* **This document is the basic template for mono-beneficiary grant agreements between the National Agency (NA) and the beneficiary of a grant for a project under Erasmus+ Programme, where the beneficiary of the grant is a single organisation. Erasmus+ activities to which this template applies are:**
	+ **Key Action 1:**
* **Short-term and accredited mobility projects in the fields of school education, vocational education and training adult education and youth**
* **Higher education mobility projects**
* **Youth Participation Activities**
* **DiscoverEU Inclusion Action**
* **The footnotes are internal instructions for NAs only and will be deleted in the actual grant agreements used.**
* **Options [*in italics in square brackets*] not used will be deleted by NAs.**
* **The template agreement date in the header must be kept across the document.**

**GRANT AGREEMENT for a:**

**Project with one beneficiary under the ERASMUS+ Programme[[1]](#footnote-2)**

**AGREEMENT NUMBER – [PMM Generated No.]**

This Agreement (‘the Agreement’) is concluded between the following parties:

on the one part,

the **National Agency** (hereinafter referred to as "the NA")

[full official name of the NA]

[official legal form]

[official registration No]

[official address in full]

[VAT number],

duly represented for the purposes of signature of this Agreement by [function, forename and surname],

**and**

on the other part,

the **beneficiary**

[full official name of the beneficiary]

[official legal form] *[if applicable]*

[official registration No] *[if applicable]*

[official address in full]

[VAT number], *[if applicable]*

[OID number],

*[For HE: ECHE]*

Erasmus code [e.g. B BRUXEL01]: ……

duly represented for the purposes of signature of this Agreement by [function, forename and surname]

The parties referred to above

HAVE AGREED

to the Special Conditions (“the Special Conditions”) and the

following Annexes:

Annex I General Conditions

Annex II Description of the project; Estimated budget of the project

Annex III Financial and contractual rules

Annex IV Applicable rates

Annex V Templates for agreements to be used between beneficiary and participants[[2]](#footnote-3)

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex I ‘General Conditions’ take precedence over those in other Annexes. The provisions in Annex III take precedence over those in Annexes II, IV and V

Within Annex II, the part on the Estimated budget takes precedence over the part on the Description of the project.

**SPECIAL CONDITIONS**

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# ARTICLE I.1 - SUBJECT MATTER OF THE AGREEMENT

I.1.1 The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for:

[For projects with a title] Project entitled: [**insert project title in bold**]

**[For projects without a title]** Accredited Project:[**insert project code in bold**] under the Erasmus+ Programme, Key Action 1: Learning mobility of Individuals, as described in Annex II.

I.1.2 By signing the Agreement, the beneficiary accepts the grant and agrees to implement the project, acting on its own responsibility.

[NA to select and complete in case of accredited beneficiaries]

[HE] [The beneficiary shall comply with the Erasmus Charter for Higher Education]

[VET, school education, adult education, youth] [The beneficiary shall comply with the applicable quality standards and all other rules applying to their accreditation].

# ARTICLE I.2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

I.2.1 The Agreement enters into force on the date on which the last party signs it.

I.2.2 The project runs for [insert number: …] months, from [insert date: …][[3]](#footnote-4) to [insert date: …].

# ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1The maximum amount of the grant is EUR **[…].**

**I.3.2** With regards to the estimated budget specified in Annex II and with the eligible costs and the financial rules specified in Annex III, the grant takes the form of the reimbursement of the eligible costs of the action (‘reimbursement of eligible costs’) which are:

 (i) actually incurred (“reimbursement of actual costs”) for the additional costs related to inclusion support for participants and for the exceptional costs based on the rates in Annex III;

 (ii) declared on the basis of the unit costs indicated in Annex IV (“reimbursement of unit costs”) for the categories of costs in the same annex.

# ARTICLE I.4 – REPORTING AND PAYMENTS ARRANGEMENTs[[4]](#footnote-5)

**I.4.1 Payments to be made**

The NA must make the following payments to the beneficiary:

- a first pre-financing payment;

- [*NA to select if a further pre-financing payment is foreseen*] a [second][third][forth][further] pre-financing payment(s), on the basis of the request for further pre-financing payment referred to in Article I.4.3;

- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

**I.4.2 Pre-financing payment[s]**

The aim of the pre-financing is to provide the beneficiary with a float. The pre-financing remains the property of the NA until the payment of the balance.

