action 1 – Learning Mobility of individuals – SE, VET, HE, AE]

- The grant amount will be calculated based on the total number of mobility activities (i.e. regardless of whether the same participant will have undertaken one or more mobilities).
- [For SE, HE, VET and AE:] The number of participants considered for the calculation of the grant amount for organisational supports excludes accompanying persons.
- [For Higher education between Programme Countries only:]

- The number of outbound participants in higher education with a zero-grant from EU funds for their entire mobility period as well as invited staff from enterprises undertaking inbound mobility will be included in the total number for the calculation of the organisational support grant.
- There is a margin of tolerance of 10%, meaning that if the total number of student and staff mobilities is less than 10% lower than the number of mobilities specified in Annex I of the Agreement, the organisational support grant will not be reduced.
- At final reporting stage, if the number of mobilities implemented is higher than the number specified in the latest version of Annex I, the grant amount for organisational support will be limited to the maximum amount specified in the latest version of Annex II. If the total number of student and staff mobilities implemented is less than 10% lower than the number of mobilities specified in the latest version of Annex I of the Agreement, the organisational support grant will not be reduced.
- **[For Higher education between Programme and Partner Countries only:]**
- The total numbers of participations considered for the calculation of organisational support includes the number of students and staff undertaking inbound and outbound mobility registered in Annex II. The beneficiary may request additional organisational support to the NA for participants with a zero-grant from Erasmus+ EU funds.
- There is a margin of tolerance of 10%, meaning that if the total number of student and staff mobilities is less than 10% lower than the number of mobilities specified in Annex I of the Agreement, the organisational support grant will not be reduced.
- At final reporting stage, if the number of mobilities implemented is higher than the number specified in the latest version of Annex I, the grant amount for organisational support will be limited to the maximum amount specified in the latest version of Annex II. If the total number of student and staff mobilities implemented is less than 10% lower than the number of mobilities specified in the latest version of Annex I of the Agreement, the organisational support grant will not be reduced.

Linguistic support

[Key Action 1 – Learning Mobility of individuals –VET learners]

- The beneficiary shall report in Mobility Tool+ for each participant whether or not language preparation was undertaken with the support of the grant awarded for linguistic support.
- Mobility Tool+ will calculate the grant amounts for linguistic support based on the applicable unit contribution rate.

[Key Action 1 – Learning Mobility of individuals – HE students mobility between Programme Countries and VET learners]

Online Linguistic Support (OLS) [Only applicable for mobilities for which the main language of instruction or work is English, French, German, Italian, Spanish, or Dutch (or additional languages once they become available in the Online Linguistic Support (OLS) tool), with the exception of native speakers]

OLS assessments

- Linguistic assessment licenses are provided for participants undertaking a mobility period abroad for a minimum period of [HE: two months] [VET: one month].
- The beneficiary shall distribute the linguistic assessment licences to participants after their selection for the mobility activity abroad.
- The beneficiary shall ensure the uptake of licences and make every effort to ensure that all the allocated licences are used by the selected participants.
- The beneficiary shall ensure that the mobility participants take the first OLS assessment before their mobility period and the second OLS assessment at the end of their mobility period. [For HE:] The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
- The participant and the beneficiary will be notified of the assessment results by the service provider.

OLS language courses

- Participants must have taken an OLS assessment before they can be awarded a licence for participating in an OLS language course. Licences for OLS language courses shall be awarded to all participants willing to take the course and according to the participant's linguistic needs.
- OLS language course licences must be used in the period between the OLS assessments at the start and end of the mobility activity of the participants concerned.
- The beneficiary shall monitor the use of licences on the basis of information provided by the service provider.
- The beneficiary shall make every effort to ensure that all the allocated licences are used by the selected participants.

All licences

- Mobility participant commit themselves by signing the individual mobility grant agreement to complete the OLS assessment (before and at the end of the mobility period) and to follow the OLS language course, if awarded.
- The beneficiary shall act in line with the guidelines for the use of the OLS provided by the service provider.

