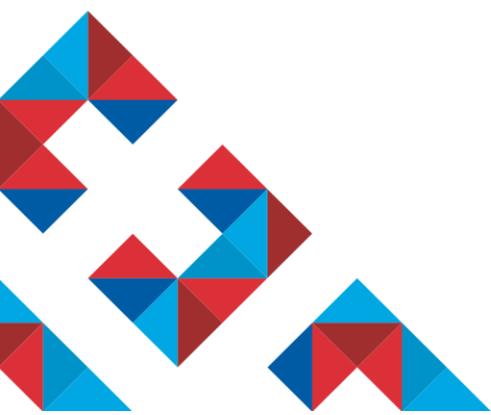


# 2019 KA1 Handbook

## For Youth Mobility Projects

Version 1: August 2019



Erasmus+ is the European Union programme for education, training, youth and sport.  
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

## Overview of changes to the handbook

This document is **version 1** of the 2019 Key Action 1 (KA1) Handbook for Youth Mobility projects. Any previous documents relating to the 2014, 2015, 2016, 2017 and 2018 Call should be ignored for the 2019 funded projects. If future versions of the Handbook are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version

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## Glossary of Terms

<b>Accompanying Person</b>	Within a KA1 Youth Mobility project, this is a person who accompanies participants on placement, either to support participants with special needs or to ensure the protection, safety and effective learning of youth learners. Such individuals are eligible for financial support under the programme. Accompanying persons are not regarded as participants.
<b>Beneficiary</b>	Within a KA1 Youth Mobility project, this is any organisation which has accepted the NA's offer of funding after its project application was approved and selected. By signing the Grant Agreement the beneficiary assumes overall responsibility for carrying out the project.
<b>Erasmus+ Programme</b>	The European Union's programme to support education, training, youth and sport in Europe. The programme is funded by the European Commission and runs from 2014 to and 2020. It offers a range of funding opportunities for UK organisations actively involved in delivering activities in the above fields.
<b>Erasmus+ Project Results Platform</b>	A dissemination platform produced for Erasmus+ offering an overview of projects funded under the programme and highlighting best practices.
<b>EU Survey</b>	The online platform through which participant questionnaires are submitted.
<b>Flow</b>	A group of participants undertaking the same type of mobility activity (e.g. youth exchange) to the same receiving country and for the same duration. Mobility Tool+ automatically groups mobilities sharing these characteristics into flows when feeding information regarding mobilities into the Final Report.
<b>Grant Agreement</b>	A legally binding agreement issued by the UK National Agency (NA) to the beneficiary, which defines the roles and responsibilities of both parties.
<b>Group leader</b>	An adult who joins the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.
<b>Key Action 1 (KA1)</b>	The Mobility strand of Erasmus+ programme which involves sending staff, learners, youth workers and young people to other participating countries

to undertake activities such as work experience, job shadowing, training and teaching.

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**Learner**

Within a KA1 Youth Mobility project, this is a young person aged between 13 and 30 (for Youth Exchanges) and resident in the country of their sending or receiving organisation.

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**Legal Representative**

An individual person authorised within a participating organisation to enter into legally binding agreements on behalf of their organisation.

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**Mobility activity**

The period of time a participant spends within the receiving organisation carrying out a work programme, a training assignment or unpaid voluntary service. This is also referred to as 'mobility', for example within Mobility Tool+. The mobility activity may include cultural activities and linguistic preparation while in the receiving country, however there are set durations for the main learning/training activities as follows:

- for Youth Exchanges: 5 to 21 days, excluding travel time;
- for Mobility of Youth Workers: 2 days (consecutive) to 2 months, excluding travel time.

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**Mobility Tool+**

The online management and reporting tool for Erasmus+ beneficiaries.

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**Multi beneficiary grant agreement**

Within a KA1 Youth Mobility project, this is the grant agreement signed between the UK NA and the organisations which have been awarded Erasmus+ funding as part of a mobility project aimed at sending learners, volunteers and/or youth workers onto mobility activities. The organisation which submitted the funding application is also called the 'coordinator', while all the project partners, including the coordinator, are called the 'beneficiary' or 'beneficiaries'.

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**Participant Report**

An online questionnaire which is completed and submitted through Mobility Tool+ by participants following their mobility. The questionnaire allows them to provide feedback about the mobility including practical arrangements and recognition of learning outcomes.

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**Participant**

These are individuals fully involved in the project and receiving part of the EU grant intended to cover their cost of participation (i.e. travel and subsistence).

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<b>Placement:</b>	The period of time a participant spends at the receiving organisation during their mobility, usually in another European country.
<b>Project</b>	This refers to the project in its entirety; including activities such as preparation, organisation and management, monitoring, evaluation, validation and dissemination.
<b>Receiving Organisation (Host Organisation)</b>	The organisation responsible for receiving participants and offering them a programme of training activities or benefitting from a training opportunity.
<b>Sending Organisation</b>	The organisation which selects participants to undertake a mobility (placement) within an Erasmus + project. They may be the beneficiary organisation or a partner in a mobility project.
<b>Travel time</b>	The number of days a participant spends travelling to the Receiving Organisation and back to the Sending Organisation. Under Erasmus+ travel time amounts to a maximum of two days, typically one on either side of the mobility activity (although this is not compulsory as the two days can be consecutive if necessary).
<b>UK NA</b>	The Erasmus+ UK National Agency (The British Council in partnership with Ecorys UK).
<b>Youth worker</b>	A professional or a volunteer involved in non-formal learning who supports young people in their personal socio-educational and professional development.

## 1. Introduction

The 2019 Key Action 1 (KA1) Handbook for Youth Mobility Projects is designed as a guide to support UK beneficiaries with the management of their 2019 mobility projects for young people and youth workers. If you have been awarded funding for another Key Action or year please consult the relevant [manage your grants](#) page on the UK website to download the correct handbook.

The Handbook provides **practical guidance on the various stages of your project lifecycle** and should be used as a reference point for all common project queries. Please note that, while we have tried to cover all main areas of the project lifecycle and give help on typical queries and issues within this Handbook, the guidance is not exhaustive. It is important to note that this guidance is supplementary to your Grant Agreement and annexes, which you should always refer to first when checking contractual requirements. **We also recommend that you continue to refer to the [2019 Programme Guide](#) during your project to ensure you are managing your grant in accordance with programme rules.**

Please note that this document may be subject to change throughout the course of the programme. Changes will be recorded on page 1 of this document, and the most recent version will be found on our [website](#).

Should any information in this handbook differ from either the Grant Agreement or the Programme Guide, the content of the Grant Agreement, its annexes and the Programme Guide will take precedence.

**Remember, if you have any queries or issues that you can't find answers to within the guidance, your Project Officer at the UK National Agency (UK NA) is on hand to help and should be your first point of call for anything you are unsure of!**

## 2. Background

### 2.1. The Erasmus+ Programme

The European Commission's Erasmus+ programme offers a range of funding opportunities for UK organisations actively involved in delivering education, training, youth and sport. The programme **aims to support the acquisition and use of knowledge, skills and qualifications to facilitate personal and professional development**. Erasmus+ is made up primarily of three Key Actions (KAs):

- KA1 - learning mobility of individuals,
- KA2 - cooperation for innovation and the exchange of good practices and
- KA3 – support for policy reform
- Jean Monnet activities
- Sport.

The three Key Actions are separated out into five fields higher education, vocational education and training, schools, adult education and youth.

In the UK, the National Agency is a partnership between the British Council and Ecorys UK, and each organisation manages different parts of the programme. The British Council is responsible for schools and higher education and Ecorys UK is responsible for adult education and vocational education and training, while both organisations manage different aspects of youth funding. The UK NA aims to help UK organisations make the most of the opportunities provided by the programme as well as supporting beneficiaries once they have been successful in obtaining funding.

### 2.2. Erasmus+ Programme Guide

The Erasmus+ [2019 Programme Guide](#) is the key document produced by the European Commission for anybody requiring a thorough knowledge of the Erasmus+ programme. This document is mainly addressed to those organisations that are already involved, or wish to be participants in Erasmus+. It contains detailed information on the Key Actions and all the rules and conditions required in order to apply for funding under the Erasmus+ programme and to manage and Erasmus + grant.

It is essential that organisations continue to consult the Programme Guide for the year in which they receive funding. For example, if your organisation applied under a 2018 Call and were granted funding you should consult the 2018 Programme Guide for the duration of that project.

The European Commission can make changes to published documents. To ensure that you use the most up-to-date version of the 2019 Programme Guide you should check the [Erasmus+ website](#) and download the 2019 Programme Guide from the Key Resources section. Previous versions of the Programme Guide, along with the main changes in each version, can be also found on the [European Commission's website](#).

The Erasmus+ Programme Guide contains information covering all sectors and types of projects that are funded under the Erasmus+ programme. There are sections of the Programme Guide applicable to all projects as well as sections applicable specifically to Key Action 1 Youth Mobility Projects.

Please see below for a breakdown of the 2019 Erasmus+ Programme Guide and the important sections for Key Action 1 Youth Mobility Projects.

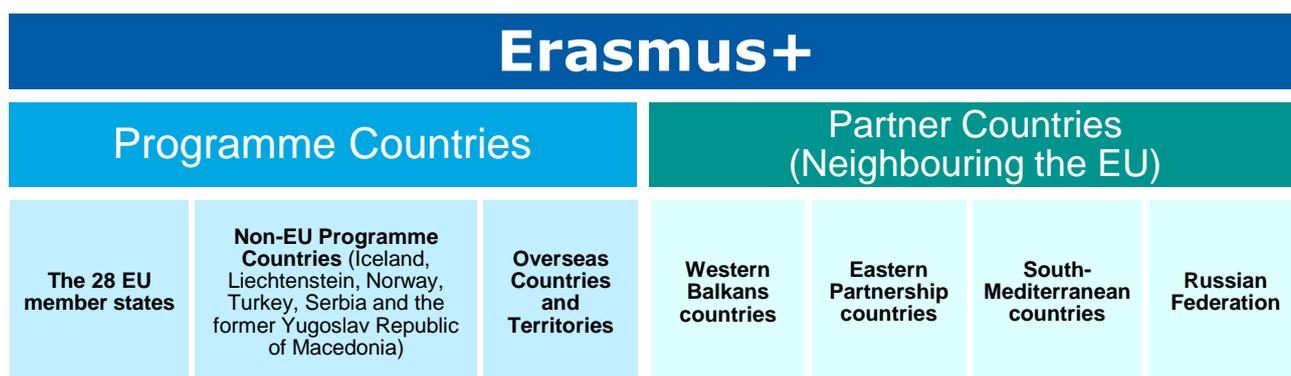
Key Sections	Page numbers
General Information about the Erasmus+ Programme	Pages 5 - 28
General Information about Key Action 1	Pages 29 - 32
Key Action 1 Young People and Youth Workers Overview	Pages 77 - 87
Information for Applicants	Pages 251 – 269
Specific rules relating to KA1 Youth Mobility Projects	Pages 287 – 291
Dissemination - A practical guide for beneficiaries	Pages 313 – 318
Glossary of Key Terms	Pages 319 – 327
Useful References and Contact Details	Pages 328 – 330

## 2.3. Key Action 1: Mobility of Individuals

The KA1 strand of the Erasmus+ programme provides an exciting opportunity for organisations actively involved in vocational education and training (VET), adult education (AE), higher education, schools and youth work **to increase the expertise of their staff and develop the skills of young people**. Participants receive funding to go for a placement/mobility, usually to another programme country, to acquire new skills, training or work experience that is relevant to their learning needs.

## 2.4. Participating Countries

The Erasmus+ programme is available to organisations from both Programme and Partner countries. **For KA1 Youth projects, organisations from both Programme Countries and Partner Countries are eligible** to take part, shown in the following diagram:



Overseas Countries and Territories can take part in KA1, subject to the arrangements applicable to the Member State with which they are connected. British overseas territories are: Anguilla, Cayman Islands, Falkland Islands, South Georgia and South Sandwich Islands, Montserrat, Pitcairn, Saint Helena, Ascension Island, Tristan da Cunha, Turks and Caicos Islands, Bermuda, Gibraltar, British Antarctic Territory, British Indian Ocean Territory and British Virgin Islands.