[Option if the NA requires a pre-financing guarantee: The first pre-financing payment is done when the NA receives financial guarantee that fulfils the following conditions:

1. it is provided by a bank or an approved financial institution or, if requested by the beneficiary and accepted by the NA, by a third party;
2. the guarantor stands as first-call guarantor and does not require the NA to first have recourse against the principal debtor (i.e. the beneficiary); and
3. it explicitly remains in force until the pre-financing is cleared against the payment of the balance by the NA. If the payment of the balance takes the form of a recovery, the financial guarantee must remain in force until three months after the debit note is notified to the beneficiary.

The NA must release the guarantee within 30 calendar days after the payment of the balance at the latest.]

 [NA to choose between the following options:

***[Options if one pre-financing payment:***

**Option 1: One pre-financing payment in one instalment**

[The NA must make the pre-financing payment of EUR [insert amount] to the beneficiary within 30 calendar days following the entry into force of the Agreement [or, if applicable: from when the NA receives the financial guarantee of EUR […][[5]](#footnote-6), whichever is the latest] corresponding to 80% [For SE/VET/AE/Youth: [NA to choose 80% or 90%] of the maximum grant amount specified in Article I.3.1 except if Article II.24 applies.]

**Option 2: One pre-financing payment in two instalments**

[The NA must pay the first pre-financing of EUR [insert amount] to the beneficiary in two instalments as follows:

* Within 30 calendar days following the entry into force of the Agreement [or, if applicable: following the receipt of a financial guarantee of EUR […][[6]](#footnote-7), whichever is the latest] a first payment of EUR […] corresponding to [NA to set a percentage between 40 and 60% [40-60]% [For SE/VET/AE/Youth: 40-70%] of the maximum grant amount specified in Article I.3.1, except if Article II.24 applies;
* By [NA to insert date] a second payment of EUR […] corresponding to [NA to set a percentage between 40 and 20%, which if added up with the percentage set for the first payment should reach 80% [for SE/VET/AE/Youth:] 80 or 90 %] of the amount in Article I.3.1] [40-20]% of the maximum grant amount specified in Article I.3.1, except if Article II.24. applies.

***[Option if two or further pre-financing payments:***

**Option 3: [Two][Further] pre-financing payments, with interim reports**

The NA must make a first pre-financing payment of EUR [insert amount] to the beneficiary within 30 calendar days following the entry into force of the Agreement [or, if applicable: from when the NA receives the financial guarantee of EUR […][[7]](#footnote-8), whichever is the latest] corresponding to [For HE KA131: 80%] [For HE KA171 and SE/VET/AE/Youth: NA to set a percentage between 40 and 80%] of the maximum grant amount specified in Article I.3.1, except if Article II.24. applies.

The NA must make a second pre-financing payment of EUR [insert amount] to the beneficiary within 60 calendar days from when the NA receives the request for second pre-financing payment referred to in Article I.4.3 [or if applicable from when it receives the financial guarantee of EUR [insert amount], whichever is the latest except if Article II.24.1 or II.24.2 apply.

*[Optional for more than two pre-financings]* [The NA must make a [further] pre-financing payment of EUR [insert amount] to the beneficiary within 60 calendar days from when the NA receives the request for [third][forth] pre-financing payment referred to in Article I.4.4 [or if applicable from when it receives the financial guarantee of EUR [insert amount], whichever is the latest except if Article II.24.1 or II.24.2 apply.]

**I.4.3 Reporting, requests for pre-financing payments and interim reports**

[NA to choose between the following options:

**Option 1: Two or several pre-financing payments with one or several interim reports.**

*Applicable for option 3 in I.4.2*

By [NA to insert date][[8]](#footnote-9), the beneficiary must submit a request for secondpre-financing payment and an interim report on the implementation of the project covering the reporting period from the beginning of the implementation of the project specified in Article I.2.2 to [date to be specified by NA].

The request must be accompanied by the following documents:

1. a report on the implementation of the *project*;
2. a statement on the amount of the previous pre-financing instalment used to cover costs of the projec*t* (‘statement on the use of the previous pre-financing instalment’). and
3. a financial guarantee if any.

If at the end of the reporting period, the statement on the use of the pre-financing shows that

less than 70% of previous pre-financing payments paid has been used to cover costs of the project, the further pre-financing shall be reduced by the difference between 70% threshold and the amount used.

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the beneficiary the further pre-financing payment within [[60] /[or earlier if required by the rules applicable to the NA: […]] calendar days on receipt of the interim report.

