**Exceptional Costs for the Implementation of Schools Virtual Mobility – Application Form**

**Background**

Beneficiaries are allowed to transfer up to 10% of the funds from any budget category based on unit contributions to exceptional costs in order to cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual mobility activities due to COVID-19, even if no funds were initially allocated to the Exceptional Costs budget category.

**Applying for Exceptional Costs associated with Virtual Mobility Implementation**

Any request to record exceptional costs associated with virtual mobility implementation must be reviewed and approved by the UK National Agency prior to being encoded in the Mobility Tool.

You should review and collate all anticipated costs across the project duration and **submit once per organisation, per project** where possible.

To aid the review of your request for permission to use the exceptional costs category in such a manner the following information must be provided:

* What the costs are for and why they will be incurred
* Confirmation that the costs are necessary for the implementation of virtual project activity
* An estimation of the costs to be incurred
* Confirmation that you understand that you will need to retain copies of all receipts and invoices associated with these costs
* If applicable, provide the exchange rate to be used if costs are going to be incurred in a currency other than the Euro
* Confirmation that items purchased will remain the property of the requesting organisation

Please fill out the below sections before submitting your request to the Schools Grants Team at Erasmus.schools@britishcouncil.org.

**Erasmus Coordinator (On behalf of the Project)**

|  |  |
| --- | --- |
| **Project Number** |  |
| **Full Name** |  |
| **Position** |  |
| **Organisation** |  |

**Description and Evidence (To be completed by the Erasmus+ Coordinator)**

|  |  |
| --- | --- |
| **A full explanation of the costs to be incurred and why they will be incurred:** |  |
| **Please explain why you feel these costs are necessary for successfully implementing your project virtually:** |  |
| **Please provide an estimation of the costs to be incurred:** |  |
| **Please provide confirmation that any items purchased will remain the property of the requesting organisation:** |  |
| **If applicable, please confirm the exchange rate to be used if costs are incurred in a currency other than Euro:**  |  |

**Organisational Declaration**

I certify that the information given on this form is, to the best of my knowledge, true and accurate and that my organisation will retain all necessary copies of receipts and invoices for submission at Final Reporting.

Name:

Signature:

Date:

Please return the completed form to Erasmus.schools@britishcouncil.org.

**UK National Agency Decision**

|  |  |
| --- | --- |
| **Erasmus+ UK National Agency Officer:** |  |
| **Signature:** |  |
| **Approved:** | Yes / No |
| **Date:** |  |