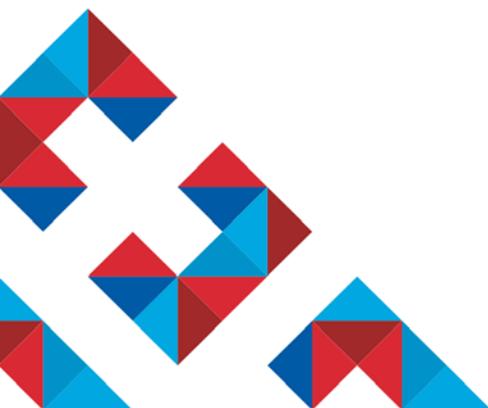


2020 Key Action 2 Handbook

For Strategic Partnerships in the field of Youth

KA205

Version 1: 27 October 2020



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.

This handbook is a guidance document only and is designed to provide information to support your grant agreement including all associated annexes and the [2020 Erasmus Programme Guide](#) . Your **Grant Agreement** and the **2020 Erasmus Programme Guide** are the primary documents you should refer to and need to comply with.

Should any information in this handbook differ from either the Grant Agreement or the 2020 Programme Guide, the content of the Grant Agreement, its annexes and the Programme Guide will take precedence.

If you have any queries or feedback about the content of this Handbook please contact:

erasmus.youth@britishcouncil.org

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1. The Transition Period

The latest information about UK participation in Erasmus+ after the transition period can be found on the [Transition period update page](#) of the Erasmus+ UK website. Please check this page regularly or subscribe to our [newsletter](#).

2. Coronavirus Guidance

The latest updates and guidance on managing Erasmus+ projects during the outbreak of the coronavirus disease, please visit our [dedicated webpage](#). Please check this page regularly or subscribe to our newsletter

3. General

Key Action 2: Cooperation for Innovation and the Exchange of Good Practices is all about enabling organisations to work together to improve provision for learners and share innovative practices. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries

For more information about Erasmus+ and Key Action 2, please refer to the following sections of the [2020 Erasmus+ Programme Guide](#) :

- General Information about the Erasmus+ Programme Pages 5 – 24
- Key Action 2 Overview Pages 100 – 124
- Information for Applicants Pages 249 – 268
- Specific Rules relating to Key Action 2 Strategic Partnerships Pages 294 – 306
- Dissemination- a practical guide for beneficiaries Pages 312 – 318
- Glossary of Key terms Pages 318 – 327

This Operational Handbook only applies to KA205 (Strategic Partnerships) projects.

3.1. GDPR Compliance

For the purposes of the Data Protection Legislation, the European Commission – Department for Education is the Controller, the Processor is the UK National Agency and the beneficiary is the Sub-Processor.

All personal data contained related to the implementation of an Erasmus+ project shall be processed in accordance with:

- National legislation by the NA, in particular the UK Data Protection Act 2018;

- in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (and/or such law(s), regulation(s) and secondary legislation as may transpose the General Data Protection Regulation into the domestic law of all or any part of the United Kingdom), and repealing Directive 95/46/EC as from its entry into force on May 2018;
- the Data Processing Clauses as set out in Annex VIII of the Grant Agreement.

For more information please refer to the Grant Agreement – Special Conditions – Article I.14, the Grant Agreement – Annex VIII and the [2020 Erasmus+ Programme Guide](#) - Data Protection article.

4. Grant Agreement Issuing and Signing

4.1. Payment Conditions

The aim of the pre-financing payment is to provide the beneficiary with a float.

A first pre-financing payment of the organisations agreed grant amount will be made 30 days after the UK National Agency has countersigned the grant agreement which has been signed by the nominated legal representative as listed on the grant agreement and returned to the UK National Agency.

4.2. Bank Accounts and Currency

All payments to organisations are made in Euros. Organisations must ensure that its designated bank account can receive payments in euros. The UK NA is not responsible for any delay or exchange rate losses caused as a result of the organisations bank account's inability to receive such payments (please also see the information on Annex VII: Bank Details Form in section 4.4. Grant Agreement and Annexes below).

The beneficiary with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C section of the Official Journal of the European Union, determined over the corresponding reporting period ([available here](#)).

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates

established by the Commission and published on its [website](#), determined over the corresponding reporting period.

The beneficiary with general accounts in euros must convert costs incurred in another currency into euros **in accordance with their usual accounting practices**.

Any conversion into euro of costs incurred in other currencies must be made by the beneficiary at the monthly exchange rate established by the Commission and published on its website applicable on the day when the bank account of the beneficiary is credited.

4.3. Grant Awards

The Grant Agreement details the payment and reporting arrangements for the project. Grant recipients may not benefit from any other EC funding for the same activity.

The Erasmus+ grant is intended to co-finance mobility activity. Under no circumstances may the grant give rise to a profit. Please see page 256 of the [2020 Programme Guide](#) for further information.

Amendments to agreements must be requested in writing.

Please note that if information contained in this handbook differs from that in the Grant Agreement, then the Grant Agreement will take precedence.

4.4. Grant Agreement and Annexes

The Grant Agreement (Special Conditions) is split into several sections and annexes:

- **Annex I: General Conditions**

The General Conditions provide an overview of the obligations of beneficiaries. They can be found on the Erasmus+ website.

- **Annex II: Description of the project, Estimated budget of the project; list of other beneficiaries**
- **Annex III: Financial and contractual rules**

This annex provides information on the financial and contractual rules surrounding the Grant Agreement. It is the responsibility of the beneficiary to read this information and to ensure compliance.

