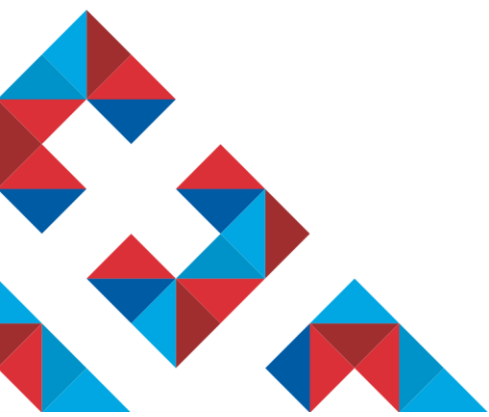


# Erasmus+ 2020 Call

## Final Report Beneficiary Guidance

Key Action 1 Youth



## Document History Page

This page outlines the document history from the date of creation, noting all minor and major changes undertaken on the document and any supplementary document.

Version	Description of Changes	Date Created

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## Introduction

This guidance document has been designed to support beneficiaries in completing and submitting the Final Beneficiary Report for your Erasmus+ Key Action 1 Youth project. It provides advice on how to get the most out of your Final Report, in addition to technical guidance on submitting the report through Mobility Tool+ and the mandatory documentation required by the UK National Agency. Further information regarding all aspects of managing Key Action 1 Youth projects can be found in the 2020 Handbook, which can be downloaded from the 'Manage your Grant' section on the Erasmus+ website.

The Final Report is an important part of your project, as it not only triggers the final payment, but it provides a consolidated account of your achievements over the lifetime of your project. **A poor scoring Final Report will result in a reduction to the final grant amount that you receive (see page 18 for further information).** It is therefore worthwhile putting in some extra effort to ensure that the Final Report fully reflects the achievements you have made.

All Erasmus+ beneficiaries are contractually required to submit a Final Beneficiary Report to the UK National Agency **within 60 calendar days** of the project end date as specified in the Grant Agreement. **Final reports will not be accepted by the UK National Agency before the project end date.** Project activities must take place up to the end of your project date. Even if mobilities have been completed beneficiaries are still expected to carry out evaluation and dissemination activities up to the end of the contracted project duration. The Final Report must be submitted directly through the Mobility Tool+ and is made up of a qualitative and a financial section, which will be used to assess the extent to which your project was completed in line with your initial application.

## Preparing the Final Report

**During the project lifecycle and before the project end date**, beneficiaries are required to record information in Mobility Tool+, which includes all the relevant information about the project activities and expenditure of the grant budget. Once generated this information is automatically included in the Final Report and is assessed by the UK National Agency to determine the final grant amount. Beneficiaries should therefore ensure the budget is accurate, and Mobility Tool+ is updated and monitored to ensure that all participants submit a participant report, if applicable. It is a contractual requirement for the following participants to submit a participant report as detailed in Annex III of the Grant Agreement; if this requirement is not fulfilled this may affect the assessment of the Final Report and the final grant amount.

- All participants of a Youth Worker Mobility
- Group Leaders involved in Youth Exchanges

Beneficiaries will also be required to retain relevant documentation, which evidences the spending of the grant against each of the budget headings, as well as to demonstrate that the project activities have taken place as planned. Refer to sections 1.4 and 1.5 for information on the mandatory documents that will need to be retained during the project and/or submitted with the Final Report.

During the project, beneficiaries should consider and record examples of best practice, relevant quotes and feedback from participants, unexpected impacts and benefits, and any difficulties and the lessons learnt from these. In addition, consider and reflect on any feedback provided by the UK National Agency from any additional monitoring or reporting during the project, such as any feedback received following a monitoring visit or after the submission of an interim report. Recording information like this as it happens during the project will help inform the Final Report.

**After the project end date**, beneficiaries should ensure Mobility Tool+ has been fully completed and the information accurately reflects project activities and the budget. Once all data has been correctly recorded, beneficiaries can generate a draft report in Mobility Tool+, which will include a breakdown of the project activities and budget. In the first instance, these sections should be checked before starting the qualitative sections to ensure that all the information from Mobility Tool+ has been populated correctly. If any errors are identified, check the data in the Mobility Tool+ and if there are any discrepancies, contact your Project Officer at the UK National Agency before proceeding.