*[[Optional for more than two pre-financings]:* By [NA to insert date][[9]](#footnote-10), the beneficiary must submit a request [for further]pre-financing payment[s] and an interim report on the implementation of the project covering the reporting period from the beginning of the implementation of the project specified in Article I.2.2 to [date to be specified by NA].

The request must be accompanied by the following documents:

1. a report on the implementation of the *project*;
2. a statement on the amount of the previous pre-financing instalment used to cover costs of the projec*t* (‘statement on the use of the previous pre-financing instalment’). and
3. a financial guarantee if any.

If at the end of the reporting period, the statement on the use of the prefinancing shows that

less than 70% of previous pre-financing payments paid has been used to cover costs of the project, the further pre-financing shall be reduced by the difference between 70% threshold and the amount used.

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the beneficiary the further pre-financing payment within [[60] /[or earlier if required by the rules applicable to the NA: […]] calendar days on receipt of the interim report.]

**Option 2: Two or several pre-financing payments with one progress report and one or several interim reports.**

*If Article I.4.2 option 3 is selected.*

By [NA to insert date][[10]](#footnote-11), the beneficiary must submit a progress report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

By [NA to insert date][[11]](#footnote-12), the beneficiary must submit a request for second pre-financing payment and an interim report on the implementation of the Project covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

If at the end of the reporting period, the statement on the use of the pre-financing shows that

less than 70% of previous pre-financing payments paid has been used to cover costs of the project, the further pre-financing shall be reduced by the difference between 70% threshold and the amount used.

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the beneficiary the further pre-financing payment within [[60] /[or earlier if required by the rules applicable to the NA: […]] calendar days on receipt of the interim report.

**[**Optional if several pre-financing

By [NA to insert date][[12]](#footnote-13), the beneficiary must submit a request for [third][and][,][fourth][same for further]pre-financing payment[s] and an interim report on the implementation of the Project covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

If at the end of the reporting period, the statement on the use of the prefinancing shows that

less than 70% of previous pre-financing payments paid has been used to cover costs of the project, the further pre-financing shall be reduced by the difference between 70% threshold and the amount used.

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the beneficiary the further pre-financing payment within [[60] /[or earlier if required by the rules applicable to the NA: […]] calendar days on receipt of the interim report.]

**Option 3: No further pre-financing payment, no interim but a progress report is requested**

*If Article I.4.2 options 1 or 2 are selected.*

By [NA to insert date], the beneficiary must complete a progress report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

**Option 4: No further pre-financing payment, no interim and no progress report.**

*If Article I.4.2 options 1 or 2 are selected.*

[Obligatory for SE/VET/AE/Youth]

[Not applicable.]

**I.4.4 Final report and request for payment of the balance**

Within [60] [or shorter period to be specified by the NA] calendar days after the end date of the Project specified in Article I.2.2, the beneficiary must submit a final report on the implementation of the Project using the reporting tools set in Article I.10. This report must contain the information needed to justify the amount requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contributions or the eligible costs actually incurred in accordance with Annex III.

The final report is considered as the beneficiary’s request for payment of the balance of the grant.

The beneficiary must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

**I.4.5 Payment of the balance**

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiary for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the NA must pay the balance within [60] [or earlier if required by the rules applicable to the NA] […]] calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the beneficiary’s consent, against any other amount owed by the beneficiary to the NA, up to the maximum amount of the grant.

**I.4.6 Notification of amounts due**

The NA must send a *formal notification* to the beneficiary:

1. informing it of the amount due; and
2. specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the NA must also specify the final amount of the grant determined in accordance with Article II.25.

**I.4.7 Payments to the beneficiary and interest on late payment**

The NA must make payments to the beneficiary.

If the NA does not pay within the time limits for payment, the beneficiary is entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros (‘the reference rate’), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the Official Journal of the European Union.

Late-payment interest is not due if the beneficiary is a Member State of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the NA suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payment as provided for in Article II.24.1, these actions cannot be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.4.11. The NA does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the beneficiary only if the beneficiary requests it within two months of receiving late payment.

**I.4.8** Currency for payments

The NA must make payments in euros.

**I.4.9 Currency for requests for payments and conversion into euro**

Request for payment must be drafted in euros.

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 series of the Official Journal of the European Union, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html> ).

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 (<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>), 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.