- **Annex IV: Applicable Rates**

This annex defines what rates are applicable to each budget category.

- **Annex VII: Bank Details Form**

This must be submitted at Grant Agreement countersigning, even if no changes have been made to the institutional bank account. This will ensure that the UK NA makes all payments to the correct account.

The form should be signed by someone legally authorised to sign on behalf of the organisation. Alternatively, this form can be completed on letter-headed institutional paper and submitted to the UK NA. There are further signing instructions provided with this annex and they should be consulted prior to the submission of your Bank Details form.

Your grant agreement impels the UK NA to make payments into the bank account detailed in annex VII. If your organisation's bank account changes during the implementation of your project then you must complete and submit a new annex VII Bank Details form to the UK NA. If your organisation has multiple Erasmus+ projects running concurrently you may need to submit a new annex VII Bank Details form to the UK NA for each live project.

- **Annex VIII: GDPR Multi Beneficiary UK National Agency Processor to Sub-processor Contractual Governance**

This annex sets out the contractual governance that manages the data that is exchanged between the UK NA and the beneficiary.

Important: Please ensure that you check your Grant Agreement to confirm that the correct details have been listed for the legal representative and contact person for the project. If the legal representative or contact person for your project has changed since the submission of your application, you will be required to update the UK NA. It is recommended that this is done at your earliest convenience so that any potential delay to the countersigning of your Grant Agreement is minimised.

4.5. Signatures

An original paper copy of the grant agreement between the NA and the organisation must be signed with original signatures and kept in hard copy. **For 2020, electronic signatures are permitted due to the exceptional circumstances of the Covid-19 pandemic.**

4.6. Dissemination

By signing the Grant Agreement with the UK NA, the organisation accepts that their information may be published on the [Erasmus+ Funding Results webpage](#).

Information on the use of the European Union emblem can be found in Article II.8 of the Grant agreement General Conditions and is also published on the UK NA Promotion and Dissemination website.

The preferred option to communicate about EU funding is to write “Co-funded by the European Union”, next to the EU emblem on the communication material where the EU emblem is used. The positioning of the text in relation to the EU emblem is not prescribed in a given way but the text should not interfere with the emblem in any way. The beneficiary may use the Dissemination Platform as per the EC’s instructions.

5. Project Activities

5.1. Period of Activity

The project duration is between 6 and 36 months as specified in your organisations application form and grant agreement. All project activities must be completed by the project end date as specified in article 1.2.2 of the grant agreement. If the grant agreement has not been signed by both parties (the NA and the organisation) prior to activity taking place, the organisation will be fully responsible for any risks that may arise from such activity (as with any activity that takes place outside the terms of the agreement).

5.2. Making changes to your project

Your 2020 Key Action 2 Project has been approved by the UK National Agency based on the information you have provided in your original grant application. If you need to make any changes to your project , you should notify the UK National Agency immediately, and **before any changes are implemented.**

You should note that the UK National Agency is not obliged to approve changes to your project. As such, you should not action any changes until you have received written confirmation from the UK National Agency. Should you proceed with these changes before receiving authorisation to do so the UK National Agency has the right to request repayment of the corresponding part of you grant.

Change of project contacts and Legal Representative

Should you need to make any changes to your project’s contact person or legal representative, please notify us via [email](#) and we will provide you with further guidance on how to do this.

Amendments to your project

Any request for amendment must be made in writing using the change request form which accompanied your grant agreement and be received by the UK National Agency in good time. The completed form should be sent via email to erasmus.youth@britishcouncil.org . We require at least one month's notice before the intended implementation of the changes in order to allow sufficient time for approval. The UK National Agency is unable to process an amendment request during the last month of your project activity; this is in accordance with the European Commission's guidance. You should therefore ensure that your project is on track and that no changes need to be made in the final stages of your project.

Selection of Participants

Sending organisations are responsible for selecting participants to undertake mobility activities. The selection process must be fair, transparent, coherent, documented and shall be made available to all parties involved. The profile of participants must correspond to the eligibility criteria set out in the [2020 Programme Guide](#).

Insurance

You should establish whether the host organisation has insurance that covers participants during their mobilities. In cases where existing insurance does not provide this type of cover, you should ensure that additional insurance is taken out for the period of the activity.

The UK National Agency does not define a unique format of insurance, nor recommend specific insurance companies; this is to be decided by the sending organisation/institution. However, we strongly advise that you have medical and travel insurance for the duration of your time abroad, including travel to and from the UK.

5.3. Safeguarding

Safeguarding can refer to either a person or mechanisms in place to ensure protection against danger, damage, injury, etc. When working with young people and/or vulnerable people it is particularly important that you have safeguarding policies in place. You should have accompanying persons (who have been vetted as appropriate) in place for any minors and/or vulnerable people.

Further information about safeguarding is available from the UK government's Disclosure and Barring Service [here](#)

5.4. Child Protection

Youth Key Action 2 projects may involve the participation of young people under the age of 18, either domestically or transnationally. It is the responsibility of all organisations within the partnership to ensure that all minors participating in activities are protected. Please ensure that your organisation and any partners who are also participating in the project, have written and robust policies and procedures which comply with all the relevant UK legislation for ensuring and managing child protection. You will have been required to sign a declaration confirming that your organisation, and its partners, have policies and procedures in place before the UK NA issued your grant agreement to you.