The Final Report is due within 60 calendar days of the end date of your project as stipulated in the Grant Agreement. The UK National Agency recommends that this period is used to collate a high-

quality report, which is a true reflection of all project activities and achievements. Beneficiaries can refer back to the original project application when writing the Final Report but should avoid directly copying and pasting information from the application into the report.

For further guidance on accessing, navigating and updating the Mobility Tool+, refer to the online guidance available for beneficiaries on the European Commission platform. This can be accessed via the Mobility Tool+ homepage - **'Mobility Tool - Guide for Beneficiaries'**.

# 1. Completing and Submitting the Final Report

## 1.1 Generating the Final Report

To begin the Final Report, you will need to be connected to the Internet and have access to the project in Mobility Tool+. After logging into Mobility Tool+, generate the Final Beneficiary Report from the 'Reports' section and select 'Edit' to start completing the report. Some areas of the report will be pre-filled. Beneficiaries are advised to review the original application ensuring that any deviations from the original activities and project management outlined in the application, are clearly addressed within the Final Report narrative.

While completing the Final Report, on the left side will be a navigation panel to monitor progress. Once all fields in a section are completed, the section will be marked with a green tick. Mobility Tool+ does not check whether each field has been satisfactorily completed; it only checks whether any text has been input into each field. The UK National Agency recommends that the content for your Final Report is produced in a Word document, checked and then copied and pasted into the relevant field of the report in Mobility Tool+. Character limits do apply and are displayed below each field. The Mobility Tool+ saves progress periodically, so you are able to navigate away from the report to any other section of the Mobility Tool+, if required. If data requires updating in Mobility Tool+ then after generating the report, select the button 'Release draft report' and generate a new version, which will contain the new data from Mobility Tool+.

For a step-by-step technical guidance on generating and completing the Final Report, refer to the online guidance, **MT+ How to Complete and Submit the Beneficiary Report**, which can be accessed on the Mobility Tool+ homepage after you log in.

## 1.2 Qualitative Report Guidance

This section provides an overview of the Final Report sections. Beneficiaries must answer each question in full, expanding upon information provided in the application form and where possible, providing actual examples.

1. **Project Identification** - This displays the project details such as the Key Action, organisation name, project title and dates. This is automatically generated from information in the 'Project Details' section of Mobility Tool+.
2. **Project Summary** - Beneficiaries will need to provide a short summary of the project upon completion, in past tense. You should avoid copying and pasting in the same

summary that was submitted at application stage without amendment as the project summary should reflect the project as it was delivered.

When collating the summary, it should be noted that the information may be used by the European Commission, the UK National Agency and other agencies for publicity purposes and will be published on the Erasmus+ dissemination platform, the European Project Results Platform (EPRP). The summary should be clear and as a minimum, it should include:

- Context/background of project
- Objectives of your project
- Number and profile of participants
- Description of activities
- Results and impact attained
- Longer-term benefits

3. **Summary of Participating Organisations** - Details of the UK and European organisations, which were involved in the project, will be automatically generated from the information in the 'Organisations' section of Mobility Tool+.

4. **Description of the Project** - Beneficiaries will need to reflect on the objectives and topics addressed by the project, explaining how these were achieved and measured. For any which were not reached you should explain why they were not achieved, and the efforts made to overcome any obstacles or issues experienced. It is important to describe how you evaluated the success of the project as a whole, not just each of the individual activities.

If there were any unexpected benefits or objectives, these should also be outlined in this section, providing clear examples where possible, to evidence areas of best practice.

Roles, experiences, and competencies of partners and their contributions to the project should be highlighted. If any changes were made to these, explain the changes, why they were implemented and the impact. You should also reflect on the activities carried out to assess the extent to which your project reached its objectives and produced results. These activities should link closely to your project evaluation.

5. **Implementation of the Project** - This section encompasses information about the project lifecycle and how these and the main activities were implemented. There should be a focus on how the practical and logistical aspects of the project were managed, such



as any management systems; working with partners; organising travel, accommodation, and insurance; safeguarding participants; preparation activities; and monitoring and supporting activities.

