



## **CAPACITY BUILDING IN THE FIELD OF YOUTH**

### **INFO SESSION 18 December 2018**

**Unit A6 'Erasmus+ : Sport, Youth and EU Aid Volunteers  
Education, Audiovisual and Culture Executive Agency (EACEA)**  
**[https://eacea.ec.europa.eu/homepage\\_en](https://eacea.ec.europa.eu/homepage_en)**



# Agenda

1. Welcome:  
-> novelties 2019
2. Exclusion, admissibility and eligibility criteria
3. Award Criteria
4. How to apply: eForm, project description, declaration of honour, time table
5. How to apply: budget
6. Questions and answers

**!!!!**  
**NEW DEADLINE**  
**24 January 2019**  
**noon**  
**Brussels time**



## What is the 2019 Capacity Building Youth action about?

Please check:

***The Erasmus+ 2019 Programme Guide pp. 177-193***

***[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide-2019\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide-2019_en.pdf)***;

***The EACEA 2019 call page:***

***[https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-the-field-of-youth-2019\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-in-the-field-of-youth-2019_en)*** ;

***The Erasmus+ 2019 Work Programme C(2018)6572 of 11.10.2018***

***[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/c-2018-6572\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/c-2018-6572_en.pdf)***;

## Our goal is to .....

- Strengthen **youth cooperation and exchanges**
- Reinforce capacities of **youth councils, youth platforms and youth networks at local, regional and national levels**
- Support the qualitative development of **youth work/policies/systems**
- Support the **recognition of youth work/non-formal learning/volunteering** (especially in Partner Countries)
- Improve level of competences and soliciting active participation of **young people with fewer opportunities**



## Capacity building activities

Activities such as conferences, workshops, meetings, games, round tables, large-scale youth events, seminars, awareness campaigns, communication schemes ... aiming at :

➤ **strengthening....reinforcing....supporting.....helping.....**

Using **tools**, **methods** and **forms** of non-formal education, youth work and training schemes in order to implement new practices

## Mobility activities

- Youth exchanges
- Volunteering activities
- Youth workers

# Selection procedure

**Deadline: 24/01/2019 at 12:00 midday CET**

Start of the selection procedure

- **Proposals: admissibility and eligibility checks**
- **Proposals: Evaluation against the award criteria**  
(with the help of external experts)

**Jan. to  
May 2019**

**Evaluation Committee: projects proposed for  
funding (Grant Award Decision)**

**June  
2019**

**June 2019**

**Applicants receive the notification letters**

Subject to  
certain  
administrative  
conditions  
Serbia joins the  
Erasmus+  
Programme as  
Programme  
country

## Programme and Partner countries

### Region 1

#### Western Balkans

Albania  
Bosnia and  
Herzegovina  
Kosovo  
Montenegro

### Region 2

#### Eastern Partnership

Armenia  
Azerbaijan  
Belarus  
Moldova  
Georgia  
Ukraine

### Region 3

#### South- Mediterranean

#### Tunisia

Algeria  
Egypt  
Israel  
Jordan  
Lebanon  
Libya  
Marocco  
Palestine  
Syria

### Regions 5 - 14

#### ACPALA

ACP Asia  
America  
Africa  
Industrialised  
countries

## How does it work

- ✓ Region 1 (Western Balkan) and 2 (Eastern Partnership):  
Applications by the respective countries in the two regions;  
Partners from the same region and from the programme countries
- ✓ Region 3 (SMED):  
Applications submitted by organisations from Tunisia only;  
Partners from the same region and from the programme countries
- ✓ Region 5-14 (ACPALA):  
Applications submitted by Programme countries  
Partners from those regions and from the programme countries





## Estimated available budget CBY 2019: **15,5 mil. €**

- ACPALA EUR **9 mil.**
- Western Balkans EUR **3 mil.**
- Tunisia EUR **0,5 mil.**
- Eastern Partnership EUR **3 mil.**

The European Commission envisages allocating about 60% of the available funds to "Civil Society Fellowships for Youth" and 40% to "Partnership for Entrepreneurship".