You can now claim exceptional costs for participants from outermost regions (ORs) and Overseas Countries and Territories (OCTs) up to a maximum of 80% of the total eligible costs so that they can also take part in your project. **However, you will need to justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.**

For more information, please refer to page 82 of the Programme Guide, or you can find out more information on the [European Commission website](#).

## 2.5. Target Groups and Participants

There are two main target groups for KA1 Youth: **Youth Exchange participants and youth workers.**

If the KA1 Youth activity takes place in the UK, participants **must have the right to live and work within the UK**. Should you have any queries regarding individual participants please seek advice from the [UK Visas and Immigration office](#) (previously known as [Border Agency](#)).

Participants involved in a KA1 Youth project must comply with the below criteria to be considered eligible:

KA1 Youth activity	Residency	Age
<b>Youth Exchanges</b>	resident in the countries of the sending and receiving organisations	13-30 <sup>1</sup> (Group Leaders must be at least 18 years old)
<b>Mobility of Youth Workers</b>	resident in the country of their sending or receiving organisation (with the exception of trainers and facilitators)	no age limits

<sup>1</sup> Participants must have reached the minimum age at the start date of the activity and must not be older than the indicated maximum age at the application deadline.

For the following participants, **no maximum age limit** applies but they have to be at least 18 years old:

- **Accompanying Persons**

An accompanying person is **a member of staff who ensures the safety, protection and support of participants during their mobility activity**. Accompanying persons do not undertake project-related work or training, and are not the same as project participants, however they are eligible for financial support under the programme rules.

- **Group leaders**

In Youth Mobility projects, a group leader is **an adult who joins the young people participating in a Youth Exchange in order to ensure their effective learning (Youthpass), protection and safety**.

## Foreign Office Travel Advice

For projects taking place outside of the UK, you must check and follow the Foreign and Commonwealth Office (FCO) travel advice prior to departure (<https://www.gov.uk/foreign-travel-advice>). Should the FCO restrict travel to the country or region you are travelling to, please contact the UK National Agency to discuss the situation.

Depending on the precise FCO’s advice, activities may need to be postponed or cancelled.

## 3. Your Grant Agreement

Following the assessment and selection process, all successful applicants are required to enter into a contract with the UK NA. At this point, your organisation will also be assigned a dedicated Project Officer within the UK NA who will be your main point of contact to support you with any issues relating to the administrative and financial management of your project.

Before starting any funded project activity you must have a signed Grant Agreement with the UK NA. It is essential that you sign your Grant Agreement before committing any funds to project activities.

In exceptional circumstances, any eligible project activities undertaken between the official project start date and the date the agreement is signed by the NA will be covered retrospectively, provided they are in line with the terms of the agreement. However, any activity undertaken before the agreement is signed by the NA is done so at beneficiary's own risk. If for any reason we are not able to contract with the successful applicant, these costs will not be covered by the NA, and as such you may wish to limit the number of activities you carry out before the process is complete.

### 3.1. Grant Agreements and Annexes

To enter into a contract, all successful applicants must sign a Grant Agreement with the UK NA. As the coordinator of a Youth mobility project, you will have signed the agreement on behalf of the other partners in the project, based on the provisions of the partner mandates.

**The Grant Agreement is the legally binding contract between your organisation and the UK NA, which includes key details about your project based on your initial application as well as the requirements and guidance for managing your grant.**

Your agreement is tailored depending on the type of project and activities you have been funded for. All agreements include the Special Conditions followed by several annexes, but your agreement will only include what it is applicable to your project.

Please ensure that you read the entire agreement carefully so that you are familiar with your organisation's contractual obligations.

Your grant agreement includes the following documents:

<b>Multi-beneficiary Grant Agreement</b>	<b>Special Conditions</b>	
	<b>General Conditions</b>	<i>(Annex I)</i>
	<b>Summary of the budget, activities and partnership composition</b>	<i>(Annex II)</i>
	<b>Financial and Contractual Rules</b>	<i>(Annex III)</i>
	<b>Applicable Rates</b>	<i>(Annex IV)</i>
	<b>Partner Mandates</b>	<i>(Annex V)</i>
	<b>GDPR Contractual Governance</b>	<i>(Annex VIII)</i>

## Special Conditions

This is the main part of your agreement which includes **essential information that is specific to your project**. Some of the information is standard across Key Action 1 for Youth Mobility projects and some information is specific to the activities and content of your project. It is very important to check this information carefully, especially the following sections:

- Article I.2.2 Project start and end dates\*
- Article I.3.1 Maximum grant awarded
- Article I.4.4 Final report and final payment
- Article I.9.1 Mobility Tool+ requirements (reporting)

*\*All approved Erasmus+ project activities must take place between your project start and end dates, which can be found in your Grant Agreement. Any activity that fall outside the project start and end date will not be eligible for funding. This could lead to a reduction in your final grant amount.*

## General Conditions *(Annex I)*

The General Conditions are standard rules that include information on the legal, administrative, and financial provisions for all European funded grants. To understand these in the context of Erasmus+, the Special Conditions part includes information about how to correctly read and understand the General Conditions. This document contains a large amount of important contractual information and should be consulted carefully.

## Summary of the budget, activities and partnership composition (*Annex II*)

This document includes information that has been taken from your original project application, but may also contain corrections or amendment applied by the UK NA, where necessary, following eligibility checks. This is the **contractual budget** so you should use it when implementing your project to make sure that you are completing the same activities that you planned in your application. This is very important because the UK NA will use Annex II of your agreement during the assessment of your Final Report.

The number of participants and accompanying persons, hosting and sending organisations, placement durations and destination countries are fixed. If you wish to change these you should contact the UK National Agency as soon as possible. Any alteration to your project implementation, which differs from the information set out in this annex may result in the full or partial repayment of your grant at the Final Report stage.

For **small changes that do not affect the objectives of your project, budget transfers** allow you the flexibility to **move funds between budget headings within the same activity types**.  
However, please remember to **check this with your Project Officer** first!

This annex also includes the details of all the organisations participating in your project. If you are the coordinator of a mobility project, the other partners are included in this section too. **A KA1 Youth project must always involve a minimum of two organisations from 2 different countries (Programme or Partner Countries) to be eligible.**

## Financial and Contractual rules (*Annex III*)

This annex provides comprehensive information on the financial and contractual rules you must follow when managing your grant and implementing your project. For each budget heading you can check what activity this covers, how the funding is calculated and the supporting documents to provide as evidence of the activity. There is also information about the assessment of the Final Report which will need to be submitted **after the end of your project** and the types of checks the UK NA may undertake during and after your project. You should read this annex thoroughly to ensure that your project activities are eligible, compliant and supported by the right documents to prevent issues with your Final Report.

By signing the Grant Agreement, your organisation has entered into a legal contract with the UK National Agency under these terms. If you do not comply with the programme rules and terms of the Grant Agreement, your organisation may be required to repay all or part of the grant.

## Applicable rates (*Annex IV*)

Here is where you can find the breakdown of all the **applicable unit costs** for the budget headings for your project that were used to calculate individual budget categories. Depending on your project this may include: Organisational Support and Travel. Information about Special Needs Support and Exceptional Costs is not included in this document because these budgets are based on the actual (real) costs incurred.

**Using this document will help you make budget transfers.** You can check the unit costs for the relevant budget headings and relevant countries to make sure you are following the rules for how much you can transfer.

More information on budget transfers can be found [in section 3.3 of this document](#), under 'Annex II: Summary of the budget, activities and partnership composition'.

## Partner Mandates (*Annex V*)

This annex contains all the partner mandates between your organisation and each of the partners in the project (host organisations or sending organisation included in your application). The mandate gives your organisation the responsibility to sign the agreement and enter into a contract with the UK NA on behalf of all the project partners. It does not include the specific roles and responsibilities of each partner in the project; therefore it does not replace the need for partnership agreements.

Project partners cannot be changed without approval from the UK National Agency. You may be required to repay any associated costs if you fail to notify the National Agency about changes to the partner organisations.

## GDPR Rules (*Annex VIII*)

Following the implementation of the General Data Protection Regulation (GDPR (EU) 2016/679), this additional annex provides information on your responsibility and obligations regarding the processing of Personal Data in relation with your project.

All personal data shall be processed in accordance with National legislation by the NA, in particular the UK Data Protection Act 2018.

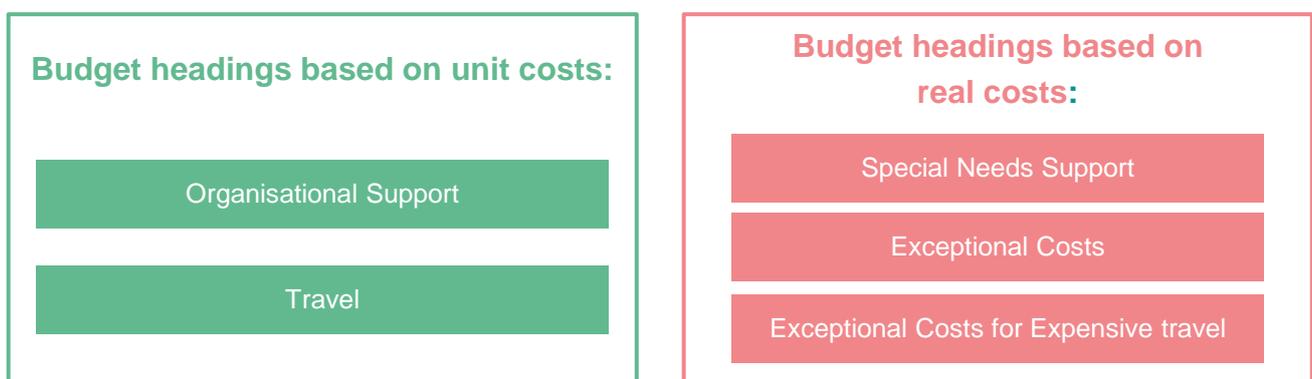
Please refer to this Annex and the section 1.14.1 – Data Protection for further information on the GDPR.

## 3.2. Managing Change

Your 2019 KA1 project has been assessed and approved by the UK NA based on the information you provided in your original grant application and so to ensure equal treatment of applicants, it is important that the project you deliver deviates as little as possible from the assessed and approved application. However, we understand that sometimes, despite the best intentions, changes do happen. **Some changes are covered by your Grant Agreement, whilst others you must request from the UK NA** who will assess and inform you if the change can be implemented.

### Budget Transfers

Within your KA1 project, you are able to transfer certain elements of your grant between the different budget headings without submitting a formal contract amendment request to the UK NA for approval. Budget transfers offer flexibility to increase mobility numbers or give favour to certain types of mobility activities. **These transfers to and from different budget categories are percentage-based and as the beneficiary, you will be responsible for calculating the maximum transferable amount.**



Article I.3.3 of your Grant Agreement details the types of budget transfers that you are able to do without a formal amendment to your Grant Agreement.

Generally, this allows you to transfer:

- only between activities of the same type, the activity types being: Youth Exchanges with Programme Countries, Youth Exchanges with Partner Countries, Mobility of Youth Workers between Programme Countries, Mobility of Youth Workers with Partner Countries, Advance Planning Visit - Youth Exchanges;
- up to 100% of the funds allocated to budget categories based on a unit contribution for activities within the same activity type
- up to 10% of the funds allocated to budget categories based on full reimbursement of eligible real costs for activities within the same activity type.

## Please have a look at the following example:

20 British participants were due to take part in an 8-day Youth Exchange in Madrid alongside 20 Spanish participants. The British participants were awarded a total of 2 travel days to get from London to Madrid, on both sides of the activity.

The distance between London and Madrid is 1263.41km so British participants were awarded € 275 per participant as a contribution to their travel costs. The Spanish participants were not awarded any budget for costs related to travel as they were all from Madrid, where the activity took place.

