MODEL DATA SHEET FOR THE EUROPEAN SOLIDARITY CORPS PROGRAMME[1] (MGA)

- **Options *[in green square brackets]*: the applicable option must be chosen, not chosen options should be deleted.**
- **For fields in [grey in square brackets]: fill in the appropriate data/information.**
- **Text in green are internal instructions and should be deleted.**
- **This template applies for beneficiary grant agreements between the National Agency (NA) and the beneficiary of a grant for a project under European Solidarity Corps Programme. This template applies to the following European Solidarity Corps actions:**
  - **ESC30 Solidarity Projects**
  - **ESC51 Volunteering Projects**

DATA SHEET

1. General data

Project summary (if applicable):

Project summary
Description of Action

Project number: [project number generated by PMM]

Project title: [full title if applicable]Call: [call ID, e.g. PROGRAMME-CALLABREVIATION-YEAR]

Type of action: [e.g. Volunteering projects/Solidarity Projects]

Granting authority: National Agency

Project start date: [dd/mm/yyyy]

Project end date: [dd/mm/yyyy]

Project duration: [number of months/days, e.g. 36 months]

2. Participating entities

List of participating entities: see Annex 1

3. Grant

[Option for volunteering projects:

Maximum grant amount requested: EUR [insert amount]*]*

Maximum grant amount awarded: EUR [insert amount]

Grant form: Budget-based mixed: actual costs and unit contributions

Grant mode: Action grant

Budget categories/activity types: *[Option for volunteering projects:*

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[1] Regulation (EU) 2021/888 of the European Parliament and of the Council of 20 May 2021 establishing the European Solidarity Corps Programme and repealing Regulations (EU) 2018/1475 and (EU) No 375/2014.

Unit contributions:

- Travel
- Management costs
- Organisational support
- Inclusion support
- Pocket money
- Language learning support
- Preparatory visit

Actual costs:

- Exceptional costs*]*

[Option for Solidarity projects:

Unit contributions:

- Project management
- Coaching costs

Actual costs:

- Exceptional costs*]*

Cost eligibility options (funding rate):

[Option for volunteering projects:

- Costs for financial guarantee: 80 % of eligible costs
- Expensive travel costs: 80 % of eligible costs
- Other costs: 100 % of eligible costs*]*

[Option for solidarity projects:

- Exceptional costs: 100% of the eligible costs*]*

Budget flexibility: Yes (flexibility with conditions), see Art 2 in Annex 5 and Art 5.5 in the grant agreement

VAT: Yes

4. Reporting, payments and recoveries

4.1 Continuous reporting (art 21)

Deliverables: *[Option if no progress report(s)***:** No] *[Option if progress report(s):* Yes]

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22)**:**

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Date from	Date to				

					Pre-financing	[*one pre-financing in one instalment*] 30 days, either from the entry into force of the Agreement or from the receipt of the pre-financing guarantee, whichever is the latest] [*one pre-financing in two instalments* – First instalment: 30 days, either from the entry into force of the Agreement or from the receipt of the pre-financing guarantee, whichever is the latest Second instalment - By [NA insert date]]
[1] *optional if second pre-financing*	[dd/mm/yyyy]	[dd/mm/yyyy]	Periodic report	[60] days after end of reporting period	Second pre-financing,	60 days from receiving the periodic report
[2] *optional if third pre-financing*	[dd/mm/yyyy]	[dd/mm/yyyy]	Periodic report	[60] days after end of reporting period	Third pre-financing,	60 days from receiving the periodic report
[3] *optional if progress report*	[dd/mm/yyyy]	[dd/mm/yyyy]	Progress report	[60] days after end of reporting period	Not applicable	Not applicable
[4]	[dd/mm/yyyy]	[dd/mm/yyyy]	Final report	[60] days after end of reporting period	Final payment	60 days from receiving final report

Pre-financing payments and guarantees:

Option 1 – one pre-financing [with one or more instalment(s)]

Pre-financing payment		Pre-financing guarantee
Type	**Amount**	**Guarantee amount***
Pre-financing	[amount] *[80% of the grant amount if one instalment]* *[Option if two instalments*: 1st instalment [amount] *[40-60% of the grant amount]* 2nd instalment [amount] *[40- 20% of the grant amount, which if added up with the percentage set for the first instalment should reach 80% of the grant amount]*	/[amount] 0 *[if no guarantee requested]*

Option 2 [two] [three], etc. pre-financings

Pre-financing payment		Pre-financing guarantee
Type	**Amount**	**Guarantee amount***
Pre-financing 1	[amount] *[40% of the grant amount]*	/[amount] 0 *[if no guarantee requested]*
Pre-financing 2	[amount] *[NA to adapt the amount]*	/[amount 0 *[if no guarantee requested]]*
Pre-financing 3	[amount] *[NA to adapt the amount based on PF1 and PF2]*	

* The amount of the financial guarantee must be the same as the amount of the pre-financing payment.

Reporting and payment modalities (art 21, 22)**:**

No-profit rule: n/a

Late payment interest: ECB + 3.5 %

Denomination of the bank account holder:

Bank account for payments:

[IBAN account number and SWIFT/BIC, e.g. IT75Y0538703601000000198049; GEBABEBB]

Conversion into euros: Double conversion[2]

Reporting language: All requests for payments and reporting must be submitted in *[NA to specify the admissible languages]*

4.3 Certificates (art 24)

n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Beneficiary concerned

After final payment: Beneficiary concerned

Joint and several liability for enforced recoveries (in case of non-payment):

Limited joint and several liability of other beneficiaries — up to the maximum grant amount of the beneficiary.

5. Consequences of non-compliance, applicable law & dispute settlement forum

Applicable law (art 43)**:**

EU beneficiaries: Standard applicable law regime: EU law + national law of the Member State of the granting authority.

Non-EU beneficiaries: Special applicable law regime: EU law + national law of the country of the granting authority + general principles governing the law of international organisations and the general rules of international law

Dispute settlement forum (art 43)**:**

Standard dispute settlement forum:

EU beneficiaries: competent national courts of the Member State of the granting authority

Non-EU beneficiaries: Courts of Brussels, Belgium (unless an international agreement provides for the enforceability of EU court judgements).

6. Other

Specific rules (Annex 5): Yes

- Maximum grant amount
- Budget flexibility
- Subcontractors
- Support to participants
- Data protection
- IPR, results and background, access rights and rights of use

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[2] Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union (ECB website), calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the Official Journal for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.

Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

- Communication, dissemination and visibility
- Specific rules for carrying out the action
- Reporting
- Amount due
- Checks, Reviews, Audits and Investigations
- Grant reduction
- Communication between the parties
- Info Kit
- Monitoring and evaluation of accreditations
- Online Language Support (OLS)
- Protection and safety of participants
- Modification of the composition of the group of young people
- Youthpass certificate, Certificate of participation
- European Solidarity Corps Portal
- Any additional provisions required by the national law

Standard time-limits after project end[3]:

Confidentiality: 5 years after final payment

Record-keeping: 5 (or 3 for grants of not more than EUR 60 000) years after final payment

Reviews: up to 5 (or 3 for grants of not more than EUR 60 000) years after final payment

Audits: up to 5 (or 3 for grants of not more than EUR 60 000) years after final payment

Extension of findings from other grants to this grant: up to 5 (or 3 for grants of not more than EUR 60 000) years after the final payment

[3] In line with national law, the maximum period of time can be adjusted if more than 5 years.