6. Covid-19 Specific Measures

In light of the exceptional circumstances created by the COVID-19 pandemic, the European Commission has introduced a series of flexibility measures, taking into consideration the specificities and target groups of each supported activity. Please also refer to the 2020 addendum to the grant agreement for KA2 projects. These are detailed below:

Transnational project meetings

- When organising meetings virtually, you will not be entitled to receive the unit costs for transnational project meetings. The funding awarded under the "Project management and implementation" budget covers the costs related to these meetings.

Multiplier events

- As for physical events, beneficiaries should identify the participants to the events carried out online and provide evidence for their number. When beneficiaries organise their meetings virtually, the grant paid per participant is 15% of the unit cost corresponding to "local participants" (i.e. 15 EUR), up to a maximum of 5.000 EUR over the lifetime of the project.

Learning, teaching and training

- Beneficiaries are allowed to organize their activities virtually. Where relevant, a blended mobility approach is encouraged, i.e. to start with a period of virtual mobility, to be combined with a physical mobility abroad.

- In addition, the combination of virtual and physical periods must comply with the maximum duration of a Learning, teaching and training activities as set in the 2020 Programme Guide.
- As for physical events, beneficiaries should also identify the participants to the events carried out online and provide with supporting documents evidence for their number.
- For virtual periods, the grant paid per participant is 15% of the corresponding unit cost for Individual support. Where relevant, participants are entitled to the regular linguistic preparation to support the virtual, physical or blended mobility period.

NAs may also consider eligible any special needs support claimed in order to allow the participation of participants with special needs in virtual activities, under the same rules as specified in the 2020 Programme Guide.

7. IT Tools

7.1. Mobility Tool+ (MT+)

Mobility Tool+ is the online management and reporting system developed by the European Commission for all Erasmus+ projects. It is a contractual requirement for all projects to report their project activities in Mobility Tool+. Mobility Tool+ can also assist you with managing your budget throughout your project lifecycle.

It is advised to keep Mobility Tool+ up to date as your project progresses. Final narrative reports are also completed in Mobility Tool+. Whilst you are able to view and edit the final narrative report, you should not press submit until after your project end date. Mobility Tool+ can be accessed via the link [here](#). In order to log into Mobility Tool+, you need to have an EU login account.

The lead contacts and legal representatives for your organisation and partner organisations will automatically have access to Mobility Tool+, using the email address we have listed for them in our database. You will be able to log in once you have registered an EU Login account that is linked to your email address. Once logged in, you can then add additional contacts to assist with the reporting of the Erasmus+ project.

For more guidance on the tool please read the [MT+ Guidance for Beneficiaries](#).

7.2. Organisation Registration System

From 22 October 2019, organisations participating or wishing to participate in the Erasmus+ or European Solidarity Corps actions managed by a National Agency are required to manage their organisation's information through a new organisation registration system.

The [Organisation Registration System](#) is your entry point for the electronic administration of EU-funded projects under programmes, such as Erasmus+. It is open to beneficiaries managing their EU grants to view and edit their organisational data, such as bank details or LEAR (Legal Entity Appointed Representative). A LEAR can, for example, be an administrative staff with access/rights to keep the ORS up to date, so please do not mistake this with Legal Representative.

The 8-digit OID, which is prefixed with an E, is obtained and managed through the Organisation Registration System. When the contact person leaves the organisation without appointing another person, the access to update the OID is lost. An organisation can always request a password reset; however, this only works when the person forgets the password. If the person left the organisation, in most cases, the organisation does not have access to the email address any longer so a password reset will not help. Therefore, it is recommended for each organisation to have at least two people with access to OID to ensure there is a backup.

For more information please visit the Organisation Registration System [here](#)

7.3. Erasmus+ Project Results Platform (PRP)

Dissemination and exploitation of results are crucial areas of the Erasmus+ project lifecycle. They give participating organisations the opportunity to communicate and share outcomes and deliverables, thus extending the impacts of their projects, improving their sustainability and justifying the European added value of Erasmus+. In order to successfully disseminate and exploit project results, organisations involved are asked to give the necessary thought to dissemination and exploitation activities when designing and implementing their project. The level and intensity of such activities should be proportional to the objectives, the scope and the targets of the different actions of Erasmus+ Key Action 205 beneficiaries are contractual required to upload all of their project results to the project results platform.

As a security measure, on 8 June 2020 the European Commission has introduced a two-factor authentication (2FA) for users of the Erasmus+ Project Result Platform. To access the PRP you will need to install and initialise the EU Login Mobile App on your mobile or tablet. The EU Login Mobile App is free of charge and can be obtained from the Google Play Store (Android), the App

Store (iOS) or the Windows Store (Windows Phone). These verification methods will not require you to share your personal mobile number, should you be using your personal mobile device. For instructions on how to install and initialise the App, please see page 12 of the [EU Login Tutorial.pdf](#). Guidelines on how to use either of the verification methods can be found on pages 5 (PIN code) and 6 (QR code).

8. Project Activities

8.1. Learning Teaching, and Training Activities

Learning, Teaching, Training activities for staff and students should have been applied for at the application stage. Full information about Learning, teaching, training activities can be found in Annex I ‘Specific rules and information relating to Strategic Partnerships on pages 288 - 290 of the [2020 Programme Guide](#).

Important Note: As a reminder, cultural tourism activities will not be accepted as Learning, Teaching, Training activities.

Learning, Teaching, Training activities are split into three budget categories: Travel, Individual Support and Linguistic Support. Please be aware of the minimum and maximum durations for activities as stated in the table below, all durations below exclude travel days.