### 1. Awarded budget

Budget Heading		Unit Cost	No. of days	No. of participants	Total Amount
<b>Organisational Support</b>	British group	€ 34	10	20	<b>€ 6,800</b>
	Spanish group	€ 34	8	20	<b>€ 5,440</b>
<b>Travel</b>	British group	€ 275	-	20	<b>€ 5,500</b>
	Spanish group	€ 0	-	20	<b>€ 0</b>
<b>TOTAL AWARDED GRANT: € 17,740</b>					

After some time, the two partner organisations realised the activity would actually **only last for 7 days**, instead of the originally planned 8 days. In addition, **both organisations wanted 1 extra participant each**.

### 2. Budget transfers

The beneficiary was able to move the budget for the unused activity day to cover the organisational support for the 2 extra participants and the travel costs of the extra British participant:

Extra amount available	Extra amount needed
1 (Unused day) x € 34 (Organisational support per day for a Youth Exchange in €) x 40 (20 British + 20 Spanish participants) <b>Total amount available: € 1,360</b>	7 (Activity days) x € 34 (Organisational support per day for a Youth Exchange in €) x 1 (Number of extra Spanish participant) = € 238 9 (Activity days + travel days) x € 34 (Organisational support per day for a Youth Exchange in €) x 1 (Number of extra British participant) = € 306 1 (Extra British participant) x € 275 (Contribution to travel costs for London – Madrid) = € 275 <b>Total amount needed: € 819</b>

### 3. Final budget AFTER budget transfers

Budget Heading		Unit Cost	No. of days	No. of participants	Total Amount
<b>Organisational Support</b>	British group	€ 34	9	21	<b>€ 6,426</b>
	Spanish group	€ 34	7	21	<b>€ 4,998</b>
<b>Travel</b>	British group	€ 275	-	21	<b>€ 5,775</b>
	Spanish group	€ 0	-	21	<b>€ 0</b>
<b>ACTUAL TOTAL GRANT: € 17,199</b>					

As a beneficiary you need to inform your Project Officer of a budget transfer. If you fail to report such changes to the National Agency, an overspend will be recorded on Mobility Tool + and costs will be cut at the Final Report stage as you are only eligible to receive up to the maximum awarded grant specified in Article I.3.1 of Your Grant Agreement.

**Remember that for budget transfers to be eligible they must fall within the rules for allocation set out in the Programme Guide, Guide for Applicants and your Grant Agreement.**

For example, the maximum number of travel days you can claim is 2 (one either side of the mobility) so you wouldn't be able to fund any more travel days than this through a budget transfer. Please also ensure your activities reach the minimum duration.

**If you are unsure about how to implement a budget transfer please read Article I.3.3. of your Grant Agreement and contact your Project Officer for any additional guidance.**

## Changes not covered by the Grant Agreement

If you need to make a change that is not covered by the options provided by the budget transfers, you can make a request to the UK NA by contacting your Project Officer who will provide you with the correct form to complete, sign and return to the UK NA electronically.

**Minor changes** like updating your contact details or bank details only require you to notify the UK NA with the new information. **It is important to inform the UK NA of these minor changes immediately and before they are implemented**, so that we are able to contact you with pertinent information and so that any payments are not delayed, for example.

However, some **changes are seen as significant** and as having the potential to call into question the original assessment decision. In these cases, you would need to submit a detailed justification about the change and the impact it would have on the project. For significant changes, the UK NA will undertake an assessment of the information you provide in conjunction with your initial application

and its assessment. **You should also bear in mind that there is no guarantee that the UK NA will be able to approve your request. Any amendment to your Grant Agreement is subject to eligibility of your project and changes cannot always be made or guaranteed. We will look at projects on a case by case basis**, so it's very important that you stay in touch with your Project Officer during your project and especially at the first sign of any issues that might end up needing an amendment.

Some examples of different types of changes include:

**Minor changes**

- Change to bank details
- Change to contact details
- Change of address
- Change of Contact Person / Legal Signatory

**Significant changes**

- Change to organisation's name
- Change to participant/accompanying persons/flows
- Change of partner (withdrawal or replacement)
- Change to the destination country

Any request for an amendment must be submitted in good time and at least one month before the end of the project to allow sufficient time for approval. The UK NA is unable to process an amendment request during the last month of project activity in accordance with Commission's guidance, therefore you should ensure that your project is on track and no changes need to be made in advance of this.

**The NA has 45 days to consider any contract amendments.**

Therefore any request for amendment must be received by the UK NA in good time and **at least one month before the intended implementation of the changes** in order to allow sufficient time for approval.

You should not action any changes until you have received a written confirmation from the UK NA (**verbal agreements are not binding by either party**). Should you proceed with implementing these changes before receiving authorisation to do so, the UK NA has the right to request repayment of the corresponding part of your grant.

**Please note:** if you request substantial changes to your Grant Agreement, we will issue a Supplementary Grant Agreement which should be signed by the legal representative of your organisation and returned to us.

## Changes to your Bank Details

To enable us to make payments, your organisation must be set up on our financial system - for which we need your organisation's full bank details. You will be given a unique vendor number, which should be quoted on all future invoices / payment queries.

**Should your organisation's bank details change, please notify your Project Officer immediately.**

You must also contact us if:

- your organisation name changes
- your organisation legal status changes - please contact us if you are unsure about the legal status of your organisation, as this may have a direct effect on eligibility for future rounds.

You will be asked to complete a new bank details form and upload it on the [Funding & tenders portal](#) (previously known as the [Participant Portal](#)), which we will use to update your organisation's details on our financial system. If we do not hold the most up-to-date information we will be unable to pay your organisation's grant correctly. We recommend that you keep a copy of this form for your own records.

<b>Please attach your organisation's letter-head above</b>	
<b>Bank detail form</b> – text boxes will automatically expand as you type in the details. <b>Guidance notes on next page.</b>	
Project Code	
Organisation or applicant full name	
Organisation or applicant registered address	
Bank account holder's name	
Bank & Branch Name	
Bank Branch Address	
Bank Branch Postcode	
Account Number	
Sort code (UK)	
Swift/International BIC Code	
IBAN Number	
Fedwire/ABA Routing Number (for USA banks only)	
Registered VAT number (if applicable)	
Company registration number (if applicable)	
<b>The British Council will pay in Euro</b>	
Confirm the account specified will accept payments in the currency above	<input type="checkbox"/> confirmed

## 4. Management of your Project

### 4.1. Quality Assurance

The UK NA strives to ensure that only the highest quality applications are funded and to provide as much help and support as possible to you throughout your project lifetime. However, it is your overall responsibility to ensure the quality of the planned placements.

The quality commitment to placements is based on the [European Quality Charter for Mobility](#) which has been approved by the European Parliament as a reference document for all people planning, providing or undertaking mobilities abroad. You should ensure that these principles are adhered to in the on-going organisation of your project and placements.

You will have a Project Officer at the UK NA allocated to you following the notification of your success and completing the contracting process. During the course of your project, you may be asked to provide quarterly updates that should include key project milestones with clear dates. **This information should be as accurate as possible as your Project Officer will use this to help monitor your project.** You should make sure that you keep in regular contact with your Project Officer so that the UK NA is able to provide on-going help and guidance to ensure that your project is of the highest quality.

The UK NA also provides relevant guidance documents for beneficiaries to help guarantee the quality of placements; these are available in the '[Manage your grant](#)' section of the Erasmus+ UK website.

**To confirm that all parties involved in your project are committed to ensuring high quality, all roles and responsibilities need to be clearly agreed and outlined in contracts or partnership agreements.**

As well as ensuring you have a strong and committed partnership in place before starting your project, some areas for you and your partners to consider in implementing a high quality project include:

- ensuring that the recruitment and selection of participants is relevant, fair, transparent and inclusive
- ensuring that the placement content is relevant to the needs of participants as well as meeting the objectives of KA1 Youth
- ensuring that you have clear management strategies in place, with appropriate personnel responsible for managing the project
- ensuring that participants are supported with relevant preparation prior to placement and that practical support is available throughout the period of the project
- ensuring that there are clear and appropriate monitoring arrangements in place
- ensuring that equity and inclusion for participants is promoted
- ensuring that access to participants with disadvantaged backgrounds and fewer opportunities is facilitated.

## 4.2. Roles and Responsibilities

The UK National Agency is only able to fund the highest quality applications submitted each year. We endeavour to provide as much help and support to beneficiaries throughout the project lifetime. Nevertheless, it is your responsibility to deliver a quality Erasmus+ project, planned placements and project activities.

### Coordinating Organisation and Partners

The responsibilities of the **Coordinator** are to:

- monitor and ensure the project is implemented in accordance with the Grant Agreement
- act as the intermediary for all communications between the project beneficiaries and the UK NA
- inform the UK NA of any change to the name, address, contact person or legal representative as well as of any legal, financial, technical, organisational or ownership situation change of any of the partners
- inform the UK NA of any event likely to affect or delay the implementation of the project
- be responsible for supplying all documents and information to the UK NA required under the Grant Agreement
- be responsible for obtaining and verifying any information required from the other partners before passing it on to the UK NA
- establish the requests for payment in accordance with the Grant Agreement
- ensure that appropriate payments are made to the other project beneficiaries without unjustified delay - all payments should be made to the other partners by bank transfer and appropriate evidence of the amounts transferred to each partner should be kept in case of any checks
- provide all the necessary documents in the event of checks and audits initiated before the payment of the balance
- update the online reporting system 'Mobility Tool+' regularly (please see [EC Online Guide for using Mobility Tool+](#) for further guidance).

The responsibilities of the **partners** are to:

- inform the Coordinator of any changes to their name, address, contact person or legal representative as well as of any legal, financial, technical, organisational or ownership situation change
- inform the Coordinator of any event likely to affect or delay the implementation of the project
- submit to the Coordinator in good time any data, documents or information required for UK NA reporting, audits, checks, monitoring or evaluation.

Participating organisations will take on different responsibilities and tasks within the project, depending on their role. Each project is made up of a unique partnership, so it may be that some responsibilities are shared out differently between the **coordinating organisation and the partners**, some examples of areas of responsibility include:

- defining the mobility objectives and competencies that participants will develop
- selecting participants on the basis of clearly defined and transparent criteria
- preparing participants for the practical and cultural aspects of the mobility
- establishing a contract which includes a training/learning agreement that is clear and transparent for all the parties involved
- managing the transport, accommodation, visa arrangements, social security cover and insurance (*please see [section 4.6](#) for further clarification regarding insurance arrangements*)
- evaluating each participant's personal development
- agreeing the monitoring and mentoring arrangements
- implementing agreed procedures to ensure recognition of skills and competencies acquired
- establishing appropriate communication channels for all parties, including participants
- evaluating the progress.
- fostering an understanding of the culture and mentality of the receiving country
- assigning tasks and responsibilities to the participants that match their knowledge, skills, competencies and training objectives, and ensuring that appropriate equipment and support is available

## Participants

The role and responsibilities of the **participants** are to:

- comply with all arrangements negotiated for their placement and do their best to make the placement a success
- abide by the rules and regulations of the Receiving Organisation, including the code of conduct and rules of confidentiality
- communicate with the Receiving Organisation about any problems or changes regarding the mobility
- complete and submit an evaluation questionnaire (report) in the specified format (standard template), together with any supporting documentation, at the end of the placement. In case of Youth Exchanges only Group Leaders will need to complete such an evaluation report.

**Please keep in regular contact with your Project Officer** so that the UK NA is able to provide on-going help and guidance to ensure that your project's delivery is of the highest quality.

It is also important that you **keep us informed of your most up-to-date contact information for the contact person and legal representative detailed in your application form**. Please let us know via email if the legal representative or a contact person for the project changes, if they leave your organisation or if their contact details change.

### 4.3. Health and Safety

Ensuring that participants are in a safe and healthy environment is not just a contractual requirement of running a mobility placement, it ensures the participant has good experience at their placement which is safe.

**It is essential that you cover all aspects of participants' health and safety from the start of the project and throughout the participants' placement period.** The UK NA recommends that you follow your organisation's health and safety procedures and are fully aware of the health and safety procedures within the Receiving Organisation.