## Novelties for the 2019 call I:

1. Serbia is a programme country (see page 22 of the 2019 Erasmus programme guide)
2. For CBY applications: annex on timetable is obligatory (earlier a part of the project description annex). Please attach the annex to the eForm as a **pdf file**.
3. Staff costs are eligible (for definition see page 185 of the 2019 Erasmus programme guide)
4. Costs for consultations, workshops, polls of young people etc. as far as necessary for achieving project objectives (for definition see page 185 of the 2019 Erasmus programme guide)

## **Novelties/clarifications for the 2019 call II:**

- > award criteria changed: Relevance now 30 points (and only 20 points for Quality of the project team;
- > improved text regarding the distinction between capacity building and mobility activities;
- > improved text regarding the different windows, - for example for Eastern Partnerships: mobility activities are obligatory for the Civil Society Fellowships;
- > improved text regarding audits: only if the requested grant is higher than 60.000€ in real costs

## Admissibility

- Correct electronic form including all requested annexes
- One of the EU official languages
- Submit application before 24 January 12:00 (Brussels time)

-> *Should you have any technical problem concerning the submission of your application, please contact the EACEA IT helpdesk BEFORE THE DEADLINE writing to the following address [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)*

## Eligible Partnership

Minimum **3** participating organisations

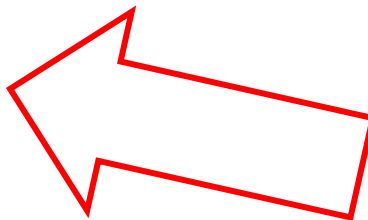
..... from **3 different countries**

..... with at least

..... minimum **1 Programme country** and

..... minimum **1 Eligible Partner Country**

Projects funded under one  
of the Windows may **NOT**  
involve participating  
organisations/participants  
from **OTHER** neighbouring  
regions



## Eligibility: (1/2)

### 1. Eligible applicants

The applicant must be established :

- in a Western Balkan **Country (Region 1)**
- in an Eastern Partnership **Country (Region 2)**
- in Tunisia **(Region 3)**
- in a programme Country for Other Partner Countries **(Region 5-14)**

.... and be legally registered **for at least 1 year.**

The **applicant** can be any **public or private organisation** active in the education, training and youth fields or the socio-economic sectors:

- **Non-profit organisation, association, NGO**
- **National Youth Council**
- **Public bodies at local, regional or national level**

## Eligibility: (2/2)

### 2. Eligible partners

- a school/institute/educational center
- a social partner or other representative of working life, including chambers of commerce,
- craft/professional associations and trade unions;
- a higher education institution;
- a research institute;
- a foundation;
- an inter-company training centre;
- a cultural organisation, library, museum;
- ...



## Exclusion criteria:

Some examples...

- No bankrupt
- Fulfills obligations relating to the payment of taxes or social security contributions
- Is not guilty of grave professional misconduct

More info: page 252 [http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide-2019\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide-2019_en.pdf)



## Key Action 2: Capacity Building in the field of Youth

### Objectives :

To promote cooperation and mobility activities between Programme Countries and Partner Countries that will have a positive and long term impact

### Within a CBY Project you can find :

- **Capacity Building Activities**
- **Mobility Activities** include
  - Youth Exchanges
  - Volunteering activities
  - Mobility of Youth Workers



## Capacity building activities

Activities such as conferences, workshops, meetings, games, round tables, large-scale youth events, seminars, development of youth work methods, tools, materials, training modules, Youthpass, awareness campaigns, communication schemes ... will aim at :

- **reinforcing** capacities of youth councils and authorities
- **strengthening** youth cooperation by raising awareness on issues such as education, work, entrepreneurship
- **supporting** qualitative development of youth work/policies/systems by setting objectives based on young people's needs
- **helping** to enhance the ability of those working with young people
- **supporting** the recognition of non-formal learning

Using **tools, methods** and **new forms** of youth work and training schemes in order to implement new work practices

## Mobility activities

Provide opportunities for young people

### ➤ **Youth Exchanges**

- For young people between the ages of 13 and 30
- The exchange is between 5 to 21 days
- Participants from 16 to 60. While the minimum per country is 4 (leader not included).
- The exchange to be in one of the organisations participating in the activity

### ➤ **Volunteering activities**

- For young people between the ages of 17 and 30
- The maximum number of participants is 30
- The duration of the service is between 60 days to 12 months

### ➤ **Mobility of Youth Workers**

- No age limit - up to 50 participants from at least 18 years old
- The duration of the activity is between 5 days to 2 months
- The exchange must take place in the country of one of the organisations participating in the project as partner in the consortium

Between the  
Programme Countries  
and the eligible  
partner countries



# Funding Rules

Maximum grant: **150.000 EUR**

**Maximum 80% of the estimated costs  
and  
100% of the unit costs**

Budget = combination of **unit costs** and **estimated costs**

Projects starting between **August - December 2019**

Duration of projects from **9 to 24 months**



## Award criteria - closely linked to the objectives of the E+ CBY action:

- **Foster cooperation and exchanges in the field of youth work between Programme Countries and Partner Countries from different regions of the world;**
- Improve the quality and recognition of youth work, NFL and volunteering in Partner Countries and enhance their synergies and complementarities with other education systems, the labour market and society;
- **Foster the development, testing and launching of programmes of NFL mobility at regional level (i.e. within and across regions of the world);**
- Promote transnational NFL mobility between Programme and Partner Countries especially targeting young people with fewer opportunities, with a view to improve participants' level of competences and foster their active participation in society.