- The beneficiary shall report on the number of used assessment and language course licences in the [HE: interim and] final beneficiary report.
- In case of unused or non-allocated licences at the time of [HE: interim and] final beneficiary report, the NA may decide to take this into account for the allocation of licences awarded to the beneficiary in the subsequent call years.

Course fees

[Key Action 1 – Learning Mobility of individuals –SE and AE]

- The beneficiary shall report in Mobility Tool+ for each participant whether or not the training abroad took the form of enrolment in a structured course for which a course fee had to be paid and shall indicate the start and end date of the course concerned. Only the actual days during which the course takes place are considered for the calculation of the grant support for course fees.
- Mobility Tool+ will calculate the grant amounts for course fees based on the applicable unit contribution rate.

Special needs support

[Key Action 1 – Learning Mobility of individuals – SE, VET, HE, AE]

- The beneficiary shall report in Mobility Tool+ whether additional grant support for special needs was provided for any of the participants with special needs.
- In such case, the beneficiary shall report in Mobility Tool+ the type of additional expenses as well as the real amount of related additional costs incurred.
- [For HE only:] The beneficiary may submit a request for special needs support to the NA once the participants have been selected.

Exceptional costs

[Key Action 1 – Learning Mobility of individuals –SE, VET, HE, AE]

- Exceptional costs can cover only the costs stipulated in Article II.16.4 of the Agreement.
- The beneficiary shall report in Mobility Tool+ the type of expenses and real costs incurred for exceptional costs.
- For exceptional costs, the beneficiary is required to provide all supporting documents at final report stage.

B. Grant reduction for poor, partial or late implementation

[Key Action 1 – Learning Mobility of individuals – SE, VET, HE, AE]

- Poor, partial or late implementation of the Project may be established by the NA on the basis of:
 - The final report submitted by the beneficiary;
 - 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 Project even if all activities reported were eligible and actually took place.
- **[For HE and VET accredited organisations only]** In the case of accredited organisations, if the NA considers that the implementation of the Project does not respect the quality commitment made by the beneficiary, the NA may in addition or alternatively require the beneficiary to develop and implement an action plan within an agreed timeframe to ensure respect of the applicable requirements. If the beneficiary does not implement the action plan in a satisfactory manner by the due date, the NA may **[VET]** withdraw the accreditation/**[HE]** recommend to the European Commission to withdraw the Erasmus Charter for Higher Education of the beneficiary.
- The final report will be assessed in conjunction with the reports from the mobility participants, using a common set of quality criteria focusing on:

[For non-accredited organisations]

- 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

- The extent to which the grant amounts due to mobility participants were transferred to them in accordance with the contractual provisions set out in the agreement between the beneficiary and the participant following the template provided in Annex IV of the Agreement.

[for HE/VET accredited organisations:]

- The extent to which the action was implemented in line with the [VET] approved grant application / [HE] grant agreement.
 - The extent to which the action was implemented in respect of the quality and compliance requirements set out in the [HE: Erasmus Charter for Higher Education / VET: Erasmus+ VET Mobility Charter] [For mobility between Programme and Partner Countries only: and in their applicable inter-institutional agreement(s)].
 - The extent to which the grant amounts due to mobility participants were transferred to them in accordance with the contractual provisions set out in the agreement between the beneficiary and the participant following the template provided in Annex IV of the Agreement.
- A grant reduction based on poor, partial or late implementation may be applied to the final grant amount 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.

[for HE between Programme Countries] C. Grant modifications

C.1 Grant modification due to additional funds being available

- In the event of additional funds becoming available to the NA for (re)allocation to beneficiary institutions, the total maximum grant amount indicated in Article I.3.1 may be increased provided that the interim report shows a higher number or longer duration of outbound mobility activities (including invited staff from enterprises when applicable) than awarded. The criteria according to which the additional funds may be provided are the following: [NA to specify the criteria that will be used for redistribution].