### 4.4. Risk Assessments

Risk assessments should be completed on your Host Organisations, accommodation, travel arrangements and any other areas you deem appropriate. **A good risk assessment will help avoid incidents and aid a smooth running of the project.** The UK NA recommends that you follow the risk assessment procedures used within your organisation. Further information on risk management and how to conduct a risk assessment can be found on the [UK government's Health and Safety website](#).

## 4.5. Safeguarding

Safeguarding can refer to either a person or mechanisms in place to ensure protection against danger, damage, injury, etc. **Particularly when working with young people and/or vulnerable people it is important that you have safeguarding policies in place.** This may mean that you have accompanying persons (who have been vetted as appropriate) to travel with young persons or vulnerable participants. Further information about safeguarding can be found on the [UK government's Disclosure and Barring Service](#).

Youth projects may involve the participation of minors (young people under the age of 18). It is the responsibility of all organisations taking part in the project to ensure that any children participating in activities are protected. Child Protection means protecting children from abuse. This could be physical abuse, emotional abuse, sexual abuse or neglect.

All partner organisations are responsible for minimising the risk of harm by identifying and managing potential risks and having a positive and open relationship with the participants involved in the project. You must consider that whilst in the UK, there are strict child protection laws, other countries may not have such structures and procedures in place, but it is important to:

- be aware of situations which may present risks and take appropriate actions.
- make sure that a culture of openness exists between you and the children in your care, so that it is possible for either party to raise or discuss any issues or concerns.
- make sure there is a sense of accountability with other adults, so that poor practice or potentially abusive behaviour does not go unchallenged.

Please visit [British Council's website](#) to find out more about the Child Protection Policy.

The UK National Agency requires projects to sign the Erasmus+ Child Protection Checklist at contracting stage. The checklist details the legal and regulatory requirements that must be adhered to when working with children directly or when delivering work that has an impact on children. This is to ensure that when including participants who are under 18 and therefore classed as minors (direct participants or target groups the participants will be working with), beneficiaries will provide:

- a clear line of accountability by having someone at the top level to take leadership responsibility for child protection arrangements, including the commissioning and/or provision of services;
- a designated professional lead for child protection with clearly defined responsibilities and cover arrangements in place;
- a clear and accessible Child Protection Policy, signed by the most senior person in the organisation and available to all relevant stakeholders, including children;
- a written Code of Conduct describing appropriate/expected standards of behaviour for staff when working with children;

- clear policies in line with those from the Local Safeguarding Children Board (LSCB) or equivalent for reporting and responding to allegations against staff;
- safe recruitment procedures to carefully screen applicants (staff and volunteers) and to help prevent unsuitable individuals working with children;
- clear whistleblowing procedures, suitably referenced in staff training and Code of Conduct
- arrangements which set out clearly the processes for sharing information;
- appropriate support for staff, including undertaking mandatory induction and child protection training.

## 4.6. Insurance

Organisations participating in Erasmus+ must have effective procedures and arrangements in place to promote and guarantee the safety and protection of the project participants.

Under the Erasmus+ Programme, all participants, including staff, must be insured against the potential risks associated with their involvement in mobility activities. The programme does not define a unique format of insurance, nor does it recommend specific insurance companies. It is the responsibility of project Coordinators to obtain appropriate insurance, relevant to the type of project carried out and to ensure the policy is available at a national level. Furthermore, it is not necessary to subscribe to a project-specific insurance, if the participants are already covered by existing insurance policies of the project organisers.

It is a **contractual requirement for participating organisations to ensure that insurance coverage is provided to participants involved in mobility activities** (*Article 1.7 – Protection and safety of participants*). They also should identify the most suitable insurance policy depending on the type of activity and availability of appropriate insurance in their own country.

For all Youth activities, as a minimum, the following areas must be covered:

- **Travel Insurance** (wherever relevant) including damage or loss of luggage
- **Third Party Liability** for Youth Leaders including, wherever appropriate, professional indemnity or insurance for responsibility
- **Accident and Serious Illness** including permanent or temporary incapacity
- **Medical assistance** including after care and special insurance for particular circumstances, such as outdoor activities
- **Death** including, wherever relevant, repatriation in case of projects carried out.

You should also establish whether the host organisation has Liability Insurance which covers participants in their workplace for the duration of their placement, whether they are at work or not. It is the responsibility of the Sending Organisation to check that this is in place and the Commission is not liable for any damage caused by a participant or beneficiary (*please see Annex I - General Conditions, Article II.4.1*).

**Levels of Liability Insurance coverage and Accident Insurance coverage can vary across different countries, so organisations are advised to check this beforehand.**

All participants qualifying under national legislation should apply for the [European Health Insurance Card \(EHIC\)](#), which entitles the holder to reduced costs and/or free emergency healthcare in most European countries during their placement. Further details and EHIC application forms can be found on the above website.

However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful. It is the responsibility of the Sending Organisation of the young person or youth worker to ensure that the participant is aware of any health insurance issues.

More information can be found in the [2019 Programme Guide](#) on pages 10 and 288.

## 4.7. Selection of Participants

Every Sending Organisation is responsible for selecting project participants. The selection process must be fair, transparent, coherent, documented and accessible to all involved. The profile of participants must meet the eligibility criteria set out in the [2019 Programme Guide](#).

The Sending Organisation should also define the selection criteria. Some examples might be: motivation, clear goals for the mobility, willingness to share the experience upon return, etc.

Participants should be selected in a fair, transparent and objective way, regardless of their ethnic group, religion, sexual orientation, political opinion, etc. They should not be excluded from selection based on their educational level, qualifications, specific experience or language knowledge. **The placement should be free to the participant.** You may decide to create a more specific profile, if appropriate, depending on the activity or the project context.

## 4.8. Participant Withdrawals

It is important to ensure that you take all necessary steps to prevent participant withdrawals pre-placement or mid-placement. This includes:

- **managing expectations** to ensure that your participants know exactly what is expected of them whilst on placement
- providing partners and receiving organisations with **clear information** regarding your participants so that they are aware of the proposed activities and intended outcomes
- implementing **good quality selection plans** to ensure that you have involved the appropriate participants - the information you provide to participants from the outset of the programme may influence their expectations, so it would be good practice to conduct interviews as part of the recruitment process in order to determine what participants want to achieve from their placement
- **thoroughly preparing participants** linguistically (especially for a long-term Volunteering Activity), culturally and practically for their Volunteer placement.

The standard procedure, should a participant withdraw pre- or mid-placement, is as follows:

<b>Youth Exchanges Mobilities</b> 5 days minimum	<b>Youth Workers Mobilities</b> 2 consecutive days minimum
0 - 4 days × Ineligible	0 - 1 day × Ineligible
5 - 21 days ✓ Eligible	2 - 60 days ✓ Eligible

**Please note** - for Youth Exchanges there is a minimum number of four participants and at least one group leader per national group.

Having less than four participants for any national group or no group leader will mean the funding for that group (and possibly the whole activity if the minimum number of participants is not observed) **will be deemed ineligible**. It is recommended to record the recruitment of participants in case the number falls below four per national group.

Where the minimum duration has been completed, costs will be reimbursed for the completed days. Should the minimum duration not be met, none of the costs associated with these participants will be covered by the Erasmus+ grant, and you should seek to make a claim through your insurance policy in the first instance. If a participant decides of their own accord to leave their placement early and without a valid reason, you must follow the terms outlined in their participant agreement to attempt to recover any spent funds.

Only in exceptional circumstances will the UK NA recognise the cause of withdrawal as ***force majeure*** and consider reimbursement of costs attributed to the withdrawal of participants. In these cases you are advised to contact your Project Officer to see if it is possible to submit a claim under one or more of the cost components within your Grant Agreement i.e. Organisational Support, and/or Travel as well as Exceptional Costs (including Exceptional Costs for Expensive Travel) and Special Needs Support, if applicable. If so, you must clearly explain in writing the reasons for the withdrawal. Your claim will be assessed by the UK NA who will determine whether it is justified based on the following:

- whether there is a genuine reason for the withdrawal
- whether you took reasonable steps to maintain the participant's involvement in the project
- whether the costs are genuinely non-refundable (i.e. pre-booked accommodation).

Your Project Officer will notify you of the UK NA's decision and the next steps. If you are unable to demonstrate that reasonable steps were taken to avoid withdrawal, the UK NA reserves the right to request repayment of the corresponding part of the grant.

## 4.9. Mobility Tool+

[Mobility Tool+](#) is the online management and reporting system all beneficiaries must use to manage their KA1 project. The European Commission developed it for all appropriate Erasmus+ projects. The tool should be used to register participants and placement information as well as to monitor your budget expenditure, manage participant evaluation reports and to create and submit your final beneficiary report to the UK NA. In line with your Grant Agreement (*Article 1.9.1*), **at least once a month during the mobility project**, the beneficiary must input and update any new information regarding the participants and the mobility activities.

**It is important that Mobility Tool+ is kept up to date at all stages of your project life cycle** and that the information is accurate, especially regarding the conducted activities and related unit costs or real costs. This is particularly important as Mobility Tool+ will automatically send out Participant Reports to all participants (only to Group Leaders for Youth Exchanges) for them to complete at the end of their mobilities, using the mobility dates entered on the tool. Moreover, it is a contractual requirement for all projects to report on their project activities in the tool.

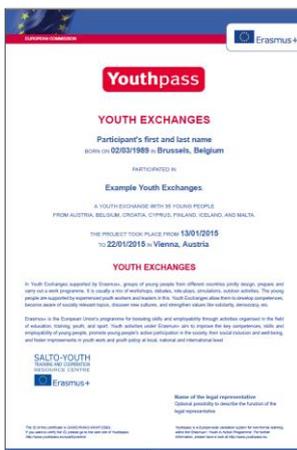
Please note that in order to log in to Mobility Tool+ you need to use the EU Log-In details linked to your email address. The contact person and legal representative for your organisation and partner organisations (as identified in your application form) automatically have access to the tool using the email address detailed in the application. Once you are logged in, you can then add additional contacts to assist with the reporting of the Erasmus + project. However, we recommend that the "edit" function in the tool is only reserved for the Coordinator.

For further information and support please refer to the [EC Online Guide for using Mobility Tool+](#) in order to familiarise yourself with how to use the system.

## 4.10. Recognition of Learning Outcomes

It is important that all placements are either formally or informally validated. It is best practice to accredit the time spent on mobility placement through a course of study, but less formal methods are acceptable, such as certificates of achievement created by the Coordinator or Receiving Organisations. More formal methods of validation should be utilised where possible and these include:

### Youthpass



Every young person or youth worker taking part in a youth mobility project is entitled to receive a Youthpass certificate. Youthpass describes and validates the non-formal and informal learning experience acquired during the project (i.e. learning outcomes).

Youthpass can also be used during the project activities as a tool to help participants to become more aware of their learning process. For support and more information on Youthpass, please consult the publications page on [Youthpass website](#). You can find a variety of publications that explain the key competences of Youthpass, like '[Youthpass Unfolded](#)' and other useful information on the website, like [leaflets](#), [newsletters](#), [games](#) or [essays](#).

Through the Youthpass process, reflection on learning becomes more structured and the educational value of the project is strengthened. It makes the learning of the participants more conscious. By being more aware of their competences, it gets easier for the participants to make use of them in the future. Thus, Youthpass supports the future pathways of young people.

By putting emphasis on the learning processes and outcomes in youth work, using Youthpass helps to increase the 'Learning to Learn' competence. It raises the participants' awareness of learning in a diversity of contexts and helps them to reflect on their learning wishes and needs. Finally the description of competences developed by participating in the youth projects helps to increase the visibility of the value of youth work – of your work!

## Europass

The UK NA recommends using Europass to validate the participants time on placement. Europass is a European wide initiative that aims to help individuals to present and document their skills and qualifications in a clear and transparent way throughout Europe. Europass consists of five documents that enable potential employers to understand which subject has been studied, what training has been completed and how much experience has been gained.