## Award criteria (weight)

- Relevance of the project (max 30 points = 30%)
- Quality of the project design and implementation (max 30 points = 30%)
- Quality of the project team and the cooperation arrangements (max 20 points = 20%)
- Impact and dissemination (max 20 points = 20%)

To be considered for funding, proposals must score in total at least 60 points and half of the maximum points in each of the award criteria!

*The **award criteria** constitute the basis on which EACEA contracting authority selects the best proposals and awards a grant contract!*

## Award criteria – **relevance of the project**

- The proposal is responding to the objectives of the Action and of the Window;
- the objectives are clear, realistic, addressing issues relevant to the target groups and well reflected in planned activities;
- the project involves youth with fewer opportunities;
- addressed issues and proposed solutions are relevant to the region and contribute to the socio-cultural and youth policy development;
- the proposal is innovative and/or complementary to other initiatives;
- the capacity building activities must be CLEARLY identified/defined to reinforce the participating organisations.

## Award criteria - **quality of the project design & implementation**

- consistency between project **objectives** and **activities** proposed;
- clarity, completeness and quality of the work program, including preparation, implementation, monitoring, evaluation and dissemination;
- quality of non-formal learning methods;
- quality of arrangements for the recognition and validation of participants' learning outcomes;
- existence of quality control measures to ensure that the project is of quality, completed in time and on budget;
- cost-effectiveness and allocation of appropriate resources to each activity;
- appropriate measures for selecting and/or involving participants in the mobility activities.



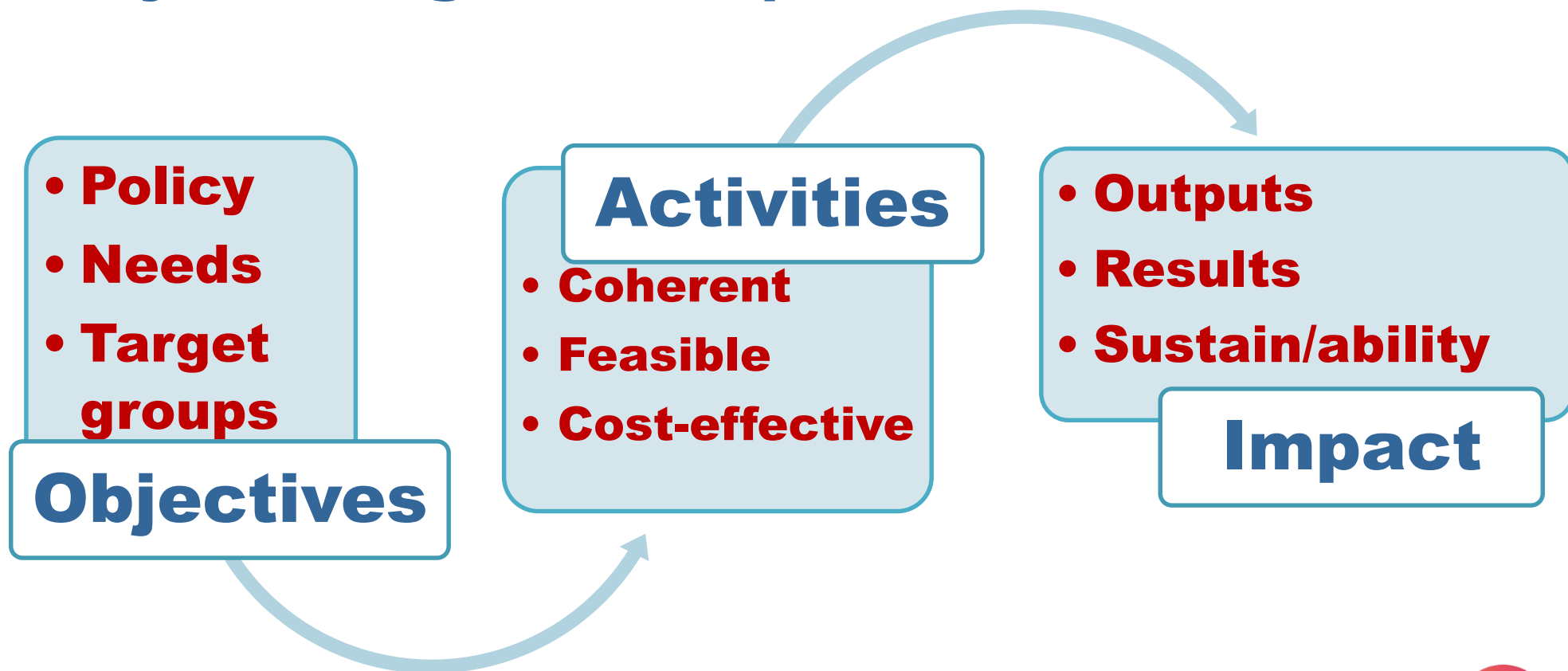
## Award criteria - **quality of the project team and the cooperation arrangements**

- appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project;
- the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all participating organisations;
- mechanisms for coordination and communication between the participating organisations, as well as with other relevant stakeholders.

## Award criteria – **impact and dissemination**

- potential impact on participants and participating organisations - as well as outside - during and after the project lifetime;
- measures for evaluating the outcomes of the project;
- dissemination plan aimed at sharing the outcomes of the project within the participating organisations and outside;
- If relevant, the proposal describes how the materials, documents and media produced will be disseminated and made freely available;
- plans for ensuring the sustainability of the project: its capacity to continue having impact and producing results after the EU grant.

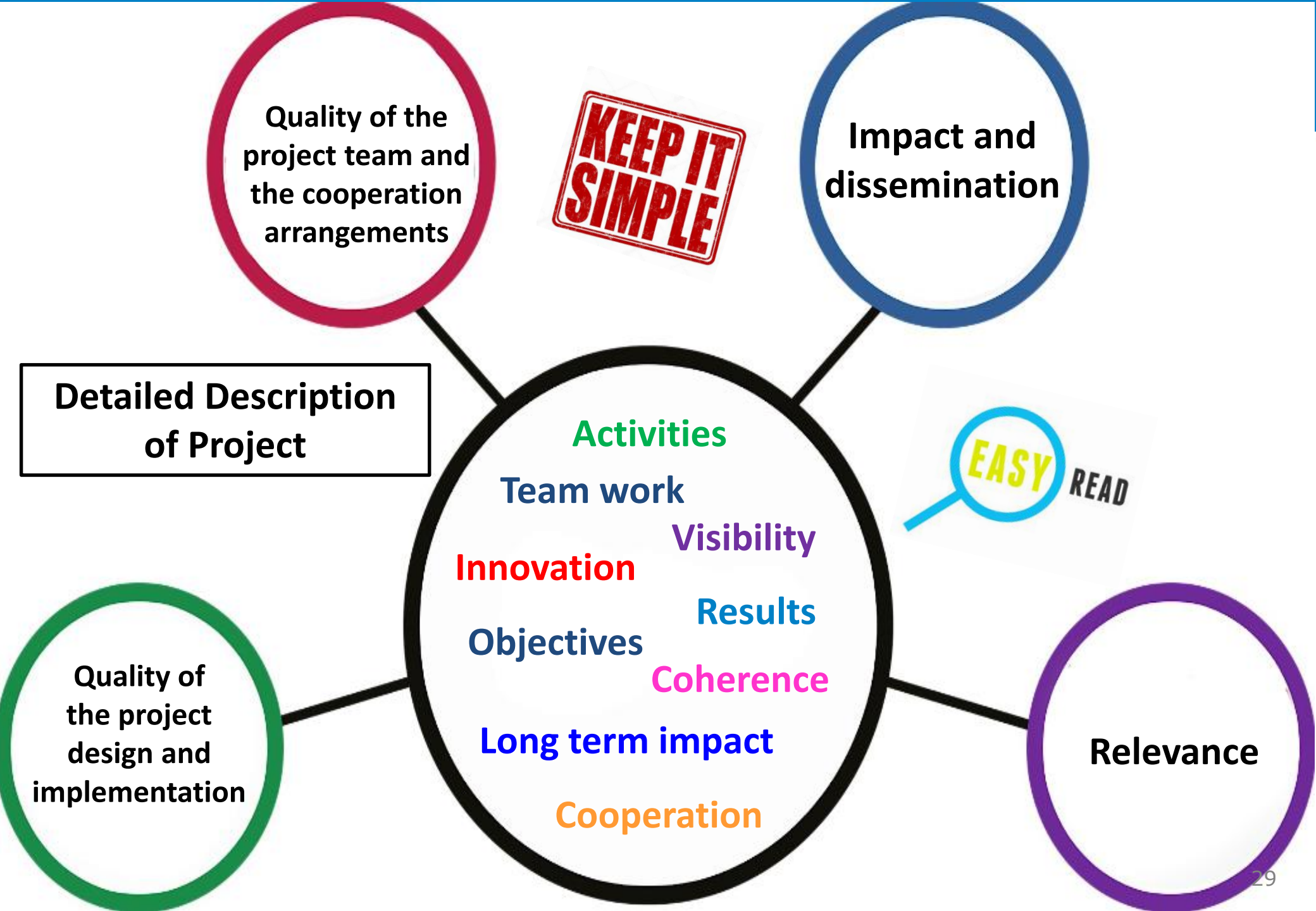
# Project design and implementation balance