Type of activity	Duration
Blended mobility of young people	5 Days to 2 Months (excluding travel)
Long-term mobility of youth workers from programme countries	2 months to 12 Months
Short-term joint staff training events	3 Days to 2 Months (excluding travel)

8.2. Individual Support

As per Annex III of the grant agreement Individual Support is payable for any travel in excess of 9km and is calculated by multiplying the number of days/months per participant by the unit cost applicable per day/month for the type of participant and for the receiving country concerned. Individual support will cover the the costs of accommodation, insurance, food, and local travel to and from the placement within the host country.

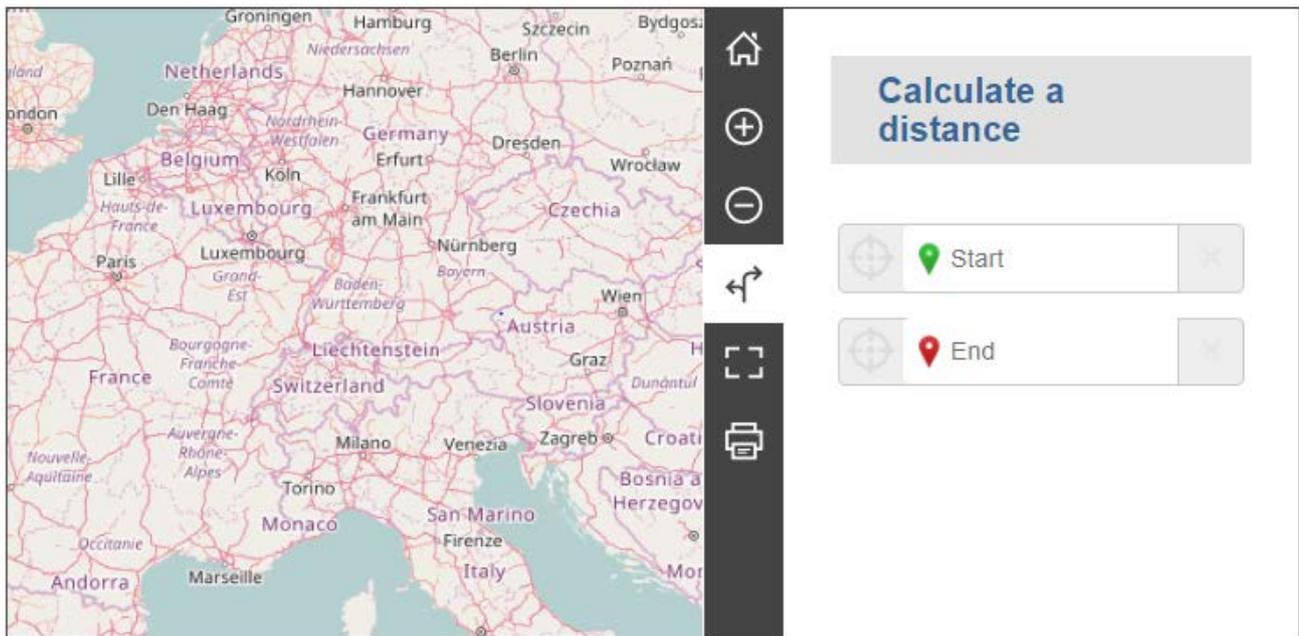
This component of expenditure is paid as a lump sum and all Individual Support must be spent on the participant(s). Please note that participants are only eligible for unit costs per day for the days that they engage in mobility activity.

Details of each participant will have to be input onto Mobility Tool+.

8.3. Travel

Travel is a contribution to the travel costs of participants (including accompanying persons) from their place of origin to the venue of the activity and return. This budget category is based on the distance travelled per participant and is defined as the cost of the entire journey from the UK point of origin to the host destination (and return), including transfers. Travel distances are always calculated using the [Distance Calculator](#) supported by the European Commission.

DistanceCalculator



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Travel is calculated according to rates produced by the European Commission and will be automatically calculated for you on Mobility Tool+.

Please note , you will need to keep evidence of travel as this will be required at the final reporting stage.

8.4. Expensive Travel Costs of Participants

As stated in page 172 of the 2020 programme guide, applicants will be allowed to claim financial support for expensive travel costs under the heading “exceptional costs” (up to a maximum of 80% of total eligible costs, including the use of cleaner, lower carbon emission means of transport). This would be allowed provided that applicants can justify that the standard funding rules (based on unit costs per travel distance band) do not cover at least 70% of the travel costs of participants. If awarded the exceptional costs for expensive travel replace the standard travel grant.

Exceptional costs	Expensive travel costs of participants, including the use of cleaner, lower carbon emission means of transport (for details, see section "what else you should know about this action").	Real costs	Expensive travel costs: maximum up to 80% of eligible costs	
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8.5. Linguistic Support

Linguistic Support is a contribution to the costs linked to the support offered to participants in order to improve the knowledge of the language of instruction or work. This would only apply for those mobilities that last between 2 and 12 months. On Mobility Tool+, you will need to report which participants received Linguistic Support. You will need to retain supporting documents in the form of proof of attendance to any language courses, invoices for the purchase of learning materials or a declaration signed by the participant, if the partner organisations delivered the linguistic support themselves. Please refer to your Grant Agreement for further details. This budget category may only apply to a small number of projects.

8.6. Transnational Project Meetings

Transnational project meetings are for project implementation and coordination purposes. Transnational Project Meetings should not be confused with Learning, Teaching, and Training activities or Multiplier Events. As per Annex III of your agreement, the usual venue for Transnational Project Meetings should be held and hosted by one of one of the project partners. In addition, and if duly justified in relation to the objectives or implementation of the project, Transnational Project Meetings can also be held at the seat of an institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg, and The Hague). In order to be eligible to receive funding beneficiaries must justify the need for the Transnational Project Meetings in terms of number of meetings held and participants involved. The unit cost awarded for eligible claims includes the grant contribution to both travel and subsistence costs, and participants must travel in excess of 100km (as per the Distance Band Calculator) in order to be eligible for this budget item.