[If the NA prefers to apply an alternative conversion rate to that specified above or the national law establishes different obligations:

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][[13]](#footnote-14)[the daily exchange rates published in the C series of the Official Journal of the European Union][[14]](#footnote-15) applicable on the day when the [request for payment is submitted]/ [cost was incurred]/ [bank account of the beneficiary is credited]/[agreement is signed by the last of the two parties]].

[If NA chooses the above option "[bank account of the beneficiary is credited]" and more than one pre-financing payments is foreseen: If Article I.4.3 provides for a second or more pre-financing payments, the conversion rate must apply for all costs incurred in the period from the date of transfer of the related pre-financing payment until the date of transfer of the next pre-financing payment.]

**I.4.**10 Language of requests for payments and reports

All requests for payments and reports must be submitted in [NA to specify the language].

**I.4***.***11**Date of payment

Payments by the NA are considered to have been carried out on the date when they are debited to its account unless the national law provides otherwise.

**I.4**.**12** Costs of payment transfers

Costs of the payment transfers are borne as follows:

1. the NA bears the costs of transfer charged by its bank;
2. the beneficiary bears the costs of transfer charged by its bank;
3. the party causing a repetition of a transfer bears all costs of repeated transfers.

# ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS

All payments must be made to the beneficiary's bank account as indicated below:

Name of bank: […]
Precise denomination of the account holder: […]
Full account number (including bank codes): […]
[IBAN code: […]][[15]](#footnote-16)

# ARTICLE I.6 - DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES

### I.6.1 Data controller

The entity acting as a data controller as provided for in Article II.7, the data controller is:

Head of Unit B4

Directorate B – Youth, Education & Erasmus+

Directorate-General for Education, Youth, Sport and Culture

European Commission

B-1049 Brussels

Belgium

[Only applicable for grant agreements with non-EU/EEA beneficiaries: The localisation of and access to the personal data processed outside EU and EEA by the beneficiaries shall comply with the provisions laid down in Regulation 2018/1725].

### I.6.2 Communication details of the NA[[16]](#footnote-17)

Any communication addressed to the NA must be sent to the following address:

[Name of the NA]

[Post code, town and country]

E-mail address: [insert functional mailbox of the NA]

[If applicable: Any communication addressed to the NA for the purposes of [NA to specify the purposes for which the system must apply] must be submitted through the [following] electronic exchange system set up by the NA: […]. In this case, the second subparagraph of Article II.3.1 and the second subparagraph of Article II.3.2 must not apply.]

### I.6.3 Communication details of the beneficiary[[17]](#footnote-18)

Any communication from the NA to the beneficiary must be sent to the following address*:*

[Full name]

[Function]

[Name of the entity]

[Full official address]

E-mail address: [complete]

[If applicable: Any communication from the NA to the beneficiary for the purposes of [NA to specify the purposes for which the system must apply] must be submitted through the [following] electronic exchange system set up by the NA: […]. In this case, the second subparagraph of Article II.3.1 and the second subparagraph of Article II.3.2 must not apply.]

# ARTICLE I.7 - ADDITIONAL PROVISION ON PROCESSING OF PERSONAL DATA BY THE BENEFICIARY -

### I.7.1 Reporting obligations

The beneficiary shall report in the final report on the measures put in place for ensuring compliance of its data processing operations with the Regulation 2018/1725, in line with the obligations established in the Article II.7.2 of the General Conditions at least on the following topics: security of processing, confidentiality of the processing, assistance to the data controller, data retention, contribution to audits, including inspections, establishment of personal data records of all categories of processing activities carried out on behalf of the controller.

### I.7.2 Informing the participants on the processing of their personal data

The beneficiary shall provide the participants with the relevant privacy statement for the processing of their personal data before these are encoded in the electronic systems for managing the Erasmus+ mobilities.

# ARTICLE I.8 – PROTECTION AND SAFETY OF PARTICIPANTS

The beneficiary shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiary must ensure that insurance coverage is provided to participants involved in mobility activities. [For HE/SE/VET/AE, if required by NA: The beneficiary must sign agreements with participants stating the details of the activities (start and end date), financial support and payment and insurance arrangements.]

[For SE/VET/Youth: Prior to any participation of minors in the project, the beneficiary must ensure full respect of applicable regulation on protection and safety of minors as defined by the applicable legislation in the sending and hosting countries, including but not limited to: parental or guardian consent, insurance arrangements, and age limits.]

