ANNEX 2 - ADDITIONAL INFORMATION RELATED TO THE ELIGIBILITY OF COSTS

1. UNIT CONTRIBUTIONS

Place of origin: the place of legal residence of the participant

Sustainable means of transport: bike, bus, car-pooling, and train. The National Agency may accept other means of transport as sustainable based on established practice and on a case-by-case basis.

Travel unit contribution for sustainable means of transport (green travel) is eligible if sustainable means of transport have been used for the majority of the round trip (in terms of distance travelled).

Unit contribution per distance band: the amount paid for a return travel between the place of origin and the place of arrival.

Venue: the place where the host organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

Travel time will not be considered when determining compliance with minimum eligible duration of activities specified in the Programme Guide.

1.1 Travel

[Option for volunteering projects:

a) Calculation of the total unit contribution:

The total unit contribution for travel support is calculated by multiplying the number of participants, including accompanying persons per distance band, by the unit contribution applicable to the distance band concerned and type of travel (green or non-green), as specified in Annex 3 of the Agreement.

For the establishment of the distance band applicable, the beneficiary must indicate the distance of a one-way travel using the on-line distance calculator available on the Commission's website at: https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator.

The total unit contribution for travel support is calculated by the beneficiary in the European Solidarity Corps reporting and management tool based on the applicable unit contribution rates.

b) Triggering event

The travel support is eligible if the participant has actually undertaken the activity.

c) Supporting documents

The supporting document is a declaration signed by the participant and by the host organisation specifying: the name of the participant, the purpose of the activity, the venue, starting and end dates.

In addition, in case of use of sustainable means of transport (green travel): a declaration on honour signed by the person receiving the travel grant will serve as supporting documentation.

If the starting point of travel is different than the place of origin or the end point is different than the venue, the beneficiary must report the reason for this difference. In case no travel took place or the travel was funded from EU sources other than the European Solidarity Programme, the beneficiary will indicate in their report that financial support for travel is not required.*]*

[Option for solidarity projects: not applicable*]*

1.2 Pocket money

[Option for volunteering projects:

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of days per participant by the unit contribution applicable per day for the host country concerned, as specified in Annex 3 of the Agreement. The calculation may include one travel day before the activity and one travel day following the activity (if relevant), and up to four additional days for participants receiving a green travel grant. The calculation must exclude the accompanying persons.

In case of an interruption during the stay, the period of the interruption will not be counted when calculating the pocket money. In case of interruption due to *force majeure*, the participant must be allowed to resume and continue the activities after the interruption (within the conditions established in the Agreement between the beneficiary and the participant).

In case of termination of the agreement by the participant due to *force majeure*, the participant must be entitled to receive the amount of the grant corresponding to the actual duration of the activity period. Any remaining funds must be refunded to the beneficiary, except if agreed differently by both parties.

b) Triggering event:

The pocket money is eligible if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The supporting document is a declaration signed by the participant and by the host organisation specifying the name of the participant, the purpose of the activity, the venue, as well as its starting and end date.

Proof of payment of the full amount of pocket money due by beneficiary to the participant in form of a proof of transfer to the bank account of the participant or a receipt signed by the participant.

d) Reporting:

The beneficiary must report in the European Solidarity Corps reporting and management tool on all activities realised under the project.

If the duration of an activity is longer than the one indicated in the agreement with the participant, the beneficiary must amend the agreement to take into account the longer duration, provided that the remaining grant amount allows it. In such case, the beneficiary must indicate in the European Solidarity Corps reporting and management tool the new start date and the end date in line with the approved amendment.*]*

[Option for solidarity: not applicable*]*

1.3 Organisational support

[Option for volunteering

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of days per participant by the unit contribution applicable per day for the host country concerned, as specified in Annex 3 of the Agreement. The calculation may include one travel day before the activity and one travel day following the activity (if relevant), and up to four additional days for participants receiving a green travel grant. The calculation may include accompanying persons.