## Language Recognition

The portfolio of Europass documents includes the [Europass Language Passport](#) which provides a way of validating skills gained on placement as well as adding information about other language training (either formal or informal) an individual may have received.

## Continuous Professional Development (CPD)

For youth workers mobilities, it is recommended that placements are validated as part of their Continuous Professional Development (CPD) plan within their home organisation. Further articles, events and resource links are available through the website of the **adult learning community** [EPALE](#) by searching 'CPD' in the Search area.

In addition, Erasmus+ supports other EU transparency and recognition tools where relevant – in particular the [European Qualifications Framework \(EQF\)](#), the [European Credit Transfer and Accumulation System \(ECTS\)](#), the [European Quality Assurance Reference Framework \(EQAVET\)](#) and [European Quality Assurance Register \(EQAR\)](#). A common purpose of these tools is to ensure that skills and qualifications can be more easily recognised, within and across national borders, in all sub-systems of education and training as well as in the labour market. For links to more information on European recognition tools, please see the European Commission's [Recognition of Skills and Qualifications](#) webpage.

### 4.11. Evaluation

Evaluation is a key process within your KA1 project as it allows you to measure to what extent you have met the aims of the project and identify where improvements can be made. You should **evaluate the performance of the project throughout its lifecycle including a final evaluation as soon as the project has finished** in order to guarantee an accurate recall of events.

When planning your evaluation strategy you could start by asking yourself:

- What are you evaluating?
- Who should be involved?
- What methods should you use?
- When should you evaluate?
- How should you use your findings?

To help you answer these questions, you should check your application as you will be expected to follow the evaluation plans set out there.

The following hints and tips should be of help with your evaluation strategy:

- Involve all parties who had a role in the project, such as participants, partner organisations and any other project partners.
- Circulate the results of the final evaluation to appropriate personnel and senior management in order to increase dissemination and impact at the organisational level.
- Identify the key improvements that need to be made in subsequent funding applications as the assessors of any future KA1 Mobility application would expect to see that the results of your past evaluations have been taken into account in the planning of that project.
- In the Final Report to the UK NA please explain how the different forms of evaluations received have led to changes in the project and training provision, but if no changes have been made, please give reasons why.
- Please remember to evaluate each area of the project lifecycle, from the usefulness of your preparatory activities right through to your dissemination techniques.

Alongside your own evaluation processes, all participants in your mobility activities (excluding accompanying persons and only group leaders for Youth Exchanges) must submit a participant report via Mobility Tool+. This is another way for you to evaluate the project and its impact on the individuals. More information about participant reports can be found in [section 7 of this document](#).

## 4.12. Impact

The Erasmus+ Programme Guide defines impact as “**the effect that the activity carried out and its results have on people, practices, organisations and systems**”. In order to be considered as best practice and to support high quality within your project, you should place a focus on impact at all levels throughout the project lifecycle.

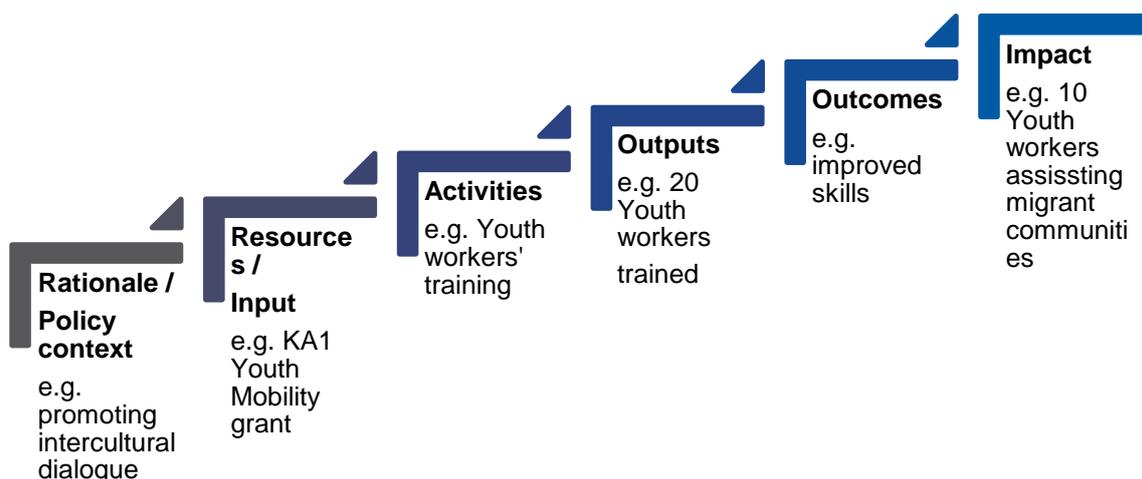
## Why is impact important?

Hopefully making an impact is what has driven your organisation to apply for KA1 Mobility funding, as you wish to improve training practices and provisions in your area, region and the partner organisations' localities. Impact is also very important because it is one key area against which your project will be assessed by the UK NA, so that we are able to offer support when needed and spread the word about what can be achieved with the Erasmus+ funding. As a result, it is imperative that you are clear from the start about what impacts you want to achieve with your project and you set up appropriate mechanisms to measure these impacts.

The UK NA will ask for information about your project's impact during UK NA monitoring activities, the Progress/Interim Report (where applicable) and the Final Report. Whilst detailed guidance is provided before you submit your Final Report, you should understand that the impact on participants and on the participating organisations is one of the three key assessment areas of your project.

**Do not just wait for your Project Officer to ask about the impact of your project during regular NA monitoring activities. Give them a call or email them to let them know about your project successes! They might even put your project forward for a case study, which could be promoted on our Erasmus+ website or at our events around the UK.**

## Creating impact



The model above shows how you can create impact and gives examples to illustrate each step of the process. This starts from identifying the rationale for your project activities, i.e. the needs of your participants and any other relevant stakeholder(s). This establishes a baseline from which progress can be measured. You should then make sure that all the project activities and results fit well with your rationale.

## How to report effectively on impact at the Final Report stage

Check your application to remind yourself of the project expected impact and the methods you plan to use in order to create and capture such impact. At the Final Report stage, you will be expected to report as a minimum on your planned impacts and actions, but feel free to add to your original plans supplementary information, such as unexpected impact(s).

Avoid copying and pasting the information included in the application form into your Final Report: your report should contain meaningful detail about what impacts were actually achieved, whether targets were met and, if not, why.

If the timeframe for submitting your Final Report does not allow you to see impact in the medium- to long-term, please detail how you intend to evaluate this in the coming future.

## Measuring impact - Hints and Tips

Here are some practical suggestions to evaluate the outcomes and impacts of your project:

- Use an **evaluation form** that participants can complete to evaluate different aspects of the mobility as well as the impact it has had on them. Ask participants to complete forms **at different stages of the project**, so they can better measure the developments and differences. For instance, they can fill in forms before, during and after their mobility, as long as the evaluation form contain the same type of questions in order to allow you to draw comparisons.
- If you have a small number of participants you could also **interview them** at different stages.
- **Don't just involve your participants**, but also others who work with them, e.g. line managers and the end users. You could also ask a member of staff to observe the training that is delivered before and after the mobility activity.
- For short mobility periods, give participants **daily diaries** which ask how the activities undertaken have impacted on their needs and met the aims they have set for themselves. Be clear with your participants that these diaries are not a private account and that they will be shared. A common format would help with this.
- Use any **existing KPIs** within your department or organisation and link them to your project.
- Don't be shy of engaging with **your partners** and ensure that you capture any impact on them, such as an increased capacity to co-operate at European/international levels.
- Although with KA1 projects the most immediate impact is likely to be on the participants, don't forget to capture the **full impact** the project has had or will have on other stakeholders and your organisation as well as on people at all levels of the project, including partners and yourself as a project manager.

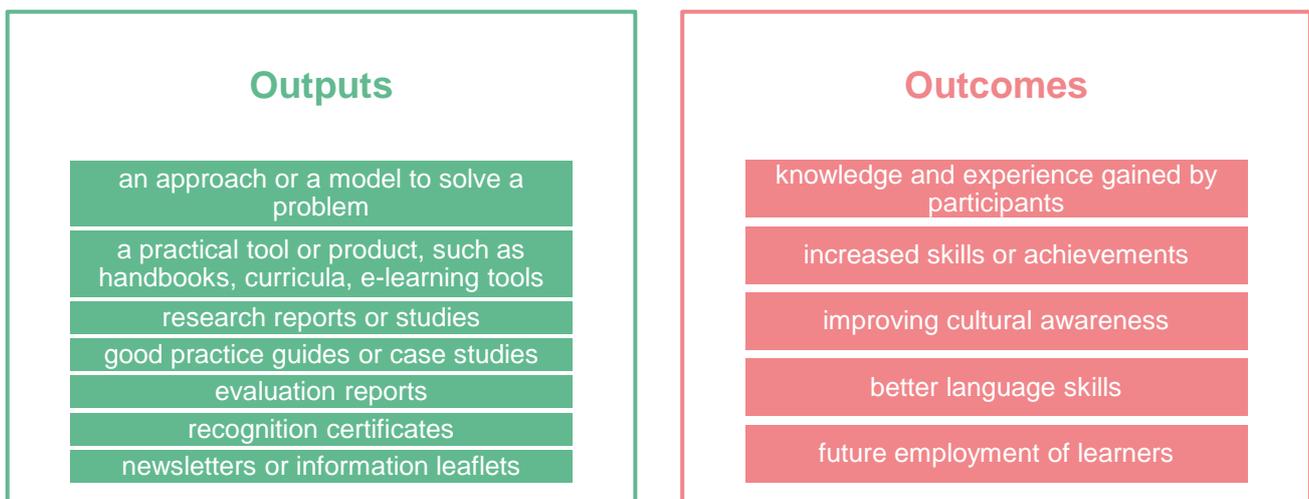
The UK National Agency has developed **the Impact+ Exercise to help applicants and projects think about what their impact could be and how to measure it.**

The exercise involves a workshop and just needs you, your partners and the Impact+ Exercise materials: [www.erasmusplus.org.uk/impact-and-evaluation](http://www.erasmusplus.org.uk/impact-and-evaluation)

## 4.13. Dissemination

Dissemination is the process of communicating project **results** and **successes** as widely as possible. You should aim to implement the dissemination plan outlined in your application form, while continually building on this. An effective plan encompasses *why, what, how, when, to whom* and *where*.

Dissemination activities should be considered throughout the project lifecycle, including during and after the funding period, and they should link into your evaluation strategy. Dissemination should consist of both **outputs** (tangible product) and **outcomes** (intangible added value), such as skills and personal experiences that both project organisers and participants have acquired.



Dissemination is an integral part of all Erasmus+ funded projects and should raise awareness about your project as well as highlight its results. Participants, beneficiary organisations and receiving organisations should all be involved with the dissemination activities. **For projects involving youth workers, it is particularly important that participants individually disseminate their findings across both formal and informal networks** following the completion of their mobility. Good practice and lessons learnt should be implemented within participants' own organisations and through wider local, regional, national and/or European networks.

Projects which have good results on a participant level and on a wider scale may be used as case studies featured on the Erasmus+ website and in other media, which is another way of disseminating impacts that the project has had on the participants, organisation and wider community. If possible, it would be beneficial to not only send written information, but also photographic evidence and/or videos of the participants on placement. You can read and watch project case studies from organisations and participants of Erasmus+ as well as read testimonials from students who took part in the predecessor programmes [on our website](#). If you would like to submit a case study to share the story of your Erasmus+ experience or to feature in our marketing and promotional materials, please download and complete the [case study form](#).

We have also produced a press pack to help you promote your project outside your organisation. To download the press pack or for further information on promotion and dissemination, please go to the [Promotion and Dissemination](#) page on our website.

## Erasmus+ Project Results Platform

The [Erasmus+ Project Results Platform \(EPRP\)](#) is a web-based dissemination platform, which offers a comprehensive overview of all Erasmus + funded projects and highlights good practice examples. EPRP is a useful tool in disseminating the outcomes of your project and makes available any tangible resources, products, deliverables and outputs that have resulted from projects funded under Erasmus+ as well as from a selection of projects funded under the previous programmes. The platform is a potential source of information and serves as a project database and a community of practice for projects.