# ARTICLE I.9 – ADDITIONAL PROVISIONS ON PRE-EXISTING RIGHTS AND THE USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provision of Article II.9.3 of the General Conditions, if the beneficiary produces educational materials under the scope of the project, such materials must be made available through the Internet, free of charge and under open licenses[[18]](#footnote-19).

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under Article II.9.2 of the General Conditions, in particular by obtaining the necessary licences and authorisations from the rights holders concerned.

The beneficiary must ensure that the website address used is valid and up to date. If the website hosting is discontinued the beneficiary must remove the website from Organisation Registration System to avoid the risk that the domain is taken over by another party and redirected to other websites.

# ARTICLE I.10 – USE OF IT TOOLS

### I.10.1 Erasmus+ reporting and management tool

The beneficiary must make use of the web-based reporting and management tool provided by the European Commission to record all information in relation to the activities undertaken under the Project (including activities that were not directly supported with a grant from EU funds) and to complete and submit the progress report(s), interim report (if available in the Erasmus+ reporting and management tool and for the cases specified in Article I.4.3) and final report.

At least once a month during the mobility project, the beneficiary shall encode and update any new information regarding the participants and the activities in the Erasmus+ reporting and management tool.

### I.10.2 Erasmus+ Project Results Platform

The beneficiary may use the Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects) to disseminate project results, in accordance with the instructions provided therein.

# ARTICLE I.11 – ADDITIONAL PROVISIONS ON SUBCONTRACTING

By way of derogation, the provisions set out in points (c) and (d)(i) of Article II.11.1 are not applicable.

# ARTICLE I.12 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING

In addition to Article II.8, the beneficiary shall acknowledge the support received under the Erasmus+ programme in all communication and promotional materials, including on websites and social media. The guidelines on visual identity for the beneficiary and other third parties are available at <https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_es>

# ARTICLE I.13 – ADDITIONAL PROVISIONS ON SUPPORT TO PARTICIPANTS

With regard to Article II.12 of the General Conditions, if, while implementing the Project, the beneficiary has to give support to participants, the beneficiary must provide such support in accordance with the conditions specified in Annex II and Annex IV.

[For HE KA171:

The beneficiary shall manage the budget for mobility between EU Member States or third countries associated to the Programme and third countries not associated to the Programme, including all associated costs with incoming and outgoing student and staff mobility.]

The beneficiary must:

* Either transfer the financial support for [For HE: individual support and travel support, if eligible according to Annex III,[For SE/VET/AE: travel, individual support, linguistic support, course fees and preparatory visits] [For Youth: travel, individual support, preparatory visits] in full to the participants of project activities, applying the rates for unit contributions as specified in Annex IV;
* Or provide the support for the same budget categories referred above to participants of project activities in the form of provision of the required goods and services. In such case, the beneficiary must ensure that the provision of these goods and services will meet the necessary quality and safety standards. [For HE: This option is allowed only for staff mobility activities and for student mobility activities with a separate travel support.]

The beneficiary may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case, the conditions applicable to each option must be applied for the budget categories to which the respective option is applied.

# ARTICLE I.14 – PROVISION OF INCLUSION SUPPORT FOR PARTICIPANTS WITH FEWER OPPORTUNITIES

For participants with fewer opportunities, the beneficiary shall ensure that, when necessary, the inclusion support is pre-financed in order to facilitate the participation in the activities.

# ARTICLE I.15 – SPECIAL PROVISIONS ON BUDGET TRANSFERS

[For accredited beneficiaries in SE/VET/AE/Youth: The beneficiary shall manage their grant with the goal of delivering the target activities defined in Annex II, and in full respect of the funding rules specified in Annex IV. As an exception to the first subparagraph of Article II.22, all budget transfers from budget category *Inclusion support for participants* to another budget category shall be done through an amendment.]

[For non-accredited beneficiaries in SE/VET/AE: With regard to Article II.22, the beneficiary is allowed to transfer funds between the different budget categories resulting in a change of the estimated budget and the related activities described in Annex II, without requesting an amendment of the Agreement. As an exception, all budget transfers exceeding 15% of the funds of the budget category Inclusion support for participants to another budget category shall be done through an amendment.]

[For HE and Youth: As an exception to Article II.22 of the General Conditions, the beneficiary is allowed to transfer funds between the different budget categories resulting in a change of the estimated budget and the related activities described in Annex II, without requesting an amendment of the Agreement, under the condition that the following specific rules are respected:

[NA to select applicable section for the Key Action and field concerned by the grant agreement]

[Key Action 1 - HE KA131

NB: 1) Student and staff mobility includes international mobility (mobility to third countries not associated to the Programme); 2) While real-cost budget categories are not divided by activity types, the funds allocated to them are earmarked for specific mobility activity types. In this sense, the rules below regarding real costs should be read as real-cost budget categories (inclusion support for participants, exceptional costs for expensive travel) either belonging to student mobility or to staff mobility.