8.7. Intellectual Outputs (only applicable for Development of Innovation projects)

If your project supports innovation you will have been awarded a budget to produce Intellectual Outputs. These are tangible deliverables of the project (such as curricula, open educational resources, IT tools, analyses, studies, peer-learning methods, etc.) Any approved Intellectual Outputs will be listed in Annex II of your Grant Agreement and the associated costs are outlined in Annex III.

Please note costs associated with Managers and Administrative staff members should already be covered under your Project Management and Implementation budget. You will only be able to claim staff costs associated with Managers or Administrators against Intellectual Outputs if this is specified and approved within Annex II of your Grant Agreement.

In order for costs to be eligible, partners need to be able to demonstrate a formal link (on a professional basis) with the person(s) which staff costs are being claimed for. To demonstrate this formal link, you need to keep proof of the nature of the relationship (e.g. employment contracts or volunteer agreements). Please note that people working for the organisation on the basis of a service contract (e.g. translators, web designers, etc.) are not considered as staff of the organisation. Therefore, their staff time cannot be claimed under Intellectual Outputs. Staff costs incurred by individuals external to the partner organisations belong under the Exceptional Costs budget category and should only be claimed if included and approved in the projects budget. It is also not allowable to claim Exceptional Costs for services (translating, web designing, etc.) which will be undertaken by members of staff.

At reporting stage, you will need to report on Mobility Tool+ the number of days of work for each Intellectual Output per staff category for each partner. As per Annex III of the grant agreement proof of staff time in the form of timesheets will need to be kept and should state the staff members name, the category of staff, the dates and the total number days of work the person has contributed to the Intellectual Output.

8.8. Multiplier Events (only applicable for Development of Innovation projects)

Multiplier Events are national and transnational conferences (only if hosted by a partner and are relevant to disseminating the project), seminars, events sharing and disseminating the Intellectual Outputs fully realised by the project (excluding costs for travel and subsistence of representatives of

participating organisations involved in the project). Support for Multiplier Events is provided only if in direct relation to the Intellectual Outputs of the project and once they are completely developed. As per Annex III of the grant agreement proof of attendance in form of a participants list (with name, date, place of the multiplier event and the name and address of the sending organisation) signed by participants will be required.

At reporting stage the coordinator must report on the description of the Multiplier Events, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants.

8.9. Special Needs Support

Special Needs Support is the budget category to help fund the additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories 'travel' and 'individual support').

Where costs have been incurred for participant(s) with specific needs, you will need to report the actual costs in Mobility Tool+. You will also need to indicate whether you have been granted this funding, or if it is a budget transfer, detail the type and total cost being claimed. At final reporting stage you will be required to provide 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.

8.10. Exceptional Costs

If detailed under Annex II of your grant agreement, any grant awarded under Exceptional Costs can be used as specified in your approved budget. Examples might include subcontracting requirements and costs related to the depreciation of equipment, but please check your specific agreement. For Exceptional Costs, you need to report the actual costs incurred in Mobility Tool+. The UK National Agency will reimburse 75% of the eligible costs actually incurred or €50,000, whichever is the lowest.

9. Budget Management

An Erasmus+ grant is an incentive to carry out a project which would not be feasible without European Union (EU) financial support and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant. The Erasmus+ UK National Agency

cannot grant additional funds to projects after the initial allocation of funds and issuing of your organisation's Grant Agreement.

9.1. Unit Costs and Actual Costs

While your project has been awarded a 'maximum grant amount', this does not necessarily mean that the project will be entitled to receive this full sum. Erasmus+ grants are made up of a combination of unit costs and real costs. Your project will only be eligible for unit costs and real costs for activities that are realised. Annex III of your grant agreement details each budget category as an underlined heading. For each budget category, Annex II provides information on the following:

A. Calculation of the Grant Amount

This information details how costs for that individual budget categories is calculated.

B. The Triggering Events

This part details the event that needs to take place in order for your project to be eligible for each cost. E.g. Transnational Project Meetings: To claim the unit cost for a participant, the participant must actually travel and complete the mobility and attend the meeting as approved by the UK National Agency. If the triggering event is not realised, the project would not be eligible for the Transnational Project Meeting unit costs for this participant. The Transnational Project Meeting cost for the participant who did not travel will be removed from the overall project grant budget (unless transferred using the budget category transfer rule as per page 14); either by deduction from the final grant payment, or recovery by way of invoice.

C. Supporting Documents

This part details the supporting documents required for each budget category and what needs to be kept as evidence to show that the triggering event actually happened. E.g. Transnational Project Meetings: you are required to keep and retain a certificate of attendance per participant as a minimum.

D. Reporting

This details the information you will be required to input into Mobility Tool+.

9.2. Unit Costs: The use of lump sums, the reimbursement on the basis of unit costs and the flat-rate financing

Projects are entitled to the unit cost flat rates, provided that a triggering event happens and supporting documentation is retained as evidence. Projects are still entitled to full unit costs (flat rate) even if the 'real' expenditure is less. E.g. A project is awarded €575 for one person to travel to a Transnational Project Meeting (distance band 100 and 1999KM). The participant travels and attends the transnational project meeting as planned. The project retains the required supporting documentation e.g. certificate of attendance as evidence that the triggering event happened. Even if the participant actual expenditure is only €500, the project would still be entitled to the full €575 unit costs for attendance to the Transnational Project Meeting.