Persons taking part in preparatory visits are not considered for calculation of the organisational support grant. Specific funding is available for preparatory visits. Please see point 1.9 below.

b) Triggering event:

The organisational support is eligible if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The supporting document is a declaration signed by the participant and by the host organisation, specifying the name of the participant, the purpose of the activity, the venue, as well as it's starting and end date.

d) Reporting:

The beneficiary must report on the actual number of participants in activities in the European Solidarity Corps reporting and management tool.

The beneficiary must request the participants to fill in the standard on-line questionnaire provided by the European Commission (the participant report).*][Option for solidarity projects:* not applicable*]*

1.4 Management costs

a) Calculation of the total unit contribution:

[Option for volunteering projects:

The total unit contribution is calculated by multiplying the number of activities for volunteering teams and/or the number of participants in individual volunteering activities, excluding accompanying persons, by the unit contributions applicable and capped, as specified in Annex 3 of the Agreement.*]*

[Option for solidarity:

The total unit contribution is calculated by multiplying the number of months per project by the unit contribution applicable as specified in Annex 3 of the Agreement.*]*

b) Triggering event:

[Option for volunteering projects:

The project management costs are eligible if the participant has actually undertaken the activity for the specified period.*]*

[Option for solidarity projects:

The project management costs are eligible if the group of young people has actually implemented the project in the specified period.*]*

c) Supporting documents:

The supporting document is a description of these activities in the final report.

d) Reporting:

[Option for volunteering projects:

The beneficiary must report in the European Solidarity Corps reporting and management tool on all activities realised under the project.*]*

[Option for solidarity projects:

The beneficiary must report on the solidarity project and provide information on the implemented project activities in the final report.

The beneficiary must request the participants to fill in the standard on-line questionnaire provided by the European Commission (the participant report).*]*

1.5 Coaching costs

[Option for volunteering projects: Not applicable*]*

[Option for solidarity projects:

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the working days of the coach by the unit contribution applicable for the country concerned as specified in Annex 3 of the Agreement. A cap limiting the amount awarded for coaching costs will be set at maximum 12 days per project.

b) Triggering event:

The coaching costs are eligible if the beneficiary has used the services of a coach for the purposed described in Annex 3 of the Agreement.

c) Supporting documents:

Proof of involvement of the coach in the project will be provided in the form of a description of the undertaken activities in the final report.

Proof of the time spent on the project by the coach will be provided in the form of a time sheet including the name of the coach, the dates and the total number of days of work of the coach for the project, duly signed by the coach and the legal representative of the beneficiary.

d) Reporting:

The beneficiary must report on the role/involvement of the coach in the project, and include information on the number of days of coaching received, in the final report.*]*

1.6 Inclusion support

[Option for volunteering projects]:

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of activity days of each participant with fewer opportunities by the unit contribution applicable for the relevant host country, as specified in Annex 3 of the Agreement. One travel day before the activity and one travel day following the activity, and up to four additional days for participants receiving a green travel grant may be included in the calculation. The calculation must exclude accompanying persons.

b) Triggering event:

The inclusion support for organisation is eligible if the participant has actually undertaken the activity.

c) Supporting documents:

Proof of implementation of the additional measures and activities undertaken to promote social inclusion will be required, in the form of a description of these measures in the final report.

Proof of attendance of the activity in the form of a declaration signed by the participant and the host organisation specifying: the name of the participant, the host organisation, the purpose of the activity, venue, starting and end dates.

d) Reporting:

The beneficiary must report in the European Solidarity Corps reporting and management tool on all activities involving participants with fewer opportunities realised under the project.

The beneficiary must report in the European Solidarity Corps reporting and management tool on the barriers faced by the participant as well as on the measures and activities carried out to support his/her participation.*]*

[Option for solidarity projects: Not applicable*]*

1.7 Language learning support

For cross-border activities this unit cost is eligible only for languages and/or levels not offered by the Online Language Support tool.

