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

**Background**

Please see the Exceptional Costs Section of the 2020 Operational Handbook for more information on when to use this form.

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

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

Please be aware that these funds can only be requested once per institution, per project and that it is recommended that all anticipated costs are collated prior to submitting an application.

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

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

Please fill out the below sections before submitting your request to the Higher Education Grants Team at ErasmusplusHEGrants@britishcouncil.org.

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

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

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

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

**Institutional Declaration**

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

Name:

Signature:

Date:

Please return the completed form to ErasmusplusHEGrants@britishcouncil.org.

**UK National Agency Decision**

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