The summary of your project, submitted in your application, is **automatically published** on the platform. You are encouraged to update the platform with your project outcomes and outputs, where relevant, during the lifetime of your project. Those will be reviewed at final report stage before being approved for publication.

The platform gives more visibility and exposure to particularly high-performing projects, making it a useful tool to find new partners or projects which may interest you. You should review your contact details regularly and ensure these are kept up-to-date. For further information and support go to EPRP [FAQs](#).

## Erasmus+ Emblem

Whether you are directly responsible for management of your project or promoting the funding opportunities available, you are required to use the European Commission's Erasmus+ emblem and associated wording for any project outputs and promotional materials produced, and to publicly acknowledge the support received from the European Union, which includes events, conferences and seminars.

When **acknowledging the support received** there is a range of ways to display the emblem such as shown below:



With the support of  
the Erasmus+  
programme of the



**Co-funded by the Erasmus+  
programme of the European Union**



**Promoters of the Erasmus+ programme** should refer to the name of the programme in their communication without using an emblem. If you think that a graphic is necessary, then the EU emblem can be used alongside the name of the programme.

Downloadable templates and full branding guidelines for Erasmus+ projects in the UK are available on [our website](#) together with a [guide to using the EU emblem](#).

## 5. Monitoring Activities

Monitoring falls on both us: the UK National Agency and yourself – as the beneficiary and Project Manager. You will be accountable to the UK NA for the implementation of the project, the use of funding awarded and for the subsistence amounts paid to participants.

**Your role for monitoring is also detailed within your Grant Agreement, beginning in Article I.4 and running throughout the Grant Agreement and the annexes.**

As the UK NA we look to see that your project and your activities are firstly compliant and secondly eligible in line with your Grant Agreement. This covers the activities of your project, the financial management of your project as well as your project partners and participants.



Your Grant Agreement details what you need to have in place regarding the level of monitoring and support in order to ensure the safekeeping of your participants and also to help you to understand the expectations that we have of you as the beneficiary. It is essential that you also continue to consult the Programme Guide for the year in which you received the funding to ensure compliance with the Erasmus+ rules.

### 5.1. Monitoring Your Project

When it comes to monitoring your project, you will need to ensure that it is progressing in line with your application. Has anything changed or are you experiencing any issues that may mean your project will not go exactly as planned in your application? Sometimes the dates mentioned for key milestones within your project have not proven as practical as anticipated and this can happen from time to time – but is this going to negatively impact on the next phase of your project?

As the coordinating organisation your role in monitoring also includes ensuring that you are compliant with your Grant Agreement and application as well as adhering to the roles and responsibilities that you set out in your application and agreed with your project partners.

For example, one element of the project to monitor is the selection of participants: have you ensured that the application and selection criteria have been clear and transparent? If so, how? You can write about this in your Final Report. Other areas include the practical management of your project, the organisation of travel, insurances, visa applications as well as mentoring and support.

You will need to monitor your project finances too and make sure you are familiar with the various budget transfers that you can and cannot do. It may be easier to see your project as consisting of mini projects, each mobility being a mini project. **Travel funds for participants (including Exceptional Costs for Expensive Travel) must be spent on or given to the participants.** This leaves Organisational Support and/or Exceptional Costs and Special Needs Support if applicable, which is the funding available for you, as the Coordinator, to aid with the costs of implementing the mobilities.

## Monitoring Partners

As far as monitoring of your project partners is concerned, you need to ensure that they are adhering to the rules of the programme in terms of eligible activities. Your project partners will need to work with you to ensure that participants are supported and safe whilst they are on their mobility. They will also need to work with you to ensure that mobility activities are carried out as planned and are eligible. **You may want to set up an agreement before activities begin, which would include partners' roles and responsibilities as well as details on payments, dates and timings for payments.**

It is important to ensure that your partner(s) is (are) clear on their roles and responsibilities within the project, and that you have agreed on the activities that they will deliver.

It may also be a good idea to arrange for monthly catch-ups with your project partner(s) and more frequent conversations during periods where there are mobilities taking place.

It is the responsibility of you and your partner(s) to negotiate a training programme for your participants and it is important that these should be tailored for each individual participant's needs. You should also ensure that expectations are clear where monitoring and mentoring arrangements are concerned. You will need to work together to establish the learning agreement and this will also require working with the participant. It is also important to discuss evaluation.

You may want to agree a timeline with your partner(s) to agree on the deadlines for tasks to be completed so that you can monitor your partner(s) and your own tasks effectively.

## Monitoring Participants

The monitoring of participants is more about supporting them and, where possible, involving them in the project (forming learning agreements). You will need to ensure that participants are supported throughout their mobility: before, during and after it. **You may want to set up a Facebook or WhatsApp group to invite mobility participants to join. This way you can monitor them more closely and offer support and advice easily.**

Before they begin their placement, it is recommended to sign a learning agreement / participant agreement with each participant. This agreement defines the tasks the participant will carry out during the activity and the intended learning outcomes.

If you are not directly booking travel on behalf of participants, you should also specify in learning agreements / participant agreements **within what timeframe participants will receive reimbursements for travel costs** incurred., as you are contractually required to spend travel funds on participants or give these funds to the participants (*Article 1.13 – Support to participants*).

You will need to work with participants to ensure they understand their Grant Agreement and also ensure they're aware that they need to complete a participant report after their mobility and should provide as much feedback about their experience as possible.

Insurance and placement activities will need to be organised beforehand and you will need to ensure that participants are aware of arrangements and what to do if their placement does not go to plan or if they need help when something goes wrong whilst they are on placement.

## 5.2. UK NA Monitoring

**Monitoring activities will be carried out by the UK NA** in order to support you to deliver your project successfully and in line with the original application form, the Grant Agreement and the E+ Programme requirements.

The UK NA is also required under its contract with the European Commission to undertake monitoring activities, audits and checks on a representative sample of organisations each year. The checks vary in scope and depth according to the kind of check performed. These activities are carried out to ensure that the management of the Erasmus+ Programme is satisfactory and within the terms of the Grant Agreement and programme rules. Therefore, beneficiaries should ensure that appropriate reporting and monitoring procedures are in place.

Beneficiaries must gather and retain all necessary information and documentary evidence which demonstrates clear and transparent management of the projects as this may be inspected by the European Commission.

Monitoring Calls / Emails	Monitoring Visits	On the Spot Checks	Financial Checks and Audits
<p>Sample of projects</p> <p><b>Monitor project progress against original objectives, activities and outputs</b></p> <p>Provide <b>advice</b> and <b>support</b></p> <p>Identify case studies and good practices to promote your project and the Erasmus+ Programme</p>	<p>Sample of projects</p> <p><b>Review project progress against original objectives, activities and outputs</b></p> <p>Provide <b>support</b> and identify <b>good practices</b> to promote your project and the Erasmus+ Programme</p> <p>Cover key areas of the <b>project implementation</b></p>	<p>Sample of projects</p> <p>Checks on the:</p> <ul style="list-style-type: none"> <li>- <b>reality,</b></li> <li>- <b>Eligibility</b></li> <li>- <b>and quality of project activities</b></li> </ul> <p><i>Can be combined with a Monitoring Visit</i></p>	<p>Technical and Financial checks or audits in relation to the use of the grant (by NA, EC, mandated bodies, OLAF)</p> <p>Beneficiaries obligated to keep documents for:</p> <ul style="list-style-type: none"> <li>- 3 years if grant amount is less than €60,000</li> <li>- 5 years if grant amount is more than €60,000</li> </ul>

## Monitoring Calls/Emails

A sample of projects is chosen every year to participate in quarterly monitoring calls or to provide quarterly emails about the progress of their project. If your project is selected, **your Project Officer will get in touch and schedule these calls with you or request email updates throughout the lifetime of your project.** Monitoring calls/emails are a great way for us to get to know you better and to find out more about your project as well as get to know the kinds of problems our beneficiaries face when implementing their projects.

## Monitoring Visits

The UK NA may visit your organisation during the project's lifetime. The visit aims to support and counsel the beneficiary and it is an opportunity for you to take stock of the project achievements and review your progress against the objectives. It could also be used to gather and disseminate good practice examples.

The visit also provides an opportunity for the UK NA to gain a greater understanding of your project and **to review whether the project is meeting the needs of other stakeholders and the participants.** Where possible you should ensure that a participant is available for a short interview with UK NA representatives and also any partners/stakeholders, where applicable.

The key areas for discussion are:



UK NA representatives will assess that you can deliver your project **to the specifications detailed in your application form, your contract and to the requirements of Erasmus+, ensuring that your activities are eligible and compliant.**

Monitoring Visits will explore examples of good practice that you have developed, which other projects might benefit from. The information gathered during the visit will feed into our work in monitoring the progress of the programme in the UK as a whole and will be used to inform reports produced for the UK National Authority for the programme (Department for Business, Energy and Industrial Strategy) as well as for the European Commission.

## On the Spot Checks

A random sample of Monitoring Visits will also include an ‘on-the-spot’ financial check to provide assurance on the actuality and eligibility of project activities during the project implementation. On the Spot Checks verify that the amounts claimed for individual mobilities in relation to the agreement are supported adequately by the documentation held by your organisation.

There are four areas which On the Spot Check aims to investigate:

- eligibility of participants for the action
- coherence of participants with application
- eligibility of activities
- quality of mobility activities.

It is a compulsory requirement for beneficiaries to retain evidence of subsistence payments to partners / participants in all instances. **This may be in the form of invoices for payments made directly by the beneficiary or in the form of bank transfers/receipts signed by the participant.** During On the Spot Checks, the UK NA will need this evidence to be provided and any underspend identified.

Organisations that are subject to an On the Spot Check are chosen at random or based on a risk assessment, using a methodology specified by the European Commission. **Typically, On the Spot Checks will take one day and you will be notified at least two weeks in advance if you have been chosen.**

## Financial Checks and Audits

### Systems Checks

A percentage of projects will be chosen for a Systems Check. **Systems Checks will only be conducted with recurrent beneficiaries that receive high levels of funding through Erasmus+.**

System checks consist of two distinct phases.

- The first phase will be an **in-depth check of organisational procedures and systems set up to manage Erasmus+ projects**, for example, we would expect to see evidence of the Individual Support being transferred to participants. This check will also have a strong focus on the overall mechanisms and procedures put in place to run the projects.
- The second phase is an **On the Spot Check of the most recent finalised project**. Original documents will need to be available and we would request that all relevant people working on Erasmus+ projects to be present during these checks so that all questions or queries can be resolved on the day.

### Audit Visits

The European Commission may request an external audit or wish to arrange a random inspection of project accounts after the project has been completed. You are therefore required to keep all original documents relating to the implementation and financial management of the project for a period of 3 years (for projects with grants of less than €60,000) or 5 years (for projects with grants of more than €60,000) after the final payment has been made, in line with Article II.27.2 of your Grant Agreement.

Audit visits may be undertaken by the European Commission, the European Court of Auditors, the UK NA's own Internal Audit and/or Compliance Teams and other relevant bodies.

The European Commission and the European Court of Auditors operate on a short timescale and may request a visit at very short notice. The UK NA has more flexibility in arranging ad hoc visits. **The**

**European Commission and the European Court of Auditors have their own method of planning visits and the UK NA is only informed of the organisations they intend to visit when they announce a visit.**

The UK NA may identify organisations for ad hoc visits on the basis of the amounts of funding awarded, issues arising from previous reports or other information received from the beneficiary.

Additional quality checks covering the commitments covered with the Grant Agreement will be undertaken, including a review of feedback reports from individual participants.

Please refer to “*V. Checks of grant beneficiaries and provision of supporting documents*” in Annex III – Financial and Contractual Rules for a full list and description of National Agency checks.

**At the end of any of the above visits, you will receive a feedback report and the opportunity to provide further information if it was not available at the time.**

We will give you formal feedback in the form of a draft visit/check report within 30 days of the visit or check, taking into account any initial comments from yourself (the beneficiary). You will then have a set period of time within which to respond to the draft report, during which time the UK NA will accept missing information or other explanations as necessary. The final version of the visit/check report will be then sent to you within two months of the visit/check.