C.2 Grant increase for special needs

- As there is no provision for requesting special needs support at application stage in the field of higher education, the beneficiary may apply for additional grant support once the

participants have been selected. Such support may be provided by the NA for participants whose individual physical, mental or health-related situation is such that his/her participation in the mobility activity would not be possible without extra financial support.

C.3 Contractual modifications

- In accordance with Article II.11 of the Agreement, any modification of the grant as set out in points C.1 and C.2 above will take the form of an amendment to the Agreement.

[for SE/VET/AE] C. Grant modifications

C.1 Grant modification due to additional funds being available

- In the event of additional funds becoming available to the NA for (re)allocation to beneficiaries, the total maximum grant amount indicated in Article I.3.1 may be increased in accordance with the following conditions:

The beneficiary has not been awarded the full grant requested under the main selection round due to the high demand and limited budget rather than for reasons of weak past performance of the beneficiary;

On the basis of the information in the ad hoc interim report and data registered in Mobility Tool+, the realisation level of mobilities granted initially is in line with the **grant agreement**.

- The final grant amount awarded shall not exceed the grant amount requested by the applicant in the initial grant application.

C.2 Contractual modifications

- In accordance with Article II.11 of the Agreement, any modification of the grant as set out in points C.1 above will take the form of an amendment to the Agreement.

[for HE between Programme and Partner Countries] C. Grant modifications

C.1 Grant modification due to additional funds being available

- In the event of additional funds becoming available to the NA for (re)allocation to beneficiaries, the total maximum grant amount indicated in Article I.3.1 may be increased in accordance with the following conditions:

The beneficiary has not been awarded the full grant requested under the main selection round due to the high demand and limited budget rather than for reasons of weak past performance of the beneficiary;

On the basis of the information in the ad hoc interim report and data registered in Mobility Tool, the realisation level of mobilities granted initially is in line with the **grant agreement**.

- The final grant amount awarded shall not exceed the grant amount requested by the applicant in the initial grant application.

C.2 Grant increase for special needs

- As there is no provision for requesting special needs support at application stage in the field of higher education, the beneficiary may apply for additional grant support once the participants have been selected. Such support may be provided by the NA for participants whose individual physical, mental or health-related situation is such that his/her participation in the mobility activity would not be possible without extra financial support.

C.3 Contractual modifications

- In accordance with Article II.11 of the Agreement, any modification of the grant as set out in points C.1 and C.2 above will take the form of an amendment to the Agreement.

Key Action 2 – Strategic Partnerships between schools only

[N.B. The NA should adapt the text according to whether the beneficiary is project coordinator or partner as indicated below]

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

B. Eligibility of expenses

1. General

- Expenses will be considered only for the budget categories for which funding is awarded as specified in Annex II.
- Budget transfers shall respect the limits set in Article I.3.2 of the Agreement. No budget transfer is allowed to a budget category for which no grant was requested in the grant application or for which no grant was awarded as specified in Annex II. The only exception refers to the budget category "special needs support" to which a budget transfer may take place also in the case that no grant support was requested in the grant application.

2. Project management and implementation

- The beneficiary shall implement the activities and produce the outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency of the coordinator in the Agreement.
- [If beneficiary is partner organisation] The beneficiary shall contribute to the report on the project activities and results to be provided by the coordinator on behalf of the Project as a whole.
- [If beneficiary is the coordinator organisation] The beneficiary shall report on the project activities and results on behalf of the Project as a whole.

3. Transnational project meetings

- The beneficiary shall upload in Mobility Tool+ the list of participants, including the name of the participant, the places of origin and venue will be recorded, and determine the distance band on the basis of the on-line distance calculator. Mobility Tool will calculate the grant amount automatically on the basis of the applicable unit contribution.
- By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary shall provide the reason for this difference in Mobility Tool+.
- In all cases, the beneficiary shall be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as pupils of the beneficiary organisation.
- Participation in Transnational project meetings taking place in the country of the Beneficiary is eligible under this budget category, provided that the activities involve participants from Project beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 100 km following the online distance band calculator.