A Good/selected project has:

- **Relevance** to the objectives of the E+ CBY Action
- **Innovative** character
- **Coherence** of the activities
- **Partnership** well-structured and efficient
- **Visibility** and a **Dissemination strategy**
- **Concrete results** and **measurable impact**  
at **local** and **transnational** level





# Erasmus+ Capacity Building in the field of Youth 2018

How to apply?  
Practical guidelines

**Only one deadline** per year  
to submit a proposal for  
Capacity Building in the field of Youth

**24th January 2019**

**12:00 (midday) Brussels time**



# Application process: Step 1

The **applicant** and **all partners** must have a **PIC number** issued through the registration on the Participants Portal.

**The Participant Portal** is the tool through which legal information related to organisations will be managed.

Information on how to register can be found in the portal under the following address:

<http://ec.europa.eu/education/participants/portal>

- All technical questions related to the registration process shall be addressed to the dedicated Helpdesk: [EC-SEDIA-SUPPORT@ec.europa.eu](mailto:EC-SEDIA-SUPPORT@ec.europa.eu)



# Application process: Step 2

Download the corresponding eForm from:

<https://eacea.ec.europa.eu/PPMT/>



Be sure that your PIC number is correct and that you have collected the PIC numbers of all partners involved in the project.

EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia	12/12/2018	24/01/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building youth - Western Balkans	12/12/2018	24/01/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - South Mediterranean Youth Window - Tunisia	12/12/2018	24/01/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - Eastern Partnership - Civil Society Fellowships for youth	12/12/2018	24/01/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - Eastern Partnership - Partnership for Entrepreneurship	12/12/2018	24/01/2019

# Application process: Step 2

**Click on:**

**Then choose:**

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation

Erasmus+ Search

**Click on the line of the appropriate eForm:**

Show 50 entries

Filter search

Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type
EAC-A03-2016	Erasmus+	Learning Mobility of Individuals	Large scale EVS events	Large-scale EVS events
EAC-A04-2015	Erasmus+	Learning Mobility of Individuals	Large scale EVS events	Large-scale EVS events
EAC-A04-2015	Erasmus+	Learning Mobility of Individuals	Student and staff mobility in Joint Master Degrees	Joint Master Degrees
EAC-A05-2017	Erasmus+	Sport	Not-for-profit European sport events	Support to Non-Profit European Sport Events
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building youth - Western Balkans
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - South Mediterranean Youth Window - Tunisia
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - Eastern Partnership - Civil Society Fellowships for youth
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building for youth in neighbouring and enlargement countries	Capacity Building in the field of youth - Eastern Partnership - Partnership for Entrepreneurship

## Application process: Step 3

### Fill in:

- eForm
- compulsory annexes/attachments:
  1. Detailed Description of the Project
  2. Declaration on honour
  3. Timetable for each planned activity
  4. Budget



# Application process: Step 3

## Annex 1. Detailed Description of the Project



Please pay attention to the explanations you will give in the detailed description of the project. This document together with explanations introduced in the eForm will be used to assess your proposal. Your proposal will be evaluated against the award criteria as mentioned in the Programme Guide.

- Relevance of the Project (30)
- Quality of the project design and implementation (30)
- Quality of the project team and cooperation arrangements (20)
- Impact and dissemination (20)

## Application process: Step 3

### What is important to know about the Budget?

1. The Budget Excel table contains a significant number of formulas, so you will not be able to fill in certain fields/sheets (such as Totals).
2. It is divided into categories which must not be mixed-up: Capacity Building Activities and Mobility Activities (Youth Exchanges, Volunteering Activities and Mobility of Youth Workers).
3. The budget is a combination of estimated costs and scale of unit costs.