The preparation activities should be detailed, with clear examples of the preparation participants received before and/or during their mobility, and who this was provided by. It should also include social and cultural preparation related to the receiving country of the mobility, as well as any work or sector specific preparation.

Beneficiaries should also outline monitoring activities carried out to evaluate the project. Any problems, difficulties or challenges encountered during the project, should be addressed, including what these were, how these were overcome and the impact. Beneficiaries will not necessarily be marked down for experiencing problems, but the information may help to inform other projects in the future of potential problems they may face and how best to manage them. It will also make the UK National Agency aware of the challenges projects are experiencing, enabling us to provide further guidance and support to projects.

6. **Activities** - This section is largely pre-filled with data generated from the 'Mobilities' section of Mobility Tool+ but should be checked for accuracy. You will need to describe how project activities were organised and implemented, including the methods used, context, roles and tasks of volunteers, how you cooperated and communicated with project partners and address any changes from the initial application. A timetable for each activity must also be submitted with your final report. Each timetable should be reflective of the actual activities carried out in terms of the venues, start and end dates and activity durations, which should correspond with the activities listed in this section. This must be submitted on the correct KA1 Youth Timetable Template, which can be downloaded from the Erasmus+ website: <https://www.erasmusplus.org.uk/application-resources>.
7. **Participants Profile** - Provide information on the background and profile of the participants that were involved in the mobilities. This should encompass the recruitment and selection processes and address any differences from the planned recruitment process described in the original application. This section also includes a breakdown of the participants, providing a general overview and gender split across the project. This information will automatically populate from the 'Mobilities' section of Mobility Tool+.
8. **Learning Outcomes** - Describe the acquired competencies and skills for each activity implemented in the project and the methods used to evaluate the learning outcomes.

Explain any changes from those planned in the original application. This section also includes a breakdown of the type of certification that participants have received, which is automatically generated by the 'Mobilities' section in Mobility Tool+. Beneficiaries will also need to indicate whether all participants have received formal recognition of their mobility. If any participants did not receive formal recognition an explanation must be given.

9. **Impact** - Beneficiaries will need to reflect on the impact the project has had on participants, partners, their organisation and other stakeholders; as well as the wider impact potentially ranging from local to international levels.
10. **Dissemination of Project Results** - Provide details about any tangible project results shared on the European Commission's online dissemination platform or other appropriate means. Activities undertaken to disseminate project results, both tangible and intangible, should also be detailed including how these were shared with partners and other organisations outside the project. If applicable, beneficiaries should provide examples of how participants and partners were involved in disseminating the project results by sharing their experiences. All Erasmus+ projects will be included on the European Commission's online dissemination platform, the **European Project Results Platform (EPRP)**.
11. **Future Plans and Suggestions** - This section should indicate if and how an organisation intends to continue working with project partners. There is also the opportunity to provide comments to the UK National Agency or the European Commission regarding the management and implementation of Erasmus+ Key Action 1 Youth projects.
12. **Budget Summary** - This section displays an overall summary of the budget for the project and includes a breakdown for each budget heading. This is automatically generated by the 'Mobilities' and 'Budget' sections of Mobility Tool+. If the amount for the Adjusted Project Total is different from the Calculated Project Total, a justification must be provided. In addition, if you have requested any costs for the following budget headings - Special Needs Support, Exceptional Costs and Exceptional Costs for Expensive Travel, you will be required to describe for each activity type the nature of the costs incurred and a brief breakdown. Ensure the Budget Summary is accurate before submitting your final report. Any errors may result in a delay in the final report process and final payment or potentially a reduction in the final grant amount.

## 1.3 Financial Report Guidance

Under KA1 Youth, all beneficiaries are required to submit a number of documents with the Final Report. These are outlined below, and some examples have been provided in Annex 1 - Example Documents. Files can easily be uploaded to the report within Mobility Tool+. A maximum of 10 files can be uploaded and should not exceed 10MB.