4. Intellectual outputs

- The Project shall develop the intellectual outputs proposed in the grant application and as approved by the NA in the Agreement. The beneficiary shall contribute to the development of the intellectual outputs proposed in the grant application and as approved by the NA of the coordinator in the Agreement.
- The beneficiary shall report on the activities undertaken and results produced in Mobility Tool+ on behalf of the Project as a whole. The beneficiary shall provide documentary evidence of the project results of the consortium as a whole, which shall be uploaded at the latest at final report stage in VALOR.
- The beneficiary shall report in Mobility Tool the number of days of work per category of staff on the basis of time sheets kept to that effect per person cooperating directly on the development of intellectual outputs. Mobility Tool will calculate the grant amount automatically on the basis of the applicable unit contribution per category of staff for the country concerned.
- To be considered as "staff" for the development of intellectual outputs, the persons have to be, either on a professional or voluntary basis, involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff. In all cases, the beneficiary has to be able to demonstrate the formal link with the staff member concerned, whether the person is involved in the Project on a professional or voluntary basis.

Nota bene: staff working for the beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation

concerned. Their working time can therefore not be claimed under "intellectual outputs" but may be eligible under "exceptional costs" under the conditions specified in the related section below.

- The staff category applicable to each person has to be one of the four categories listed in section III of this Annex. In the case of staff working for the beneficiary on a voluntary basis, the category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the intellectual output.
- Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item. These costs can be used under the "Intellectual Outputs" budget item only if applied for and approved by the NA, as specified in Annex II.

5. Multiplier events

- The organisation of multiplier events is eligible only if applied for and approved by the National Agency in Annex II of the Agreement.
- In the case that the Project does not develop the Intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either. If the NA awarded support for the development of several Intellectual outputs but the only some of them are ultimately realised, the NA will determine to which extent each of the related Multiplier events is eligible for grant support.
- Only participants from outside the organisations participating in the Project according to Annex I can be counted in for the number of persons on the basis of which the grant amount is established.
- Multiplier events can take place only in the country in which the beneficiary is located.
- The coordinator shall report in Mobility Tool+ on the description of the events, the Intellectual outputs related to the multiplier events, the leading and participating organisations, the receiving country, and the numbers of local and international participants.

6. Transnational learning, teaching and training activities

- The beneficiary shall record all Transnational learning, teaching and training activities in Mobility Tool+. If necessary, the beneficiary may add one day for travel directly before the first day of the activity abroad and one day for travel directly following the last day of the activity; these extra days for travel will be considered for the calculation of the individual support.

- In case no travel took place, the beneficiary shall report that situation accordingly in Mobility Tool for each 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. By default, the place of departure is understood as the place where the sending organisation is located and the place of arrival as the place where the hosting organisation is located. If a different place of departure or arrival is reported, the beneficiary shall provide the reason for this difference in Mobility Tool+.
- The beneficiary shall report for each participant undertaking a learning, teaching or training activity of more than 2 months whether linguistic preparation was undertaken with the support of the grant awarded for linguistic support.
- Mobility Tool+ will calculate the grant amounts for travel, individual support and linguistic support based on the applicable unit contribution rates.
- Eligible Transnational learning, teaching and training activities are:
 - Blended mobility combining short-term physical mobility (5 days to 2 months) with virtual mobility;
 - Short-term exchanges of groups of pupils (5 days to 2 months);
 - Long-term study mobility of pupils (2 to 12 months);
 - Long-term teaching or training assignments (2 to 12 months);
 - Short-term joint staff training events (5 days to 2 months).
- Transnational training, teaching or learning activities must take place in the Programme countries in which the beneficiary or its Project partner organisations are located.
- Support to participants in Blended mobility and Short-term joint staff training events (Transnational learning, teaching and training activities) taking place in their own country is eligible under this budget category, provided that the activities involve participants from Project beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 100 km following the online distance band calculator.
- Eligible participants in Transnational learning, teaching and training activities are persons who have a direct link with the beneficiary in one of the following capacities, as follows:
 - Pupils of any age, accompanied by school staff (in short-term exchanges of groups of pupils);
 - Pupils aged 14 or older enrolled in full-time education at a school participating in the Strategic Partnership (in long-term study mobility of pupils);
 - Teachers, trainers and educational and administrative staff employed at the beneficiary.
- In all cases, the beneficiary shall be able to demonstrate the formal link with the persons participating in Transnational training, teaching or learning activities, whether they are involved in the Project as staff (either on a professional or on a voluntary basis) or as pupils.