1. **Organisational support (for mobility activities and for blended intensive programmes)**: The beneficiary is not allowed to transfer any additional funds to this budget category without requesting an amendment.
2. **Inclusion support for organisations:** The beneficiary is allowed to transfer additional funds to this budget category without requesting an amendment.
3. **Student mobility**: the beneficiary is allowed to transfer up to 100% of the funds between any of the budget categories, including real-cost budget categories, of student mobility;
4. **Staff mobility:** the beneficiary is allowed to transfer up to 100% of the funds between any of the budget categories, including real-cost budget categories, of staff mobility;
5. **From staff to student mobility:** The beneficiary is allowed to transfer up to 100% of the funds from any of the budget categories, including real-cost budget categories, of staff mobility to any of the budget categories, including real-cost budget categories, of student mobility;
6. **From student to staff mobility:** The beneficiaries are allowed to transfer up to 10% of the funds from any of the budget categories of student mobility to any of the budget categories, including real-cost budget categories, of staff mobility.]

[Key Action 1 – HE KA171

As an exception to Article II.22 of the General Conditions, the beneficiary is allowed to transfer funds between the different budget categories resulting in a change of the estimated budget and the related activities described in Annex II, without requesting an amendment of the Agreement, under the condition that the following specific rules are respected:

1. Budget transfers between regions and addition of countries not indicated in Annex II are not allowed even with an amendment.
2. The beneficiary is allowed to transfer funds between third countries not associated to the Programme, provided that these countries are within the same region and are mentioned in Annex II.
3. The beneficiary is allowed to transfer funds allocated for individual and travel support for outgoing mobility to individual and travel support for incoming mobility, and vice versa. However the sum of the transferred funds cannot exceed 40% of the total project budget allocated in Annex II. If the total budget transfers exceed the threshold of 40%, an amendment should be requested.
4. **Organisational support**

No transfer of funds from any budget category to Organisational support is allowed.

The beneficiary is allowed to transfer up to 50% of the funds allocated for Organisational support to any other budget categories, including to real-cost budget categories.

1. **Top-ups for students and recent graduates with fewer opportunities**

The beneficiary is not allowed to transfer funds from this budget category to any other budget category without an amendment.

[Key Action 1 – YOUTH **–** Youth Participation Activities:

1. **Exceptional costs and Inclusion support for participants:** the beneficiary is allowed to transfer up to 15% of the funds allocated to each of these categories to any other budget category. The beneficiary is allowed to transfer additional funds to these budget categories without requesting an amendment;
2. **Youth participation events support:** the beneficiary is allowed to transfer up to 30% of the funds allocated from this budget category (while respecting all other limits defined by this Article). The beneficiary is allowed to transfer additional funds to this budget category without requesting an amendment;
3. **Within the activity type “Youth participation mobilities”:** the beneficiary is allowed to transfer up to 30% of the total allocated to “**Youth participation mobilities”** to any budget category (while respecting all other limits defined by this Article). The beneficiary is allowed to transfer additional funds to “**Youth participation mobilities”** without requesting an amendment. The beneficiary is allowed to transfer up to 100% of the funds allocated to travel and individual support between these budget categories .]
4. **Project management costs:** the beneficiary is allowed to transfer up to 100% of the allocated fund for this category to any budget category (while respecting all other limits defined by this Article). The beneficiary is not allowed to transfer any additional funds to this budget category without requesting an amendment.
5. **Inclusion support for organisations and Coaching costs:** the beneficiary is allowed to transfer up to 100% of the allocated funds to any budget category (while respecting all other limits defined by this Article). The beneficiary is allowed to transfer additional funds to these budget categories without requesting an amendment.

[Key Action 1 – YOUTH **–** DiscoverEU Inclusion action

1. **Organisational support:** the beneficiary is allowed to transfer funds allocated for this category to any budget category (while respecting all other limits defined by this article). The beneficiary is not allowed to transfer any additional funds to this budget category without requesting an amendment;
2. **Exceptional costs and Inclusion support for participants:** the beneficiary is allowed to transfer up to 15% of the funds allocated to each of these categories to any other budget category. The beneficiary is allowed to transfer additional funds to these budget categories without requesting an amendment;]

# ARTICLE I.16 – MONITORING AND EVALUATION

[For HE: The NA and the Commission will monitor the correct implementation of the Erasmus Charter for Higher Education by the beneficiary and the respect of the quality commitments defined in their applicable inter-institutional agreement(s).