Please see the below example:

Amount **spent** by participant to attend transnational project meeting

	Flight Tickets: €100
	Subsistence: €100
	Local Travel: €50
	Insurance: €20
	Hotel: €230

Actual Expenditure Total = €500

Amount project can **claim** for participant involvement in transitional project meeting

Distance Band 100 - 1999. Distance established using [Distance Band Calculator](#)

Contribution to unit costs	For travel distances between 100 and 1999KM:
	575 EUR per participant per meeting
	For travel distances of 2000 KM or more:
	760 EUR per participant per meeting

Unit Cost the project is eligible to claim = €575

Actual Expenditure: €500

Surplus = €75

The left over €75 would be seen as **surplus**. You do not need to transfer this surplus as your project will still be entitled to the full flat rate. In the spirit of the Erasmus+ programme this surplus should be used to further strengthen the quality of your Erasmus+ project. This principle does not work for budget categories based on Actual costs as we only fund these according to actual expenditure.

Budget Category	Cost Type
Project Management and Implementation	Unit Cost
Transnational Project Meetings	Unit Cost
Intellectual Outputs	Unit Cost
Multiplier Events	Unit Cost
Travel	Unit Cost
Individual Support	Unit Cost
Linguistic Support	Unit Cost
Special Needs Support	Actual Cost
Exceptional Costs	Actual Cost

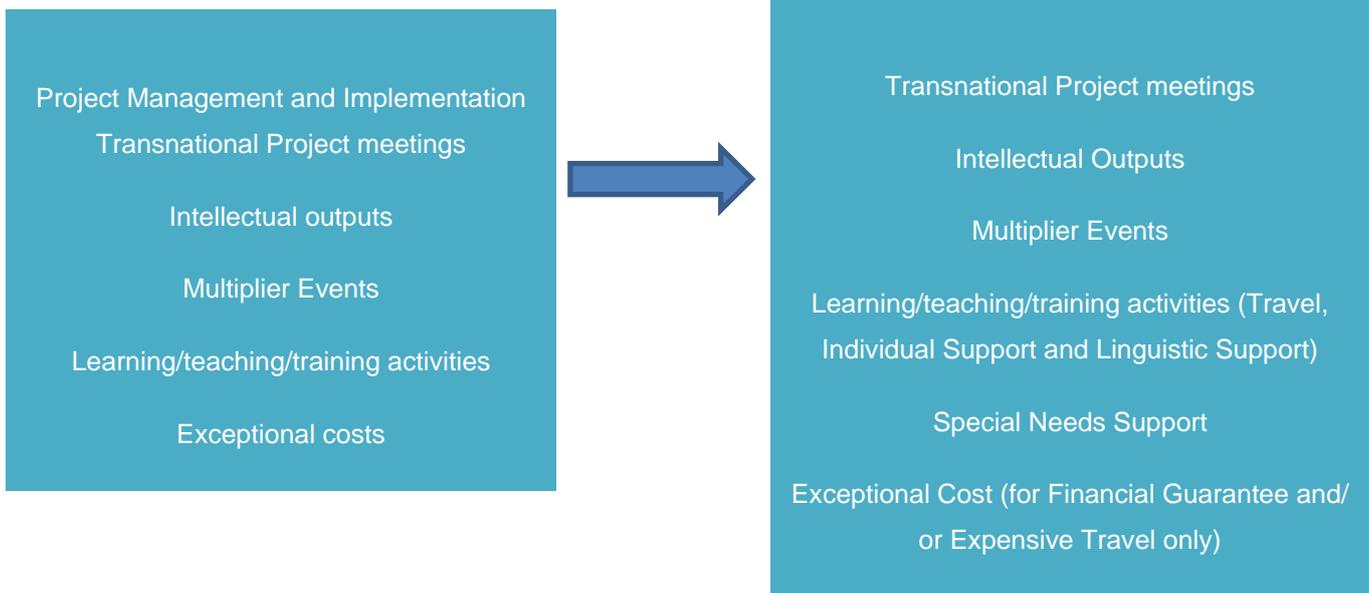
9.3. Actual Costs

The two budget categories special needs support and exceptional costs are based on the principle of actual costs. 100% of eligible costs under special needs support will be reimbursed (up to the budget category amount awarded), on the condition that invoices and receipts are provided. 75% of eligible costs under exceptional costs will be reimbursed, provided that this does not exceed the budget category amount awarded by the UK National Agency. **Please note that receipts and invoices are required as evidence for real cost expenditure.**

9.4. Budget Transfers

Please note that budget transfers are processed by UK National Agency staff at the final reporting stage. If you would like to request a budget transfer, please contact us directly.

As per article 1.3.3 of your grant agreement there is some flexibility with regards to transferring funds between the different budget categories. It is important to understand that triggering events are needed for a project to be eligible for the associated costs. It is also important to understand that surplus does not need a budget category transfer. Below you can see a diagram which demonstrates which budget categories money can be transferred from and to. Please note the principles of triggering events and supporting documentation still stands after budget category transfers have taken place.



You cannot request a transfer to these two categories:

Project Management and Implementation

Exceptional Costs

Unit Costs

- You cannot request to decrease a budget category by more than 20%;
- You cannot request to increase a budget category by more than 20%;
- **You cannot request to transfer money to the Project Management and Implementation category**

Actual Costs

- **It is ONLY possible to transfer to Exceptional Costs under Financial Guarantee* or Expensive Travel costs**, in so far as required by the UK NA in Article I.4.2 even if no funds are allocated for Exceptional Costs as specified in Annex II. In this instance the 20% cap for increasing the Exceptional Costs category does not apply.