In some instances, original hard copies of documents will need to be posted to the UK National Agency at: **Ecorys UK Limited, Albert House, Quay Place, 92-93 Edward Street, Birmingham, B1 2RA**. The UK National Agency recommends that you send any original documents by recorded delivery and retain the proof of postage in case of any problems with postage.

## 1.4 Mandatory Supplementary Documents to accompany Final Report

### Declaration of Honour

A Declaration of Honour must be hand signed by the named Legal Representative for the project, scanned and uploaded as an annex on Mobility Tool+. If the Legal Representative for the project has changed and the UK National Agency has not already been informed, contact your Project Officer as soon as possible. The Grant Agreement Number, National ID, Name of the Beneficiary Organisation and Name of the Legal Representative will be pre-filled, but all other information must be completed by the signatory, which includes the **Place, Date** and **Signature**.

### Activity Timetable

Beneficiaries must complete and annex a final activity timetable to the report in Mobility Tool+. The same template as the activity timetable you were required to submit with your original application form, should be used. This can be downloaded from the Erasmus+ website <https://www.erasmusplus.org.uk/apply-for-youth-mobility-funding>.

The timetable should be reflective of the actual activities carried out in terms of the venues, start and end dates and activity durations. The National Agency will cross-check this information against the data entered on Mobility Tool+ as part of its assessment, so it is important that the information coincides, as any requirement for clarification from the UK National Agency may lead to delays in finalising the report assessment. Any changes to the activity timetable submitted with your original application should be addressed in the narrative of the final report.

## Exceptional Costs Evidence

For any Exceptional Costs awarded, as detailed in Annex II of the Grant Agreement, beneficiaries must submit original evidence of actual costs with the Final Report, in accordance with Annex III of the Grant Agreement. Original hard copies of these documents should be posted to the UK National Agency. Some examples of Exceptional Costs Evidence have been provided in [ANNEX 1 - Example Documents](#).

- Costs related to visas, residence permits or vaccinations - proof of payment 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 name of the participant(s) costs are incurred for.
- Costs to support the participation of young people with fewer opportunities **from external providers** - proof of payment 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 name of the participant(s) costs are incurred for.
- Costs to support the participation of young people with fewer opportunities **from internal staff** - a record of support must be retained specifying the name and address of the organisation, a breakdown of the support provided, and where possible a record of timekeeping, the amount and currency, the dates, and the name of the participant(s) for which costs are incurred.
- Board and lodging costs for an Advance Planning Visit - proof of payment 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 where possible, the names of the participant(s) or number of participants, for which costs are incurred. Board and lodging costs cover any subsistence costs included as part of the accommodation. Any subsistence costs that are not part of the accommodation will be deemed ineligible. For example, costs related to food within the place of accommodation can be claimed for, but any food outside the place of accommodation (e.g., restaurants, cafes etc.) would not be considered eligible costs. Beneficiaries are reminded of the eligibility rules for Advance Planning Visit participants: *1 participant per group, which can be a group leader, trainer or a young person taking part in the activity. The number of participants can be raised to 2 under the condition that the second participant is a young person taking part in the activity without having a role as a group leader or trainer.* Should there be a rare instance of the participants not taking part in the Youth Exchange, the NA may deem the costs incurred during the Advance Planning Visit as eligible provided sufficient justification is detailed to the NA within the report.
- Costs related to Expensive Travel - proof of payment 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, the name of the participant(s) and the travel route. Evidence must demonstrate that the standard travel funding (based on contribution to unit costs per travel distance band) did not cover at least 70% of the actual travel costs for participants. If the actual costs were lower than originally anticipated at application stage and these do not comply with the eligibility requirements, then you will be required to submit a contract amendment form to the UK National Agency, so that the travel funding can be requested under the standard travel budget heading for the participants affected. **You should contact your Project Officer to request the relevant forms.**

- Financial guarantee - proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

## Special Needs Support Evidence

For any Special Needs Support awarded, as detailed in Annex II of the Grant Agreement, beneficiaries must submit original evidence of actual costs with the Final Report, in accordance with Annex III of the Grant Agreement. The evidence must be a proof of payment and/or invoice of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice, and the name of the participant(s) costs are incurred for. Original hardcopies of these documents should be posted to the UK National Agency.