## Application process: Step 3

### What is important to know about the Budget file?

The Excel file includes 5 sheets:

→ The first two must be filled in by the applicant :

"Capacity building activities"

"Mobility activities"

→ The remaining 3 sheets are automatically updated

"Summary Capacity Building"

"Summary Mobility"

"Summary whole project"

## BUDGET SUMMARY WHOLE PROJECT

<b><i>Grant Requested - Capacity Building Activities</i></b>	<b>23.947,84 €</b>
<b><i>Grant Requested - Mobility Activities</i></b>	<b>35.115,00 €</b>
<b><i>Grant Requested - TOTAL (MAXIMUM EUR 150.000)</i></b>	<b>59.062,84 €</b>

**€ 59.062,84** must be the same amount indicated on the **eForm** and the **declaration on honour**

## All types of costs for Capacity Building activities:

### **DIRECT COSTS:**

1. Staff Costs – only for permanent staff and limited to 20% of eligible direct costs declared under headings 2-7 of the CBY
2. Information, Communication and Technology (ICT) costs
3. Transnational project meetings between project partners for implementation and coordination purposes, conferences and large scale youth-events (excluding travel costs)
  - 3.1 Board and lodging including local transport
  - 3.2 Visa and insurance costs
  - 3.3 Rental of rooms for meetings, conferences, other events
  - 3.4 Interpretation costs
  - 3.5 Costs for external speakers
4. Intellectual outputs and dissemination of project results
  - 4.1 Production
  - 4.2 Translation
  - 4.3 Dissemination and/or information costs including local activities
5. Costs related to consultations, workshops and polls of young people
6. Linguistic, intercultural, task-related preparation of participants in mobility activities
7. Cost for the financial audit of the project

**The audit report is compulsory when the total of estimated real costs is equal or higher than 60.000 EUR**



# Detailed budget for Capacity Building Activities

## DIRECT COSTS

**1. Staff costs (only permanent staff and limited to 20% of eligible direct costs declared under the headings 2 to 7)** Please note that costs linked to staff are eligible only if the participating organisation presents the appropriate documentation (detailed and valid payrolls and documents to prove the status of the staff member at final report stage).

Organisation	Name of the staff member	Function in the organisation	Specification of the tasks related to the project	Costs
ABC	Julia Roberts	Graphic designer	Design the project webpage	€ 2.500,00
ABC	Brad Pitt	Secretary	Deal with all administrative tasks	€ 1.000,00
DEF	Johnny Depp	Accountant	Deal with all expenses related to the project and the final report	€ 1.000,00
Total				€ 4.348,00

**MAXIMUM  
20%**

**2. Information, Communication and Technology (ICT) costs** (please note that costs linked to services and goods are eligible only if the provider is different from the participating organisation(s) and if a detailed and valid invoice is presented at final report stage).

<i>Organisation</i>	<i>Activity</i> (please indicate the activity/ies concerned)	<i>Specification</i> (please indicate the type of expenditure)	<i>Costs</i>
ABC	whole project	Laptop	750,00 €
DEF	Workshop 1	Purchase of the equipment and material needed for local workshops	2.500,00 €
ABC	Workshop 2	Purchase of the equipment and material needed for local workshops (such as camera, adaptor, TV monitor etc ...)	2.500,00 €
ABC	whole project	Development of an on-line platform	2.500,00 €

**What is depreciation?**

**Be specific**





### 3. Costs related to Transnational project meetings between project partners for implementation and coordination purposes, conferences and large scale youth-events (excluding travel costs).

#### 3.1 Board and lodging including local transport

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the number of participants and the duration of the stay)	Costs
ABC	KICK OFF meeting	Accommodation for 2 days (2 person)	320,00 €
DEF	KICK OFF meeting	Accommodation for 2 days (1 person)	160,00 €
GHI	KICK OFF meeting	Accommodation for 2 days (2 person)	320,00 €
ABC	Final evaluation meeting	Accommodation for 2 days (2 person)	300,00 €
DEF	Final evaluation meeting	Accommodation for 2 days (1 person)	150,00 €
GHI	Final evaluation meeting	Accommodation for 2 days (2 person)	300,00 €

#### 3.2 Visa and insurance costs

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the type of expenditure)	Costs
ABC	Workshop 2	Visa and insurance for 2 person	200,00 €
DEF	Workshop 2	Visa and insurance for 2 person	200,00 €

**Not  
Vaccines**



### 3.3 Rental of rooms for meetings, conferences, other international events

**EXTERNAL STAFF CANNOT BE ON YOUR PAYROLL**

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the type of expenditure)	Costs
ABC	Local training course	Hall for two days training course	500,00 €
DEF	Round table	Room for half day round table	75,00 €

### 3.4 Interpretation costs

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the type of expenditure, languages concerned, number of interpreters ...)	Costs
ABC	Workshop 2	Costs for 1 French interpreter	300,00 €

### 3.5 Costs for external speakers, including board & lodging and travel costs

Organisation	Activity (please indicate the activity concerned)	Specification (please indicate the type of expenditure, number of external experts, number of days ...) (please note that costs linked to external speakers are only eligible for Capacity building Activities and for experts not coming from the participating organisations)	Costs
DEF	Round table	1 guest external speaker	150,00 €
DEF	Dissemination event	1 guest external speaker	250,00 €

**4. Costs related to Intellectual outputs and dissemination of project results** (please note that costs linked to services and goods are eligible only if the provider is different from the participating organisation and will present a detailed and valid invoice at final report stage).