*(*If the financial capacity is not considered satisfactory, the National or Executive Agency may require any beneficiary which has been awarded a grant exceeding 60 000 EUR to lodge a guarantee in advance in order to limit the financial risks connected with the pre-financing payment. This guarantee can be requested for up to the same amount of the pre-financing payment(s))*

- It is not possible to transfer money **from** the Special Needs support budget category but there is an exception whereby a transfer **to** this category is possible, even if no money was originally granted for special needs support. Please note; the 20% transfer cap does not apply to the Special Needs category.

For a better understanding of possible budget transfers that you can request, please check the budget structure of your project in Mobility Tool+.

9.5. Project Management and Implementation

Eligible costs under this budget category include staff costs for general project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Other eligible costs could include virtual cooperation and local project activities (e.g. class-room project work with learners, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.); general project management and administrative tasks (including staff time for these tasks) should be covered under Project management and implementation rather than the Intellectual Outputs budget.

10. Reporting

Your Organisation must show that reported activities have taken place but it is not required to show details of each item of expenditure except in the instance of special needs support and exceptional costs.

You can find more information in Annex III- Financial and Contractual rules which details the types of documentation that are acceptable.

10.1. Interim Report

Some Key Action 2 projects will be required to submit an “Interim Report” during the lifetime of their project. You can find the date this is required in Article I.4.3 of your grant agreement.

For this report you would need to ensure that all activities that have taken place are recorded on Mobility Tool+.

Please note all reports are to be submitted via Mobility Tool+,

Please note; you can access the Interim report on Mobility Tool+ under the ‘Reports’ section. Only one person can edit the report at any given time. In order for other contacts on the programme to

make changes to the report you would have to click 'Release Draft', contacts should then be able to see the green 'Edit Draft' tab as shown in the screenshot.

10.2. Beneficiary Final Report

All organisations are required to submit a Final Report via Mobility Tool+ within **60 days** of the end of date of the project (which can be found in Article I.2.2 of the grant agreement). The report will include a narrative report to demonstrate the qualitative aspects of the project implementation in addition to the quantitative data. Mobility Tool+ remains fully open during the reporting period, however, no changes to project records in the MT+ will be possible passed the final report deadline. Lead organisations must enter activity and budget information about their project in Mobility Tool+ as the project progresses. Organisations can then begin completing the narrative report. Final reports should not be submitted before the project end date unless the project is terminating early.

Organisations are required to submit this report on Mobility Tool+ and on time in order for the final payment to be paid (upon successful assessment of the final report), i.e. the final report is considered as request for payment of the balance of the grant.

Important note: Please ensure that you update your project summary. This is pre-populated from the application form and is therefore in the future tense. The project summary should describe what you have done in the project rather than what you plan to do.

Failure to report or report correctly may result in some or all Erasmus+ funding being withdrawn and a request for recovery being issued.

Once a project final report has been submitted, it will go to be assessed by expert assessors. You will then receive a final report feedback and score. The final report will be assessed on the basis of quality criteria and scored out of a total maximum of 100 points. If the final report scores less than 50 points in total, the UK National Agency will reduce the final grant amount on the basis of poor, partial or late implementation of the project.

Once submitted, your final report is assessed and the outcome of this assessment determines the amount of your final payment. The outcome of this assessment may result in the UK NA seeking a repayment of funds already granted if the final report does not pass the required quality threshold. The UK NA will seek to maximise the total grant payable however we can only do this on the basis of a good quality and accurate final report. In order to ensure this you should report travel and activities (including preparation, monitoring and support, evaluation, and dissemination),

undertaken during the implementation of your project and project results and outcomes. The narrative should be written accordingly and include figures, statistics, and examples drawn from your project and not copied and pasted from the original funding application. In terms of your budget information you should accurately report travel distances, days of work or activities, etc.. The UK NA understands that the project activities implemented may not exactly match what was indicated in the funding application. In processing the final report we will identify and implement the necessary budget transfers for you in order to maximise the grant payable to you.

11. Impact and Dissemination

Dissemination and exploitation of results is one of the crucial areas of the Erasmus+ programme. You can find specific information about Dissemination in **Annex II Dissemination and Exploitation of results - A Practical Guide for Beneficiaries** on pages 312 – 317 of the [2020 Programme Guide](#).

Tangible results may include:

- an approach or a model to solve a problem;
- a practical tool or product such as handbooks, curricula, e-learning tools;
- research reports or studies;
- good practice guides or case studies;
- recognition certificates;
- evaluation reports;
- Newsletters or information leaflets.

Intangible results may include for example:

- knowledge and experience gained by participants, learners or staff
- increased skills or achievements;
- improved cultural awareness;
- Better language skills.

11.1. What is Dissemination?

Dissemination involves spreading the word about your project's results, successes and outcomes as far as possible. Dissemination is an essential part of all Erasmus+ funded projects and should raise awareness about your project, its activities and highlight the outcomes of the project.

Participants, beneficiary organisations and host organisations should all be included within the project's dissemination activities. You should refer to the dissemination plan outlined in your application form, which should cover why, what, how, when, to whom and where the dissemination of results will take place.

Dissemination should be considered throughout the project, should be linked directly to the project's evaluation process and should take place both during and after the funding period. Dissemination consists of both concrete (tangible) results as well as of skills and personal experiences that both project organisers and participants to the activities have acquired (intangible results).