## In-Country Travel Costs Evidence

For any travel costs awarded to participants travelling within the hosting country, beneficiaries must submit scanned copies of all receipts, invoices or travel tickets that evidence these costs. These should be uploaded and annexed to the report in Mobility Tool+.

## Confirmation of Residency

For all activities, if any of the participants are nationals of a different country from the sending country, email confirmation of their residence within the sending country is required from the beneficiary. This should be sent to your Project Officer at the National Agency. This requirement excludes trainers and facilitators taking part in a Youth Worker Mobility. Failure to provide this confirmation may result in delays in the assessment of your Final Report.

## Participant Reports

It is a contractual requirement for you to submit participant reports for Youth Worker Mobility participants and Group Leaders involved in Youth Exchanges with your Final Report via the Mobility Tool+. If you are having any issues or difficulties in submitting participant reports, you should contact your Project Officer at the National Agency for support and guidance. You may also wish to add comments regarding any difficulties within your Final Report in section 9 'Future plans and Suggestions'.

### 1.5 Mandatory Supplementary Documentation to Retain

In addition to the above documents, beneficiaries are required to retain a number of documents to support the reality and eligibility of project activities and the spending of the Erasmus+ grant. These do not need to be submitted with the Final Report but may be requested by the UK National Agency or the European Commission during Final Report assessment or if the project has been selected for a Desk Check or audit. This list has not been designed to be exhaustive and beneficiaries may need to keep additional documents as part of their own organisation's requirements. If requested, original hardcopies of documents will need to be posted to the UK National Agency at: **Ecorys UK Limited, Albert House, Quay Place, 92-93 Edward Street, Birmingham, B1 2RA**. The UK National Agency recommend that you send any original documents by recorded delivery and retain the proof of postage in case of any problems with postage.

## Travel

- Declaration of attendance stating the full name of the participant, the purpose of the activity, and the start and end dates of the activity. The declaration must also be signed by both the participant and the receiving organisation.
- Travel tickets, boarding passes or invoices for travel.
- For travel via car, evidence of route travelled, and calculation of costs based on rate per mile/kilometre.
- Evidence of correct distance band for each participant.
- For travel to or from a different location, travel itinerary supported with travel tickets, boarding passes or invoices for travel.

## Organisational Support

- Declaration of attendance stating the full name of the participant, the purpose of the activity, and the start and end dates of the activity. The declaration must also be signed by both the participant and the receiving organisation.
- Signed participant and/or staff mobility agreements.
- Signed partner agreements.

## Special Needs Support

- Original invoices and/or evidence of payment, specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice, and the name of the participant(s) costs are incurred for.
- Any other relevant documentary evidence, such as proof of special needs or disability.

## Exceptional Costs

- Original invoices and/or evidence of payment, as detailed on pages 11 and 12.
- Staff timesheets to record support provided to young people with fewer opportunities.

## 1.6 Complementary Documents and the European Project Results Platform (EPRP)

To complement the Final Report, beneficiaries can provide a number of supporting documents to evidence project organisation and management and the mobility processes undertaken, as well as any project or participant achievements. Providing complementary documentation is an opportunity to highlight areas of best practice and showcase the outcomes of the project. Beneficiaries are able to upload maximum of 10 files with the report in Mobility Tool+, provided these do not exceed 10MB in total.

Alternatively, beneficiaries may also upload documentation or results on the European Commission's online dissemination platform, the **Erasmus+ Project Results Platform (EPRP)**. This new dissemination platform offers a comprehensive overview of projects funded under the programme and highlights best practice. The platform serves as a useful tool in disseminating the outcomes of projects and will make available any tangible resources, products, deliverables and outputs. The EPRP will automatically include the project summary and if the project includes any tangible results these can be uploaded to the platform before the end of the project. Any results uploaded onto the EPRP will be considered in the assessment during Final Report. Although

uploading results onto the EPRP is not a contractual requirement for Key Action 1 Youth projects, it is a good opportunity to showcase the project and to disseminate and share outcomes and achievements. The platform gives projects more visibility and exposure, making it a useful tool to source new partners or projects.