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants receiving linguistic support by the unit contribution as specified in Annex 3 of the Agreement. Participants that have used Online Linguistic Support (OLS) courses will be excluded from this calculation. If the result of OLS assessment (OLS Placement Test) shows that a participant's level in required language is not covered by OLS, this result will be considered as sufficient justification to claim the linguistic support unit contribution, as specified by the Programme Guide. Learners in a long-term volunteering activity will receive further linguistic support equivalent to the same unit contribution as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution is eligible if the participant has actually received language learning support.

c) Supporting documents:

The supporting document is a declaration or certificate signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the provided courses, or in case the linguistic training is provided by the sending or receiving organisation: a declaration signed and dated by the organisation providing the training, specifying the name of the participant, the language taught, the format and duration of the linguistic training provided.

d) d) Reporting:

The beneficiary must report on participants that have used linguistic support grants and OLS.*]*

[Option for solidarity projects: Not applicable*]*

1.8 Preparatory visits

[Option for volunteering projects:

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of persons participating in preparatory visits by the unit contribution applicable, as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution for preparatory visit is eligible if the participant has actually undertaken the preparatory visit.

c) Supporting documents:

The supporting document is a completed agenda, including the names of the visiting persons, and signed by the visiting persons and the host organisation.*]*

[Option for solidarity projects: Not applicable*]*

2 ACTUAL COSTS

2.1. Exceptional costs

a) Calculation of the grant amount:

[Option for volunteering projects:

The grant is a reimbursement of 80% of the eligible costs for financial guarantee, of 80% of the eligible costs for expensive travel costs of eligible participants and of 100% of the eligible costs actually incurred for the participation of young people with fewer opportunities, for costs related to reinforced mentorship, visa related costs, residence permits, vaccinations, medical certifications etc.*]*

[Option for solidarity projects:

The grant is a reimbursement of 100% of the eligible costs actually incurred for the participation of young people with fewer opportunities (members of the group implementing the project or/and target group of the project).*]*

b) Eligible costs:

[Option for volunteering projects:

(i) Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as set out in the Data Sheet (see Point 4).

(ii) Costs of travel in the most economical but also effective way for eligible participants for which the standard funding rule does not cover at least 70% of the eligible costs. The exceptional costs for expensive travel replace the separate travel grant.

(iii) Costs incurred by organisations to support the participation of young people with fewer opportunities or with special needs on equal terms as others related to:

- reasonable adjustments or investment in physical assets
- reinforced mentorship, i.e. the preparation, implementation and follow-up of tailor-made activities. Applicants must justify that the standard funding ("Inclusion support" unit cost per day per participant) does not cover at least 80 % of the costs incurred for reinforced mentorship. If awarded, the exceptional costs to support the participation of young people with fewer opportunities will replace the inclusion support grant.

(iv) Costs connected to personal insurance for in-country activities.

(v) Recognition of academic and/or professional qualifications (e.g. certified copies, translations, administrative proceedings, aptitude tests, etc.).

(vi) Visa and visa-related costs, residence permits, vaccinations, medical certifications, clearance requirements costs.*]*

[Option for solidarity projects:

Costs to support the participation of young people with fewer opportunities or with special needs on equal terms as others.*]*

c) Supporting documents:

[Option for volunteering projects:

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.

In the case of travel costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

In the case of costs to support the participation of young people with fewer opportunities: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice. In the case of internal staff, timesheets signed by the manager in line are also acceptable provided they specify the number of hours and the cost per hour.

In the case of costs related to visas, residence permits and vaccinations, as well as other costs specified above: proof of payment on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.]

[Option for solidarity projects:

In the case of costs to support the participation of young people with fewer opportunities: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.*]*

d) Reporting

[Option for volunteering projects:

For each exceptional cost the beneficiary must report the type of costs and the real amount of costs incurred.*]*

[Option for solidarity projects:

The beneficiary must report on the solidarity project and provide information on the type of expenses related to the participation of young people with fewer opportunities (members of the group implementing the project and/or target group of the project) as well as the real amount of related costs incurred.*]*