**4.1 Production**

**EXTERNAL STAFF CANNOT BE ON YOUR PAYROLL**

<b>Organisation</b>	<b>Activity</b> (please indicate the activity/ies concerned)	<b>Specification</b> (please indicate the type of expenditure)	<b>Costs</b>
ABC	Workshop 2	Brochures	1.000,00 €
DEF	Workshop 1	T-shirts	1.500,00 €

**4.2 Translation**

<b>Organisation</b>	<b>Activity</b> (please indicate the activity/ies concerned)	<b>Specification</b> (please indicate the type of expenditure, the languages concerned, number of pages ...)	<b>Costs</b>
ABC	Whole project	Costs for translators for brochures in 3 languages (DE/FR/IT)	3.000,00 €

**4.3 Dissemination and/or information costs**

<b>Organisation</b>	<b>Activity</b> (please indicate the activity/ies concerned)	<b>Specification</b> (please indicate the type of expenditure)	<b>Costs</b>
DEF	Dissemination event	Large seminar (150 participants)	2.500,00 €

**5. Costs related to consultations, workshops, polls of young people at local, regional, national and international level in so far as necessary for achievement of the project objectives.**

<b>Organisation</b>	<b>Activity</b> (please indicate the activity/ies concerned)	<b>Specification</b> (please indicate the type of expenditure)	<b>Costs</b>
ABC	Workshop 1	Small policy activity at local level	€ 250,00
DEF	Round table	Preparation of activity together information	€ 150,00

**6. Costs related to linguistic, intercultural, task-related preparation of participants in mobility activities** (please note that these costs can only be claimed for youth exchanges, volunteering activities or mobility of youth workers). For volunteering activities: please bear in mind that the volunteering training cycle costs are eligible only for volunteering activities in Partner countries of the regions 5-12. National Agencies and SALTO organise the training cycle activities in Programme countries and in Partner countries of the regions 1-4).

<b>Organisation</b>	<b>Activity</b> (please indicate the activity concerned)	<b>Specification</b> (please indicate the type of expenditure)	<b>Costs</b>
ABC	Volunteering activity	1 day training on safety measures for 5 pax (€ 25/pax)	125,00 €
DEF	Mobility Youth Workers	1 day training safety measures for 7 pax (€ 20/pax)	140,00 €

**7. Costs for the financial audit of the project** (only if the requested grant based on **all real costs of the project** is higher than 60.000 EUR).

<b>Organisation</b>	<b>Specification</b> (please indicate the type of expenditure)	<b>Costs</b>
The applicant	Final Financial audit of the project	2.000,00 €
<b>Total costs for the financial audit of the project</b>		<b>2.000,00 €</b>

**IF ALL REAL COSTS  
ADD-UP TO  
€ 60.000,00 OR  
MORE**



**ADD the real costs from the following fields :**  
**Capacity building activities - chapter 1 to 6**  
**Mobility activities - special needs support**  
**and exceptional costs**

## INDIRECT COSTS

*Beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity bills, costs for premises, Internet bills), (only eligible for time periods during which the applicant does not benefit from an Operating grant from the EU budget)*

Indirect costs (Flat rate amount not exceeding 7% of eligible direct costs)



2.000,00 €

**TOTAL INDIRECT COSTS**

1.521,80 €

**The amount will  
be adjusted  
automatically to  
the maximum  
allowed**



## Travel costs for capacity building activities (excluding the mobility activities).

### Travel costs - scale of unit costs calculation

Travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity.  
The calculation is based on the one-way distance but it covers the costs of the round trip.