To access EPRP go to <http://ec.europa.eu/programmes/erasmus-plus/projects/> and log in using your EU Login credentials.

For further information and technical support go to <http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-help/faq.html>.

Below are some examples of complementary documents.

- Preparation packs for participants.
- Template forms for health and safety, mobility applications, etc.
- Guidance documents.
- Participant blogs or journals from mobility.
- Photographs or videos of preparation or mobility activities.
- News articles to demonstrate dissemination.
- Evaluations or quality management reports.



## 2. Submission of the Final Report

When all of the sections of the report and budget are completed and all supplementary materials have been uploaded, the Final Report will need to be submitted online through Mobility Tool+. Before submitting the final report, ensure you have checked and completed all sections of the Qualitative Report and the Budget sections.

**Note:** For Exceptional Costs there are two fields, one of which needs to be manually completed, as shown in the screenshot below. If this has not been actioned, the costs will not calculate in the Total Requested Grant.

YOUTH-VOL-T : European Voluntary Service - Partner Countries		20.106,66 €	20.106,66 €	97,03 %
EU Travel Grant		1.060,00 €	1.060,00 €	100,00 %
A2			1.060,00 €	
EU Individual Support		3.378,67 €	3.266,66 €	96,68 %
A2			3.266,66 €	
Organisational Support		15.204,00 €	14.700,00 €	96,69 %
A2			14.700,00 €	
EU Special Needs Support		0,00 €	0,00 €	0,00 %
A2			0,00 €	
Exceptional Costs		1.080,00 €	1.080,00 €	100,00 %
A2			1.080,00 €	
			0,00 €	
Linguistic Preparation		0,00 €	0,00 €	0,00 %

This field must be completed manually by the beneficiary.

Both these fields will populate automatically based on the information entered for each mobility

To initiate the submission process, select the button in the status box. The first step is to download the Declaration of Honour as a PDF, save a copy, print and have it hand signed by the legal representative for the project. When this has been signed, scan the document and upload it to the report as an annex. Beneficiaries will be required to read and accept the data protection notice and ensure all the points on the checklist have completed. The checklist only becomes available once all sections of the Final Report are completed. Beneficiaries will then be able to submit the Final Report, which can take up to 15 minutes. If submission has been successful, a message will be displayed on the screen.

For a step-by-step technical guidance on submitting the Final Report, refer to the online guidance, **Mobility Tool+ How to Complete and Submit the Beneficiary Report**, which is available through the Mobility Tool+ homepage under “Mobility Tool+ - Guide for Beneficiaries”.

## 2.1 Assessment Process

Following the online submission of the Final Report through Mobility Tool+, the UK National Agency will send an email to acknowledge the receipt of the Final Report. This will initiate the assessment process, which commences with an in-depth check to ensure the report and budget has been fully completed and that all mandatory documents have been annexed. Beneficiaries will be contacted if there are any missing documents, which should be provided at the earliest opportunity and in accordance with the deadlines to minimise delays to the assessment process. If documents are not submitted, the UK National Agency will proceed with the assessment of the report and any costs associated with any missing documentation may be deemed ineligible. The UK National Agency may also request the submission of original hard copy documents by post (for example, in respect of documentation to support Exceptional Costs, as stated in the sections above).

The assessment and outcome of the Final Report and the payment of the balance of your grant amount will be completed within 60 calendar days from the receipt of the report. However, this period will be suspended if any further reporting elements or supporting documents are requested during the assessment process. If you owe any funds to the UK National Agency payment of the balance of your grant amount will not be processed until these debts have been paid in full.

Final Reports are assessed on the basis of quality criteria and scored out of a total of 100 points. In accordance with Annex III of the Grant Agreement, the grant amount will be subject to reductions for poor, partial or late implementation of the project. **If a Final Report scores less than 50 points in**

**total, a reduction will be applied to the final grant amount as detailed in the table below.** This will apply irrespective of all reported activities being eligible.