In case the monitoring reveals weaknesses, the beneficiary must establish and implement an action plan within the timeframe specified by the NA or the Commission. In the absence of adequate and timely remedial actions by the beneficiary, the NA may recommend to the European Commission to suspend or withdraw the Erasmus Charter for Higher Education in accordance with the provisions set in the Charter.]

[For accredited beneficiaries in SE/VET/AE/Youth The NA will monitor the implementation of the Erasmus accreditation in accordance with the rules established in the call for proposals that led to the award of the accreditation, and in accordance with the Erasmus quality standards.

In case the monitoring reveals weaknesses, the NA will issue recommendations and/or obligatory instructions to remedy the situation. In case of need, the NA may take further remedial measures, as defined in the call for proposals that led to the award of the accreditation.]

[For Youth:

# ARTICLE I.XX – YOUTH PASS CERTIFICATE

**I.XX.1** The beneficiary must inform the participants involved in the Project about their right to receive a Youthpass certificate.

**I.XX.2** The beneficiary should support the participants involved in the Project in an assessment of non-formal learning experiences acquired by them and has the obligation to provide a Youthpass certificate to each individual participant requiring it at the end of the activity.]

# ARTICLE I.XX– ANY ADDITIONAL PROVISIONS REQUIRED BY THE NATIONAL LAW

[The NA may include any additional compulsory legal provision required by the national law as long as they do not contradict the provisions of this grant agreement].

# ARTICLE I.XX – SPECIFIC DEROGATIONS FROM ANNEX I GENERAL CONDITIONS

For the purposes of this Agreement, in Annex I General Conditions the term "the Commission" must be read as "the NA", the term "action" must be read as "project".

For the purposes of this Agreement, in Annex I General Conditions the notion "financial statement" must be read as "the budgetary part of the final report", except where otherwise provided.

In Article II.4.1, Article II.8.2, Article II.27.1, Article II.27.3, the first paragraph of Article II.27.4, first paragraph of Article II.27.8 and in the Article II.27.9 the reference to "the Commission" must be read as reference to "the NA and the Commission".

In Article II.12 the term "financial support" must be read as "support" and the term "third parties" must be read as "participants".

For the purposes of this Agreement, the following clauses of Annex I General Conditions are not applicable: Article II.2.d (ii), Article II.12.2, Article II.13.4 and point ii) of Article II.25.3(a).

For the purpose of this Agreement, the terms "affiliated entities", "interim payment", "lump sum", "flat rate" do not apply when mentioned in the General Conditions.

In Article II.9.3, the title and letter (a) of the first paragraph must be read as follows:

"**II.9.3 Rights of use of the results and of pre-existing rights by the NA and the Union**

The beneficiary grants the NA and the Union the following rights to use the results of the project:

(a) for its own purposes and in particular to make available to persons working for the NA, Union institutions, agencies and bodies and to Member States’ institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies."

For the rest of this article, the references to the "Union" must be read as reference to "the NA and/or the Union".

The second paragraph of Article II.10.1 must be read as follows:

"The beneficiary must ensure that the NA, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiary' contractors."

Article II.18 must be read as follows:

"II.18.1 The Agreement is governed by the applicable Union law, complemented, where necessary, by the law [insert the national law of the NA].

II.18.2 The competent court determined in accordance with the applicable national law has sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

[For NAs that issue acts considered administrative acts according to the national law:]An action may be brought against an act of the NA within [specify deadline according to the national law] before [insert reference to the competent national court] according to [insert reference to the relevant provisions of the national law]."With regards to Article II.19.1, the conditions for the eligibility of costs are complemented by sections I.1 and II.1 of Annex III.

With regards to Article II.20: the conditions for identifiability and verifiability of the amounts declared are complemented by section I.2 and II.2 of Annex III.

Article II.23(b) must be read as follows:

"(b) still fails to submit such a request within further 30 calendar days following a written reminder sent by the NA."

The first paragraph of Article II.24.1.3 must be read as follows:

"During the period of suspension of payments the beneficiary is not entitled to submit any requests for payments and supporting documents referred to in Articles I.4.3 and I.4.4".