7. Special needs support

- The beneficiary shall report in Mobility Tool+ whether additional grant support for special needs support was used for any of the participants with special needs. The beneficiary shall report in Mobility Tool the type of additional expenses as well as the real amount of related additional costs incurred.
- The Special needs support includes costs directly related to participants with special needs and accompanying persons taking part in transnational teaching, training and learning activities.
- The same type of costs cannot be claimed both under grant items based on unit contributions and grant items based on real costs incurred.

8. Exceptional costs

- Exceptional costs can cover only the costs stipulated in Article II.16.4 of the Agreement.
- Grant support for exceptional costs can be claimed only for sub-contracting of goods and services and depreciation costs of equipment or other assets purchase and for a financial guarantee if required by the Agreement. Sub-contracting of services is limited to services that cannot be provided by the beneficiary for duly justified reasons. Equipment cannot include normal office equipment (such as PCs, laptops, printers, beamers, etc.) or equipment used by the beneficiary for its normal activities (such as equipment for computer classes or training purposes that are part of the normal curriculum).
- The beneficiary shall report in Mobility Tool+ the type of expenses and actual costs incurred for exceptional costs.
- The same type of costs cannot be claimed both under grant items based on unit contributions and grant items based on real costs incurred.
- In the case of equipment purchase, rental or lease only the amount corresponding to the share of time of the use of the equipment for the project can be claimed. Cost related to the depreciation of equipment or other assets (new or second-hand) shall be calculated by reference to the cost recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary.
- For exceptional costs, the beneficiary is required to provide all supporting documents at final report stage.

C. 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 beneficiary;
 - The products and outputs produced by the project;
- 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 evaluated 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 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, products and outputs will be assessed by the NA 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 activities undertaken and their consistency with the project objectives
 - The quality of the products and outputs produced
 - The learning outcomes and impact on participants
 - The extent to which the project proved to be innovative/complementary to other initiatives
 - The extent to which the project proved to add value at EU level
 - The extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes
 - The impact on the participating organisations
 - In case of learning, teaching and training activities: 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
 - The quality and scope of the dissemination activities undertaken
 - The potential wider impact of the project on individuals and organisations beyond the beneficiaries

- A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses and will 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.

Key Action 3 – 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 beneficiary 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 contribution 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 contribution rates.

3. Special needs support

- The beneficiary shall report in 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 real amount of costs incurred.

4. Exceptional costs

- Exceptional costs can cover only the costs stipulated in Article II.16.4 of the Agreement.
- The beneficiary shall report in Mobility Tool+ the type of expenses and the real costs incurred for exceptional costs.
- For exceptional costs, the beneficiary 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 may be established by the NA on the basis of the final report submitted by the beneficiary.
- 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 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:

- o The extent to which the Project was implemented in line with the approved grant application
 - o The quality of non-formal learning participative methods used and the involvement of young people during all the stages of the Project
 - o The impact on participants and participating organisations
 - o The quality of the practical arrangements, management and support modalities
 - o The quality and scope of the dissemination activities undertaken
- A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses for organisational support and may be of:
 - o 25% if the final report scores at least 40 points and below 50 points;
 - o 50% if the final report scores at least 25 points and below 40 points;
 - o 75% if the final report scores below 25 points.