For projects involving staff, it is particularly important that participants individually disseminate their findings, across both formal and informal networks upon their return from their mobility. Good practice and lessons learnt should be implemented within the participants' own organisation and through wider local, regional, national and/or European networks.

Projects that produce good results on a participant level and on a wider scale may be used as case studies on the Erasmus+ website and in other media. This can be another way of disseminating the results and impact that your project has on the participants, organisation and wider community. If possible, it would be beneficial not only to send written information to us, but also, photographic evidence and/or videos of the participants on placement. Please ensure that the participants have given their consent for their images to be used.

11.2 Impact+ Tool

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. To find out more about the Impact+ exercise please see the website [here](#).

11.3 Using the Erasmus+ Logo

You must use the European Commission's Erasmus+ logo and associated wording for any project outputs and promotional materials and publicly acknowledge the support received from the EU. This is an obligation of your grant agreement and your final payment may be affected if you do not adhere to it. The preferred option to communicate about EU funding is to record 'Co-funded by the European Union' next to the EU emblem on the communication material where the EU emblem is used. You can find guidelines [here](#)

11.4 Using the Media and Press

International activity can provide interesting stories for the media, and Erasmus+ offers lots of opportunities for this. There is good scope for you to secure coverage in local and regional media for your activity. Coverage in your local paper, or on a local radio or TV station, allows you to share your successes with a wider audience and can provide good publicity for your organisation. Promoting Erasmus+ in the media also raises awareness of the programme among other organisations so that they can reap the benefits of international activity too.

11.5 Supporting Documentation

To support your report you are required to produce supporting documentation as evidence for certain aspects of your grant. Supporting documentation must be annexed with your final report. Failure to produce supporting documentation for a mobility or unit cost could make the mobility or unit cost ineligible for funding. Information about the supporting documentation required can be found in your Grant Agreement in Annex III. Some templates can be found on the '[Manage Your Grant](#)' webpage of our website.

Important note: You should ensure that the costs incurred as part of your Erasmus+ project are considered eligible in accordance with your project Grant Agreement. You must also ensure that expenditure is substantiated by adequate supporting documents that can be produced in the context of the checks or audits as described in your Grant Agreement.

Specific information about the supporting documentation that your organisation is required to retain for each budget category of your grant can be found in your project Grant Agreement.

We would like to remind you that your organisation should also keep evidence of all project expenditure. Keeping evidence of project expenditure by way of receipts and invoices is not only good practice but may be required in evidence should your project be subject to your organisation's internal audits or external audits associated specifically with your Erasmus+ project.

It is advisable to keep as much original information and evidence as possible in a project file. This will facilitate a smooth handover should your Erasmus+ project coordinator change during your project lifetime, and also help your organisation complete the narratives of its Erasmus+ final report when the time comes.

11.6 Certificates of Attendance

Proof of attendance of the activity in the form of an attendance list or individual certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity as well as start and end date. This is a **mandatory document** that will need to be attached to your final report as proof that Transnational Project Meetings and Learning, Teaching, Training Activities took place.

12. Monitoring Activities

The UK National Agency may visit your organisation during the project's lifetime. UK National Agency representatives will check that your organisation is delivering the project to specifications detailed in your application form, your contract and to the requirements outlined in the [2020 Programme Guide](#). The visit aims to support beneficiaries 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.

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 UK Department for Business, Innovation and Skills as well as for the European Commission.

Desk checks

A desk check is an in-depth check of support documents at the UK National Agency offices that may be conducted at or after the final report stage. Upon request, the beneficiary must submit to the UK National Agency the support documents for all budget categories.

On-the-spot checks during the project

A random sample of projects will be subject to an "on the spot" check that can be undertaken during the project implementation. This check is undertaken during the implementation of the project in order for the UK National Agency to verify directly the reality and eligibility of all project activities and participants.

On-the-spot check after completion of the project

This check is undertaken after the end date of the project and usually after the final report check. In addition to providing all supporting documentation, the beneficiary must provide access to the UK National Agency to the recording of project expenses in the beneficiary accounts.

13. Additional Support

13.1. Keeping us up to date

We will be in contact with you throughout the duration of your project. It is important therefore that you keep us informed of your most up-to-date contact information for the contact person and legal representative you detail in your application form. Please let us know via email if your project legal representative or the appointed contact person for your project changes, if they leave your organisation, or their contact details change. You should also let us know if your organisation bank details change at any time, or you would like to propose changes to your project or project activities. You can contact the UK National Agency at erasmus.youth@britishcouncil.org.

Please quote your project reference number in all emails.

13.2. Contacting Us

The Erasmus+ Team is on hand to help you with any queries you may have. You can contact us by phone via +44 (0) 161 957 7755. Our helpline is open Monday to Friday. 09:00 am – 17.30 pm (UK time & excluding public holidays). You can also contact us via email at: erasmus.youth@britishcouncil.org

14. Social Media

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

www.erasmusplus.org.uk/subscribe-to-our-newsletter



Follow us on Twitter:

@erasmusplusuk / www.twitter.com/erasmusplusuk



Like us on Facebook:

www.facebook.com/ukerasmusplus



View our YouTube channel: www.youtube.com/erasmusplusuk

15. Useful Links

- [UK National Agency website](#)
- [European Commission Erasmus+ website](#)
- [Mobility Tool+](#)
- [Organisation Registration System](#)
- [EC Distance Calculator](#)
- [Mobility Tool+ Guidance](#)
- [Erasmus+ Projects Results Platform](#)

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