Number of participants	Sending Organisation and country	From home/departure City and Country	To venue City and Country	Distance in km per participant (one way)	Total distance in km (all participants one way)	Total
2	ABC	Sabac/Serbia	Novi Sad/Serbia	57,25	114,5	40
1	DEF	Strasbourg/France	Novi Sad/Serbia	998,98	998,98	275
4	GHI	Podgorica/Montenegro	Novi Sad/Serbia	316,33	1265,32	720
3	JLK	Thessaloniki	Novi Sad/Serbia	571,35	1714,05	825

**YOU INSERT THE DISTANCE BASED ON  
THE DISTANCE CALCULATOR**

**CALCULATED AUTOMATICALLY**

[http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

## Detailed budget for Mobility Activities

- There are 3 sections for each type of Mobility Activity:
  - Youth Exchanges
  - Volunteering activities
  - Mobility of Youth Workers
- The unit costs are calculated automatically (travel, organisational and individual support)
- Exceptional costs and Special Needs Support are based on real costs

# Detailed budget for Mobility Activities

## *Detailed budget for Youth Exchanges*

*(Funding rules of the Programme Guide 2019)*

## *Detailed budget for Volunteering activities*

*(Funding rules of the Programme Guide 2019)*

## *Detailed budget for Mobility of Youth Workers*

*(Funding rules of the Programme Guide 2019)*



**Travel costs are calculated on the basis of scale of unit costs**  
**Distance calculator**

[http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

### Organisational Support – scale of unit costs calculation

**CALCULATED AUTOMATICALLY**

Number of participants (min 4 + 1 per SO)	Host Organisation	Host country	Duration of the activity abroad in days	Unit cost per day / participant	Total
5	ABC	Belgium	5	37,00 €	925,00 €

### Special needs support - Portion of eligible costs

**REAL COSTS**

Specification : (Please consult the overview of funding rules for special needs support as defined in the Programme Guide)	Costs
Assistance for participant with disabilities for 5 days	750,00 €

### Exceptional costs - Portion of eligible costs

**REAL COSTS**

Specification : (Please consult the overview of funding rules for exceptional costs as defined in the Programme Guide)	Costs
3 visas, insurance and vaccinations	600,00 €
1 participant with fewer opportunities (see motivation letter)	200,00 €

### Individuals support – scale of unit costs calculation

Number of volunteers	Host Organisation	Host country	Duration of the activity abroad in months	Unit cost per month / volunteer	Total
10	ABC	Estonia	2	85,00 €	1.700,00 €



European  
Commission



	Organisational support		Individual support	
	Youth Exchanges (euro per day)	Mobility of youth workers (euro per day)	Volunteering activities (euro per day)	
	B4.1	B4.2	B4.3	B4.4
Belgium	42	65	26	4
Bulgaria	32	53	17	4
Czech Republic	32	54	17	5
Denmark	45	72	26	6
Germany	41	58	23	5
Estonia	33	56	18	4
Ireland	49	74	26	6
Greece	38	71	21	5
Spain	34	61	18	5
France	38	66	20	6
Croatia	35	62	19	5
Italy	39	66	21	5
Cyprus	32	58	21	5
Latvia	34	59	19	4
Lithuania	34	58	18	4
Luxembourg	45	66	26	5
Hungary	33	55	17	5
Malta	39	65	22	5
Netherlands	45	69	26	5
Austria	45	61	23	5
Poland	34	59	18	4
Portugal	37	65	20	5
Romania	32	54	17	3
Slovenia	34	60	20	4
Slovakia	35	60	19	5
Finland	45	71	26	5
Sweden	45	70	26	5
United Kingdom	45	76	26	6
former Yugoslav Republic of Macedonia	28	45	15	3
Iceland	45	71	26	6
Liechtenstein	45	74	24	6
Norway	50	74	26	6
Turkey	32	54	17	4
Partner Country	29	48	15	3

## ORGANISATIONAL AND INDIVIDUAL SUPPORT

The amounts depend  
on the country where  
the **mobility activity**  
takes place.

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## Application Process - summary:

- **Registration** of the applicant and the partners on the Participants Portal
- Download the correct **e-form**
- Attach **annexes** (declaration on honour, project description, timetable for each planned activity and the budget)

**DO NOT** send any paper version!



# Submission on-line before

**24<sup>th</sup> January 2019 - 12:00 (midday)**

## Brussels time

**DON'T  
WAIT!**



How and where to submit a proposal:

[http://eacea.ec.europa.eu/erasmus-plus/funding\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding_en)

The Programme Guide:

[https://ec.europa.eu/programmes/erasmus-plus/resources\\_en#tab-1-0](https://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-0)

E-tutorial: 'How to prepare a competitive proposal':

[https://eacea.ec.europa.eu/erasmus-plus/introduction-international-dimension-erasmus-plus\\_en](https://eacea.ec.europa.eu/erasmus-plus/introduction-international-dimension-erasmus-plus_en)

Erasmus+ Project Results: Erasmus+ platform for dissemination and exploitation of project results: <http://ec.europa.eu/programmes/erasmus-plus/projects/>

Contact:

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