IV. Rates applicable for unit contributions

[Key Action 1 – Learning Mobility]

1. Travel

For staff mobility in SE, VET, HE, AE; for learner mobility in VET; for HE students sent by HEIs from outermost Programme Countries and regions and for all students participating in mobility between Programme and Partner Countries

Travel distances	Amount
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

Nota bene: the "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to and from the venue.

2. Individual support

For staff mobility from Programme Countries in SE, VET, HE, AE, (including staff accompanying persons for SE, VET and AE) and for staff mobility from Partner Countries in HE

Receiving country	Staff from Programme Countries	Staff from Partner Countries
	Amount per day in EUR [NA to complete exact amount as applied in the eForm or - for HE only - min & max or fixed rate amounts as communicated by the National Agencies to the EC]	Amount per day in EUR
Denmark, Ireland, Netherlands, Sweden, United Kingdom	80-160	160
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein,	70-140	140

Norway, Turkey		
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	60-120	120
Estonia, Croatia, Lithuania, Slovenia	50-100	100
Partner Countries	160	Not eligible

Nota bene: the amount per day is calculated as follows:

up to the 14th day of activity: the amount per day per participant as specified in the table above

+

between the 15th and 60th day of activity: 70% of amount per day per participant as specified in the table above

For VET learner mobility

Receiving country	Learners mobility
	Amount per day in EUR [NA to complete exact amount as applied in the eForm]
Belgium	23-92
Bulgaria	23-92
Czech Republic	23-92
Denmark	27-108
Germany	21-84
Estonia	18-72
Ireland	25-100
Greece	22-88
Spain	21-84
France	25-100
Croatia	18-72

Italy	23-92
Cyprus	24-96
Latvia	21-84
Lithuania	18-72
Luxembourg	24-96
Hungary	22-88
Malta	21-84
Netherlands	26-104
Austria	23-92
Poland	22-88
Portugal	20-80
Romania	22-88
Slovenia	18-72
Slovakia	21-84
Finland	24-96
Sweden	26-104
United Kingdom	28-112
former Yugoslav Republic of Macedonia	21-84
Iceland	25-100
Liechtenstein	22-88
Norway	22-88
Turkey	22-88

Nota bene: the amount per day is calculated as follows:

up to the 14th day of activity: the amount per day per participant as specified in the table above

+

between the 15th and 60th day of activity: 70% of the amount per day per participant as specified in the table above

+ between the 61th day of activity and up to 12 months: 50% of the amount per day per participant as specified in the table above

For HE student mobility between Programme Countries

- Student mobility for studies except for students from outermost Programme Countries and regions

	Receiving country	Amount per month NA to complete exact
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		amount or min & max amounts as communicated by National Agencies to the EC
Group 1 Programme Countries with higher living costs	Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	
Group 2 Programme Countries with medium living costs	Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey	
Group 3 Programme Countries with lower living costs	Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia	

Those rates fixed by the National Agency or by the higher education institutions themselves (within the range) are fixed for the entire mobility project.

- Student mobility for studies for students from outermost Programme Countries and regions

Mobility from	To	Amount
Outermost regions, Cyprus, Iceland and Malta, Overseas Countries and Territories	Group 1 countries	750 EUR per month
	Group 2 countries	700 EUR per month
	Group 3 countries	650 EUR per month

- **Student mobility for traineeships:** additional top-up of [NA to complete exact amount or range as communicated by National Authorities to the EC] [**100-200**] EUR/month
- [NA to select if applicable:] **Students from disadvantaged backgrounds (other than those with special needs) for mobility for studies :** additional top-up of [NA to complete exact amount as communicated by National Authorities to the EC, if applicable] [**100-200**] EUR/month
- Student mobility to and from Partner Countries ...