With regards to Article II.25.4 the conditions for reduction due to improper implementation, irregularities, fraud or breach of other obligations are complemented by section V of Annex III.

The third paragraph of Article II.26.2 must be read as follows:

"If payment has not been made by the date specified in the debit note, the NA will recover the amount due:

(a) […]An action may be brought against such offsetting before the competent court determined in Article II.18.2;

[…]

(c) by taking legal action as provided for in Article II.18.2 or in the Special Conditions."

Article II.27.2 must be read as follows:

"[…]The periods set out in the first and second subparagraphs are longer if a longer duration is required by national law, or if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In the latter cases, the beneficiary must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed."

SIGNATURES

For the beneficiary For the NA
[*function*/forename/surname] [forename/surname]

[signature] [signature]
Done at [place], [date] Done at [place], [date]

1. **Regulation (EU) 2021/817of the European Parliament and of the Council of 20 May 2021establishing 'Erasmus+': the Union programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013** [↑](#footnote-ref-2)
2. [Information for the NA - to delete: For SE/VET/AE: Rules on whether the use of grant agreements with participants is mandatory, for which activity types and under which circumstances will be defined by the National Agency in line with the national laws and regulations. The use of the annexed template is recommended by the European Commission for use in individual mobility activities. Use of a modified or alternative template is permitted if so defined by the National Agency.] [↑](#footnote-ref-3)
3. The date must be later than the date of entry into force of the Agreement unless authorised otherwise by the responsible authorising officer, in case the applicant demonstrates the need to start the action before the grant agreement enters into force. In any case the indicated date should not be earlier than the date of the submission of the grant application. [↑](#footnote-ref-4)
4. [Information for the NA - to delete]. Normal payment schedule for grant agreements of maximum 26 months: normally one pre-financing payment of 80% and a balance payment of 20%.

In the case of HE KA131, the balance payment will be normally replaced by a further pre-financing based on an interim report. However, in case of lack of sufficient payment appropriations, the NA may:

reduce the first pre-financing to a percentage between 60 and 80% and apply a balance payment of 40-20% of the maximum grant amount, or

split the first pre-financing into two payments without interim report , whereby the total of both payments amounts to 80% of the maximum grant amount and a balance payment of 20% of the maximum grant amount.

Normal payment schedule for grant agreements of more than 26 months: one pre-financing of 40% upon signature of the agreement, one further pre-financing of 40% based on an interim report and a balance payment of 20% of the maximum grant amount. [↑](#footnote-ref-5)
5. [the amount equal to the pre-financing to be paid]. [↑](#footnote-ref-6)
6. [the amount equal to the pre-financing to be paid]. [↑](#footnote-ref-7)
7. [the amount equal to the pre-financing to be paid]. [↑](#footnote-ref-8)
8. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends]. It is recommended to respect the deadline of 60 calendar days following the end of the reporting period. [↑](#footnote-ref-9)
9. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends]. It is recommended to respect the deadline of 60 calendar days following the end of the reporting period. [↑](#footnote-ref-10)
10. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends] [↑](#footnote-ref-11)
11. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends]. It is recommended to respect the deadline of 60 calendar days following the end of the reporting period. [↑](#footnote-ref-12)
12. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends]. It is recommended to respect the deadline of 60 calendar days following the end of the reporting period. [↑](#footnote-ref-13)
13. http://ec.europa.eu/budget/contracts\_grants/info\_contracts/inforeuro/inforeuro\_en.cfm [↑](#footnote-ref-14)
14. http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html [↑](#footnote-ref-15)
15. BIC or SWIFT code applies to for countries where the IBAN code does not apply. [↑](#footnote-ref-16)
16. Both options in this paragraph could be used at the same time if communications for different purposes (e.g. reporting, amendment requests, questions) are to be addressed either through the following address or through the electronic exchange system. In this case, please use the expression "for the purposes of" in both options. If only one of the options is used, please delete "for the purposes of". [↑](#footnote-ref-17)
17. Both options in this paragraph could be used at the same time if communications for different purposes (e.g. information on payment, questions) are to be addressed either through the following address or through the electronic exchange system. In this case, please use the expression "for the purposes of" in both options. If only one of the options is used, please delete "for the purposes of". [↑](#footnote-ref-18)
18. Open licence – a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work.  An open licence must be associated to each resource produced.  An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR). [↑](#footnote-ref-19)