## 6. Financial Management of your Grant

Your Erasmus+ grant is regarded as a contribution to your project costs and is not intended to cover the total cost of running your project. Grants are awarded on a **per participant basis** under the following budget headings:

- Organisational Support
- Travel
- Special Needs (*if applicable*)
- Exceptional Costs (*if applicable*)
- Exceptional Costs for Expensive Travel (*if applicable*)

Throughout the project life cycle, you must ensure you have clear financial reporting mechanisms in place to manage your Erasmus+ grant. At the Final Report stage, only evidence for expenditures incurred under Special Needs and Exceptional Costs need to be provided. Evidence for the other budget headings should be kept in case of an **audit**. Please see [section 6.1](#) for more information. You will be required to manage and report on your project finances via Mobility Tool+ on a regular basis.

**If you are managing multiple Erasmus+ projects simultaneously, ensure you keep separate records for each project, allowing the UK NA and other auditors to review your documents more easily.**

Although you may not need to evidence any other costs associated to your project, for Youth Exchanges and Advance Planning Visits you will need to demonstrate that the activity actually took place. To do this, you will need to ensure a **Declaration of Attendance** is issued by the Receiving Organisation containing the following information (*You can find an example in [Annex II](#) of this Handbook*):

- Name of the participants, group leaders and accompanying persons
- Purpose of the activity
- Place of activity
- Activity dates (start and end date – excluding travel days)
- Signature of each participant, group leader and accompanying person
- Signature of the receiving organisation

### 6.1. Audit Arrangements

It is a requirement that you set up an appropriate accounting system which identifies all sources of funding and expenditure relating to the project and incurred during the contracted period. The European Commission may request an external audit or wish to arrange a random inspection of project accounts after the project has been completed. You are therefore required to keep all original documents relating to the implementation and financial management of the **project for a period of five years or for up to three years if your awarded grant does not exceed €60,000**, after the final

payment has been made. However, if your project is subject to checks and audits after the final payment or there are ongoing appeals and litigations which last longer than the periods specified above, you must keep project-related documents until these processes have been closed.

## 6.2. Reporting on Mobility Tool+ (budget categories)

### Organisational Support

These funds form a contribution to any costs directly linked to the organisation, management and implementation of the mobility activities in your KA1 project, excluding travel and individual support for participants. Organisational Support can be used to cover costs related to:

- the selection of participants and their preparation (pedagogical, intercultural and linguistic)
- monitoring and supporting participants during the mobility
- validating learning outcomes
- the support provided by accompanying persons.

Organisational Support is provided in a form of a **unit cost** calculated per day of activity per participant, including group leaders, accompanying persons, trainers or facilitators. The list of all applicable rates can be found in Annex IV of your Grant Agreement. You also have the option, through agreements with your partners, **to share the Organisational Support funds awarded with those organisations that actually bear the costs.**

Organisational Support will only be awarded for those participants who undertook an eligible mobility abroad (or within the host country for some Youth Exchange or Mobility of Youth Worker activities) and you will need to provide evidence at the Final Report stage demonstrating that the placement occurred.

**Beneficiaries are required to retain evidence of subsistence payments to participants in all instances. This may be in the form of invoices for payments made directly by the beneficiary or in the form of receipts/ bank transfers signed by the participant.**

**During On the Spot Checks, the UK NA will require this evidence to be provided and any underspend to be identified.**

## Travel

Travel is based on the distance travelled per participant and is defined as the cost of the **entire (return) journey** from the point of origin to the receiving destination, including transfers. Travel is calculated according to the **unit cost** rates in Annex IV, but will be automatically calculated for you on Mobility Tool+.

You must report **the place of origin and the place of the mobility** venue on Mobility Tool+ for each mobility activity that took place. By default, the ‘place of origin’ is the place where the Sending Organisation is located and the ‘venue’ is the place where the Receiving Organisation is located (registered address). If a different place of origin or venue is reported, you will need to give the reason for this difference in Mobility Tool+.

**You need to provide an explanation for each participant within Mobility Tool+ if they travel to or from a different location than the registered address of both Sending and Hosting Organisation, for example from/to a different branch of an organisation.**

It is important to note that travel bands will be verified at the Final Report stage and if you have incorrectly selected a higher travel band this will be reduced and reflected in your final payment. You can check the correct travel band is selected by using the [European Commission’s Distance Calculator](#).

## Special Needs

Where costs have been incurred for participant(s) with a disability or other specific needs (including accompanying persons), you will need to report **actual costs** in Mobility Tool+. In order to be able to edit the Special Needs Support fields, you will need to tick the box named “*Participant with Special Needs*” in the participant data section of a created mobility. Within the “*EU Special Needs Comments*” box, you will need to indicate whether you have been granted this funding as part of your Grant Agreement with the UK NA or if the funding has become available as a result of a budget transfer. You will also need to detail the type and total cost being claimed and 100% of eligible costs claimed under this budget heading will be reimbursed (up to the amount awarded for this budget category), on the condition that relevant invoices and receipts are provided and sent by post to the UK National Agency.

If your project is selected for a desk check, you **may** be required to provide the following (this is not an exhaustive list):

- copies of invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date of the invoice
- evidence of payment and

- any other relevant documentary evidence, such as proof of special needs or disability.

## Exceptional Costs

This budget category covers the following **actual costs**:

- costs to support the participation of young people with fewer opportunities on equal terms as others (excluding costs for Travel and Organisational Support for participants and accompanying persons)
- costs connected to lodging of participants during an Advance Planning Visit, excluding any subsistence costs
- visa and visa-related costs, residence permits, vaccinations
- Costs for providing a financial guarantee, if the National Agency asks for it
- Expensive travel costs of participants from/to the Outermost Regions and Overseas Countries and Territories (*as detailed below*).

for Youth  
Exchanges only

100% of eligible costs claimed under Exceptional Costs will be reimbursed (up to the amount awarded for this budget category), on the condition that relevant invoices and receipts are provided and sent by post to the UK NA. In case of Financial Guarantee costs, 75% of eligible costs will be refunded and up to 80% of eligible costs for expensive travel.

To claim Exceptional Costs, you should report the type and cost of these expenses in Mobility Tool+ within the relevant mobility and comment on what the money was spent on in the “*Overall comments*” box. Please refer to Annex III of your Grant Agreement for the information on the supporting documentation required for this budget heading.

At the Final Report stage, you will be required to provide the proof of payment for the incurred costs based on invoices specifying the name and address of the body issuing the invoice, the amount and currency as well as the date of the invoice.

For the costs related to a financial guarantee, you will need a 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.

## Exceptional Costs For Expensive Travel

Expensive Travel Costs (including travel costs of participants from Outermost Regions and Overseas Countries and Territories) can be requested under the budget heading 'Exceptional costs' (up to a maximum of 80% of total eligible costs) on the condition that they can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

At final report, you will have to provide 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.**

### 6.3. Eligibility of costs

Throughout your project you need to ensure that the costs you incur are in line with the budget approved by the UK NA, as shown in Annex II of your Grant Agreement. If you wish to make changes to your budget during the project lifetime, please double-check which procedure you need to follow: (a) the rules set out in the Article I.3.3 of your Grant Agreement and illustrated in [section 3.3 above](#), or (b) submitting a Contract Amendment Request to your Project Officer at the UK NA. This will ensure that costs incurred based on your revised budget are eligible.

The Grant Agreement and the Erasmus+ Programme Guide provide key information regarding the eligibility of costs. The below table points you to the direction of key sections within these documents that you should review.

Topic	Location of relevant information in the Grant Agreement	Location of relevant information in the 2019 Programme Guide
Eligibility of costs incurred under budget headings based on unit contributions	Annex III, Article I.1	N/A
Eligibility of costs incurred under budget headings based on reimbursement of actual costs	Annex III, Article II.1	p. 258-259, "Eligible costs"
Eligibility of project activities	Annex III, Article III	N/A
Eligibility of Value Added Tax (VAT)	Annex I, Article II.19.2	p. 258-259, "Value Added Tax"
Ineligible costs	Annex I, Article II.19.4	p. 259, "Ineligible Costs"

Please note that VAT only relates to costs incurred under budget headings based on reimbursement of actual costs, i.e. Special Needs and Exceptional Costs.

**Please do not hesitate to contact your Project Officer if you have any questions concerning your project budget, especially if you are considering a budget transfer.**

## 6.4. Subcontracting

**Your organisation and staff** are expected to complete the project management and implementation of your Erasmus+ project. These **core tasks cannot be sub-contracted** as outlined in Article II.11 of the General Conditions contained in Annex I of your Grant Agreement.

The aforementioned article also outlines the additional conditions which need to be followed if you do find that you want to subcontract tasks forming part of the project and those should be read before entering into any subcontracting arrangements.

Page 266 of the Programme Guide also provides information on sub-contracting and award of procurement contracts.

If your project is not being managed by someone directly employed by the applicant organisation (Coordinator), a Sending Organisation or a receiving partner within the project, then the National Agency will consider them a sub-contractor and therefore the applicant organisation must comply with the above articles in order for their activities to be viewed as eligible.

Furthermore, **the activities that a sub-contracted organisation or individual can deliver in the project is also limited to non-core project activities.**

**Ineligible costs**

**Please note that any payments for contributions in kind from third parties are not eligible under the financial rules of the programme. For example, any work carried out on your behalf to support submitting an application cannot be paid for by any part of the grant from your successful application.**

## 6.5. Exchange Rates

Please note that the UK NA will make all grant payments in Euro.

You are strongly advised to set up a Euro bank account as costs incurred because of exchange rates will not be covered by the grant.

For projects that received a pre-financing payment, to convert any costs incurred in currencies other than Euro, as per Article I.4.10 in Special Conditions of your Grant Agreement, you should use the monthly exchange rate established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)) on the day you received your pre-financing payment from the NA. You must use these exchange rates until the date of the next pre-financing payment, where the same process applies.

For projects without pre-financing, you should use exchange rates based on the monthly accounting rate established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)) applicable on the day when the agreement is signed by the last of the two parties. You must use these rates until the end of your project.

## 7. Payment Arrangements

Each project will have a different payment structure, based on the result of the organisation's Financial Capacity Check. A typical payment structure will be as follows:

PAYMENT STRUCTURE	First payment	Second payment	Final payment
<b>Standard for projects with approved grant of less than 60,000 Euro</b>	70% of total grant amount	-	up to 30% of total grant amount and on the approval of the Final Report
<b>Standard for projects with approved grant of more than 60,000 Euro</b>	40% of total grant amount	30% of total grant amount	up to 30% of total grant amount and on the approval of the Final Report

Organisations that have a weaker financial capacity, poor liquidity, poor track record in terms of repayment of refunds, late reporting, loss of financial documents and/or loss of travel evidence may be subject to a different payment structure at the discretion of the UK NA.

You will be notified of your payment structure upon receipt of your Grant Agreement, details of which will be contained within.

The first pre-financing payment will be made automatically and no later than 30 days after the contract has been signed by both the UK NA and the beneficiary. The final payment will be made no later than 60 days after submission of a satisfactory Final Report and associated documentation to the UK NA.

Please note that the UK NA will make all grant payments in Euros. You must ensure that your bank account can receive the funds in Euros as the UK NA is not responsible for any delay caused as a result of the bank account's inability to receive such payment(s). **It is advisable to set up a Euro bank account as costs incurred because of exchange rates or bank transfers will not be covered by the UK NA or your Erasmus+ grant.**

If your payment structure is subject to a second pre-financing payment you will be required to submit an Interim Report to the UK NA by the date specified within Article I.4.3 of your Grant Agreement. The second pre-financing payment will be made no later than 60 days after submission of a satisfactory Interim Report **and** if you have spent at least 70% of your first pre-financing payment. If 70% of your first pre-financing payment has not been spent, your second pre-financing payment will be made once this condition has been met.