[For HE student mobility between Programme and Partner Countries]

From	To	Amount
Eligible Partner Countries	Group 1 Programme Countries	850 EUR per month
	Group 2 Programme Countries	800 EUR per month
	Group 3 Programme Countries	750 EUR per month

Programme Countries	Partner Countries	650 EUR per month
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3. Organisational support

Up to the 100th participant: 350 EUR per participant + beyond the 100th participant: 200 EUR per additional participant.

4. Linguistic support

For VET learner mobility [only for languages not covered by OLS]

150 EUR per participant

5. Course fees

For SE and AE staff mobility only

70 EUR per day per participant with a maximum 700 EUR per participant per course

[Key Action 2 – Strategic Partnerships between schools only]

1. Project management and implementation

Contribution to the activities of the coordinating organisation:
500 EUR per month
Contribution to the activities of the other participating organisations:
250 EUR per participating organisation per month

2. Transnational project meetings

For travel distances between 100 and 1999KM:

575 EUR per participant per meeting

For travel distances of 2000 KM or more:

760 EUR per participant per meeting

Nota bene: the "travel distance" represents the distance between the place of origin and the venue

3. Intellectual outputs

Programme Countries only	Manager	Teacher/Train er/Researcher / Youth worker	Technician	Administrativ e staff
	Amount per day in EUR			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

4. Multiplier events

100 EUR per local participant

(i.e. participants from the country where the event is taking place)
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200 EUR per international participant (i.e. participants from other countries)

5. Transnational training, teaching and learning activities

a. Travel

For travel distances between 100 and 1 999KM:

275 EUR per participant

For travel distances of 2 000KM or more:
--

360 EUR per participant

Nota bene: the "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to and from the venue.

b. Individual support

Short-term activities

Short term joint staff training events and accompanying persons	up to the 14 th day of activity: 100 EUR per day per participant + between the 15 th and 60 th day of activity: 70 EUR per day per participant
Short term activities for learners (blended mobility, short term pupils' mobility)	up to the 14 th day of activity: 55 EUR per day per participant + between the 15 th and 60 th day of activity: 40 EUR per day per participant

Long-term activities

Long term teaching or training assignments	up to the 14 th day of activity: B1.5 per day per participant + between the 15 th and 60 th day of activity: B1.6 per day per participant + between the 61 th day of activity and up to 12 months: B1.7 per
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	day per participant
Long term mobility of pupils	B1.8 per month per participant

Receiving country	Long-term teaching or training assignments			Long-term activities of pupils
	in EUR per day			in EUR per month
	B1.5	B1.6	B1.7	B1.8
Belgium	105	74	53	110
Bulgaria	105	74	53	70
Czech Republic	105	74	53	90
Denmark	120	84	60	145
Germany	90	63	45	110
Estonia	75	53	38	85
Ireland	120	84	60	125
Greece	105	74	53	100
Spain	90	63	45	105
France	105	74	53	115
Croatia	75	53	38	90
Italy	105	74	53	115
Cyprus	105	74	53	110
Latvia	90	63	45	80
Lithuania	75	53	38	80
Luxembourg	105	74	53	110
Hungary	105	74	53	90
Malta	90	63	45	110
Netherlands	120	84	60	110
Austria	105	74	53	115
Poland	105	74	53	85
Portugal	90	63	45	100
Romania	105	74	53	60
Slovenia	75	53	38	85
Slovakia	90	63	45	95
Finland	105	74	53	125

Receiving country	Long-term teaching or training assignments			Long-term activities of pupils
	in EUR per day			in EUR per month
Sweden	120	84	60	115
United Kingdom	120	84	60	140
former Yugoslav Republic of Macedonia	90	63	45	60
Iceland	105	74	53	135
Liechtenstein	105	74	53	120
Norway	105	74	53	135
Turkey	105	74	53	80

c. Linguistic support

150 EUR per participant

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
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