<b>Qualitative Assessment Score</b>	<b>Reduction to Grant (Organisational Support)</b>
50 - 100 points	<b>0%</b>
40 - 49 points	<b>25%</b>
25 - 39 points	<b>50%</b>
0 - 24 points	<b>75%</b>

The Final Report will be assessed in conjunction with the supplementary materials, using a common set of quality criteria, which mirrors the criteria used by assessors during the application assessment. Using the same criteria enables assessors to evaluate the extent to which the action was implemented in line with the approved grant application, with a particular focus on:

- The quality of the learning outcomes and impact on participants and organisations.
- The quality of the practical arrangements provided in support of the mobility, which include, but are not limited to, recruitment and selection, preparation, monitoring and support to participants.
- The quality arrangements for the recognition/validation of the learning outcomes.
- The evaluation and dissemination process.

### 3. Contacts

If you have any questions about your Final Report, you should first contact your National Agency Project Officer directly. You can also contact the Erasmus+ helpline by email [erasmusplus@uk.ecorys.com](mailto:erasmusplus@uk.ecorys.com).

## ANNEX 1 - Example Documents

The following example documents are to be used as a guidance when creating documentation, as these provide the minimum requirements, but are not exhaustive. This excludes the UK Visa Application, which is an actual screenshot of the online application.

Documents should be tailored to the needs of the organisation and partners. The examples include:

1. Attendance List/Sign in Sheet
2. External Invoices (e.g., APV Accommodation, Mentorship/Support)
3. UK Visa Evidence
4. Internal Invoices (e.g., Mentorship/Support)
5. Internal Staff Timesheets

## Attendance List/Sign in Sheet

LETTERHEAD
------------

Activity and Flows	
Project Reference	
Project Title	
Place of Activity	

Participant Name	Arrival Date	Leave Date	Activity Start/End Dates	Participant	Group Leader	Participant Signature

Receiving Organisation:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

External Invoices (e.g., APV Accommodation, Mentorship/Support)

**LETTERHEAD**

Invoice To: Name and Address

Invoice Date


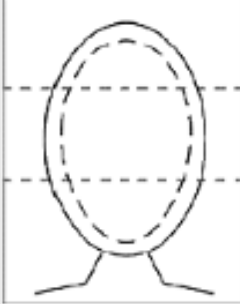
Provider: Name and Address

Breakdown of Costs including:

1. Name of participant(s)
2. Description of costs (e.g., rooms booked, mentorship and support, days/hours, languages)

Costs (amount and currency)

# UK Visa Evidence

<b><u>APPLICANT BIOGRAPHIC DETAILS AND TRAVEL DATE</u></b>	
APPLICATION ID:	
GIVEN NAMES:	
FAMILY NAME:	
DATE OF BIRTH:	
PLACE OF BIRTH:	
SEX:	
NATIONALITY:	
PASSPORT NUMBER:	
VISA APPLICATION NUMBER:	
DATE APPLICATION SUBMITTED ONLINE:	
DATE OF PLANNED ARRIVAL IN THE UK:	
	
<b><u>VISA APPLICANT CONTACT DETAILS</u></b>	
APPLICANTS EMAIL ADDRESS:	
APPLICANTS PRIMARY NUMBER:	
APPLICANTS SECONDARY NUMBER:	
<b><u>VISA APPLICATION FEE AND PAYMENT CONFIRMATION</u></b>	
PAYMENT REFERENCE:	
USER PAY FEE:	
TOTAL FEE:	
PAYMENT MADE:	
PAYMENT DATE:	
<b>&gt;&gt; OFFICIAL USE ONLY</b>	
<b><u>VISA APPLICATION SUBMISSION</u></b>	
SUBMISSION METHOD:	
<b>&gt;&gt;OFFICE USE ONLY</b>	
CATEGORY:	
TYPE:	
EC NUMBER:	

## Internal Invoices (e.g., Mentorship/Support)

### LETTERHEAD

Participant Name	
Mentor Name	
Provider/Organisation	
Support Required	
Total Hours	
Hourly Cost (€)	
<b>Total Costs (€)</b>	

Description	Duration

Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Internal Staff Timesheets

<b>LETTERHEAD</b>
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Mentor Name: \_\_\_\_\_

Participant Name	Date	Hours	Description of Support	Participant Signature

Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_