## 8. Participant reports

For Key Action 1, all participants who go on mobility should complete their own individual participant report. Please note **for Youth Exchanges only Group Leaders will receive the individual participant reports.**

Once a mobility has finished and the relevant information is entered into Mobility Tool+, the tool will automatically send the participant report via email to each participant to complete. Therefore it is important to keep Mobility Tool+ up-to-date with ongoing activities and mobility details. Participants should complete reports as soon as possible upon return from their mobility, so it is a good idea to schedule an event for participants to complete their reports together soon after the end of the mobility.

The automatic email from Mobility Tool+ providing the link to the participant report will state “*Do not reply*” in the title and may go to the participant’s spam folder. It is important to advise your participants of this to ensure that they do not delete this email. If participants do delete the email, you can resend them the link to their Participant Report via Mobility Tool+. Mobility Tool+ will send the link overnight, so the participant should wait 24 hours for the new link to be received. Please see the [Mobility Tool+ User Guide](#) and [EC Online Guide for using Mobility Tool+](#) for more information.

A participant report is a very simple online questionnaire completed through EUSurvey and it covers the following areas:

- Identification of the Participant and General Information
- Competences developed by Participants
- Professional Development
- Certification and Formal Recognition
- Overall Evaluation
- Conclusions, Personal Comments and Recommendations
- Publication and Usage Rights of the Information and of the Email Address.

## 9. Beneficiary Reports

### 9.1. Progress / Interim Reports

Some beneficiaries will be identified to complete a Progress Report and/or Interim Report due quarter of the way / halfway through the project lifecycle, as detailed in Article I.4.3 of your Grant Agreement. **For beneficiaries that receive less than 70% of the total grant amount for their first payment, a Progress and/or Interim Report will need to be submitted in order to request the next pre-financing instalment of your grant.**

The Progress Report and Interim Report is a document that asks you to provide a **comprehensive overview** of how the project has been implemented and to provide budget information detailing how the grant has been spent to date, including evidence where applicable.

At present, both Progress Report and Interim Report are in a Word document format that will be sent to you by the UK NA to complete two months before it is due.

### 9.2. Final Reports

All beneficiaries are required to submit a Final Report via Mobility Tool + within **60 days following the end of their contracted project end date**, as specified in Article I.4.4 of the Grant Agreement. The period for payment of the balance can therefore only start after the end of the project date and whilst you are able to view and edit the narrative part of the report, **your Final Report should not be submitted prior to the end of the project's contracted end date** (Article I.2.2. of your Grant Agreement).

Although the main activities, such as mobility placements, may be completed in advance of the project end date, other activities are included in your project, such as the full evaluation of activities and dissemination, are expected to take place until the end of your project's contracted period. Failure to carry out these other activities in full up to the contracted end date of your project will lead to the early submission of your Final Report to be treated as a termination of the project. It may also result in the quality assessment of your Final Report identifying that your project has been poorly and/or partially implemented, which could result in a reduction to the final grant amount, as detailed below and in Annex I of your Grant Agreement (Article II.25).

The beneficiary report must be submitted via Mobility Tool+. For more technical guidance on how to access your Final Report, please refer to the comprehensive [Mobility Tool+ User Guide](#) document and [EC Online Guide for using Mobility Tool+](#).

The UK NA will notify you when this report is due and provide comprehensive Final Report Beneficiary Guidance in good time for you to complete and submit by the deadline date.

**Final Report must be submitted online and on time for the final payment to be released (upon a successful assessment of the report).**

**Failure to report or report correctly will result in some of the Erasmus + funding being withdrawn and a request for recovery being issued.**

## Final Report content

Your Final Report will be made up of a qualitative and financial section which will be used to assess the extent to which your project was completed in line with your initial application. Once the UK NA has assessed your Final Report, you will receive a Final Report outcome letter with the score along with the amount of the final grant instalment.

The Final Report has 10 sections, mirroring the application form: *Context, Project Summary, Description of the Project, Implementation of the Project, Overview of Activities, Participant Profile, Learning Outcomes and Impact, Impact, Dissemination, Future Plans and Suggestions, Budget Summary.*

All beneficiaries must also gather and retain all necessary information and supporting documentary evidence for expenditure for certain aspects of your grant. Information about the supporting documentation required for the Final Report can be found in Annex III of your Grant Agreement. Failure to produce supporting documentation may result in a given cost being deemed ineligible for funding.

The following supplementary documents are mandatory and must be uploaded on Mobility Tool+ before the submission:

- **Declaration of Honour** hand signed by the Legal Representative of the project, including the place and date of signature.
- **Activity Timetable** reflecting the actual activities carried out. The official template can be downloaded from the Erasmus+ website: <https://www.erasmusplus.org.uk/apply-for-youth-mobility-funding>.
- Supporting documentation relating to **Exceptional Costs** and **Special Needs Support** (*if applicable*) also needs to be sent to the National Agency via registered mail.
- **In-Country Travel Costs evidence** (*if applicable*): invoices, receipts or travel tickets.
- **Confirmation of Residency** for participants who are not national of their sending country (*if applicable*), by email to your Project Officer.

## How will my Final Report be assessed?

The Final Report will be assessed by expert assessors on the basis of quality criteria and scored out of a maximum total of 100 points. If the Final Report scores less than 50 points in total, the UK NA will 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. **Your Final Report should therefore be detailed and provide examples of best practice and achievements** where possible, and explain any issues experienced and how you tried to overcome them to meet the original aims and objectives of the project.

The Final Report will be assessed using a common set of quality criteria focusing on:

- 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.

In accordance with Annex I and Annex III of your Grant Agreement, your final grant amount will be subject to reductions for poor, partial or late implementation of the project, which will be applied to the final grant amount for Organisational Support and will be of:

- 25% if the Final Report scores between 40 and 49 points both included
- 50% if the Final Report scores between 25 and 39 points both included
- 75% if the Final Report scores between 0 and 24 points both included.

Poor, partial or late implementation of the project may also be established by the UK NA on the basis of the reports from individual participants taking part in the mobility activities.

## Desk Checks

Some projects will be selected randomly to receive a Desk Check which will be undertaken after the Final Report is received by the National Agency. If your project is selected for a Desk Check, the National Agency will request original copies of supporting documentation to evidence the 'triggering event' and the eligibility of costs claimed in the Final Report in order to establish the final approved grant amount.

## Annex I: Useful Links

### The Erasmus+ website

<https://www.erasmusplus.org.uk/>

### Participating Countries

European Commission information on Regional Policy and Outermost Regions –

[http://ec.europa.eu/regional\\_policy/en/policy/themes/outermost-regions/#2](http://ec.europa.eu/regional_policy/en/policy/themes/outermost-regions/#2)

### 2019 Programme Guide

[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide3\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide3_en.pdf)

### Quality Assurance

- 'Manage your grant' section of the Erasmus+ UK website - <https://www.erasmusplus.org.uk/manage-your-grant>
- The European Quality Charter for Mobility - <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=URISERV%3Ac11085>

### Risk Assessments

UK government's Health and Safety Executive website - <http://www.hse.gov.uk/risk/>

### Safeguarding

UK government's Disclosure and Barring service -

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### Insurance

European Health Insurance Card (EHIC) -

<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

### Mobility Tool+

- Mobility Tool+ - <https://webgate.ec.europa.eu/eac/mobility>
- European Commission Online Guide for using Mobility tool+ - <https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?spaceKey=NAITDOC&title=Mobility+Tool++Guide+for+Beneficiaries>
- European Commission video tutorials for Mobility Tool+ - [https://ec.europa.eu/education/resources-and-tools/mobility-tool\\_en](https://ec.europa.eu/education/resources-and-tools/mobility-tool_en)

## Linguistic Preparation

- European Commission's website for languages - [https://ec.europa.eu/info/language-policy\\_en](https://ec.europa.eu/info/language-policy_en)
- European Language Label database - [http://ec.europa.eu/education/initiatives/label/label\\_public/index.cfm](http://ec.europa.eu/education/initiatives/label/label_public/index.cfm)

## Recognition of Learning Outcomes

- Youthpass - <https://www.youthpass.eu/en/>
- Europass - <https://www.naric.org.uk/europass/>
- Europass Language Passport - <http://europass.cedefop.europa.eu/en/documents/european-skills-passport/language-passport>
- European Qualifications Framework (EQF) - [https://ec.europa.eu/ploteus/search/site?f%5b0%5d=im\\_field\\_entity\\_type%3A97](https://ec.europa.eu/ploteus/search/site?f%5b0%5d=im_field_entity_type%3A97)
- European Commission's Recognition of Skills and Qualifications website – [https://ec.europa.eu/info/education/policy-educational-issues/shared-challenges-education-and-training/recognition-skills-and-qualifications\\_en](https://ec.europa.eu/info/education/policy-educational-issues/shared-challenges-education-and-training/recognition-skills-and-qualifications_en)

## Dissemination

- EU emblem, promotion and dissemination advice <https://www.erasmusplus.org.uk/promotion-and-dissemination>
- Using the EU emblem: guidance for beneficiaries and promoters <https://www.erasmusplus.org.uk/file/3401/download>
- Case studies section of Erasmus+ website (including case study pro-forma) - <https://www.erasmusplus.org.uk/case-studies>
- Promotion and Dissemination section of Erasmus+ website - <https://www.erasmusplus.org.uk/promotion-and-dissemination>
- Erasmus+ Project Results Platform (EPRP) - <http://ec.europa.eu/programmes/erasmus-plus/projects/>
- Further guidance on the EPRP - <http://ec.europa.eu/programmes/erasmus-plus/projects/eplplus-help/faq.html>

## Travel

The European Commission's Distance Calculator - [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

## More Help and Advice

- Erasmus+ Grants section of Erasmus+ website - <https://www.erasmusplus.org.uk/erasmus-grants>
- Erasmus+ Helpline - [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com)

## Social Media

You can also keep up-to-date with the Erasmus + programme by connecting with us through our social media channels. We advertise events, deadlines and further information through the following channels:



Sign up to our newsletter

<https://www.erasmusplus.org.uk/subscribe-to-our-newsletter>



Follow us on Twitter

@erasmusplusuk / [www.twitter.com/erasmusplusuk](http://www.twitter.com/erasmusplusuk)



Like us on Facebook

[www.facebook.com/ukerasmusplus](http://www.facebook.com/ukerasmusplus)



View our YouTube channel

[www.youtube.com/erasmusplusuk](http://www.youtube.com/erasmusplusuk)



Follow us on Storify

[www.storify.com/erasmusplusuk](http://www.storify.com/erasmusplusuk)

## Annex II: Declaration of Attendance Example

<b>LETTERHEAD</b>
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<b>Activity</b>	
<b>Project Reference</b>	
<b>Project Title</b>	
<b>Place of Activity</b>	

Participant Name	National Group	Date of Birth	Arrival Date	Departure Date	Activity Start/End Dates	Role <small>(Participant/Group Leader/Accompanying Person)</small>	Participant Signature

**Receiving Organisation:**

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

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

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





## More Help and Advice

Please remember that this Handbook only covers the main areas of the project lifecycle and that the guidance is supplementary to your Grant Agreement and annexes, which you should always refer to first when checking contractual requirements.

Please continue to refer to the **2019 Programme Guide** during your project to ensure you are managing your grant in accordance with programme rules, but the UK NA will still provide further support throughout your project. Your **Project Officer** is on hand to help you with any queries you may have regarding your KA1 project. You are advised to contact them directly and in the first instance, via the contact details that have been provided to you with your countersigned Grant Agreement. Please quote your project reference number in all correspondence with the UK NA.

For additional support, you can also visit the [Erasmus+ grants](#) page of our website, which will be updated on an ongoing basis with useful resources, guidance and examples of best practise to help you with the management your KA1 project.

### You can contact the wider Erasmus+ KA1 Team by:

**Helpline Telephone:** 0121 212 8947

**Helpline email:** [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com)

#### **Office working hours:**

Monday-Thursday 09:00 - 17.30

Friday 09:00 - 17:00

*(excluding public holidays)*

You can expect a response to emails and voicemails within two working days.