Receiving country	Amount in EUR per day per participant
Turkey	32
Partner Country neighbouring the EU	29

V. Provision of supporting documents

In accordance with Article II.20, the beneficiary may be subject to checks and audits in relation to the Agreement [For HE mobility between Programme and Partner Countries only; including both inbound and outbond mobility]. 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 [For HE mobility between Programme and Partner Countries only: to establish compliance with the commitments undertaken as a result of the inter-institutional agreements];
- Systems check: check of the beneficiary in order to establish compliance with the commitments undertaken as a result of the [HE: ECHE charter/VET: VET Mobility charter/youth: EVS charter] [For HE mobility between Programme and Partner Countries only: and the inter-institutional agreements].

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 1- school education, adult education]

Budget category	Final report check	Desk check	On-the-spot check during action	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	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Individual support	Final report	Final report Supporting documents specified in Article II.16.2	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	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Course fees	Final report	Final report Supporting	N/A	Final report Supporting

Budget category	Final report check	Desk check	On-the-spot check during action	On-the spot check after action
		documents specified in Article II.16.2		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	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	Final report Supporting documents specified in Article II.16.4 Recording of Project expense in beneficiary accounts

[Key Action 1- vocational education and training]

Budget category	Final report check	Desk check	On-the-spot check during action	System check	On-the spot check after action

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 Compliance with the VET Mobility charter	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Individual 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 Compliance with the VET Mobility charter	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 Compliance with the VET Mobility charter	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts

Budget category	Final report check	Desk check	On-the-spot check during action	System check	On-the spot check after action
Linguistic 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 Compliance with the VET Mobility charter	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

[Key Action 1- higher education]

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 For mobility between Programme and Partner Countries only; and the inter-institutional agreements	Reality and eligibility of the activity and the participants Compliance with the ECHE charter For mobility between Programme and Partner Countries only; and the inter-institutional agreements	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Individual support	Final report	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants For mobility between Programme and Partner Countries only; and the inter-institutional agreements	Reality and eligibility of the activity and the participants Compliance with the ECHE charter For mobility between Programme and Partner Countries only; and the inter-institutional agreements	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts

Budget category	Final report check	Desk check	On-the-spot check during action	System check	On-the spot check after action
			agreements	Countries only: and the inter-institutional agreements	
Organisational support	Final report	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants For mobility between Programme and Partner Countries only: and the inter-institutional agreements	Reality and eligibility of the activity and the participants Compliance with the ECHE charter For mobility between Programme and Partner Countries only: and the inter-institutional agreements	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	Final report	Final report	Reality and	Reality and	Final report

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

[Key Action 2- Strategic Partnerships between schools only]

Budget category	Final report check	Desk check	On-the-spot check during action	On-the spot check after action
Project management and implementation	Final report Project results uploaded in Dissemination Platform	Final report Supporting documents specified in Article II.16.2	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
Transnational project meetings	Final report	Final report Supporting documents specified in Article II.16.2	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
Intellectual outputs	Final report Project results uploaded in Dissemination Platform	Final report Supporting documents specified in Article II.16.2	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
Multiplier events	Final report	Final report Supporting	Reality and eligibility of the activity and the	Final report Supporting

Budget category	Final report check	Desk check	On-the-spot check during action	On-the spot check after action
		documents specified in Article II.16.2	participants	documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Transnational learning, teaching, training activities	Final report	Final report Supporting documents specified in Article II.16.2	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	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	Final report Supporting documents specified in Article II.16.4 Recording of Project expense in beneficiary

Budget category	Final report check	Desk check	On-the-spot check during action	On-the spot check after action
				accounts

[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

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

Budget category	Final report check	Desk check	On-the-spot check during action	System check	On-the spot check after action
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