SALTO SEE Resource Centre

GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN SUPPORT ACTIVITIES WITHIN THE PROGRAMMES ERASMUS+ YOUTH (E+ YOUTH) AND EUROPEAN SOLIDARITY CORPS (ESC) IN 2026

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1. INTRODUCTORY PROVISIONS

These General Terms and Conditions apply to applications from 1 October 2026 onwards, from organisations based in the programmes' Western Balkan partner countries[1], for support activities within the Erasmus+ Youth and European Solidarity Corps programmes, organised by National Agencies of the Erasmus+ Youth and European Solidarity Corps programmes or by SALTO Resource Centres, and published in the European Training Calendar.

Support activities within the Erasmus+ Youth and European Solidarity Corps programmes are intended to strengthen the quality of programme implementation in the participating countries by building the capacities of organisations to apply for and implement high-quality projects.

The SALTO South East Europe Resource Centre (SALTO SEE), in accordance with each call for participants, selects candidates from all applicants from organisations based in Western Balkan partner countries (unless otherwise agreed with the organisers) and covers their travel costs for participation. Accommodation, meals and the programme costs are generally covered by the activity organiser.

Applicants must therefore verify the organiser of the activity before applying. The European Training Calendar does not only include activities organised by National Agencies or SALTO Resource Centres for Erasmus+ and the European Solidarity Corps, but also those organised by various non-governmental organisations across Europe, to which SALTO SEE does not support or send participants.

2. ELIGIBLE PARTICIPANTS

Support activities may be attended by people who:

- match the participant profile specified in the individual call,
- have the support of their sending organisation (the organisation that participants are affiliated with and through which they apply for and attend the activity),
- legally reside in a Western Balkan partner country at the time of application and the activity,
- are or will be of legal age (18 years old) on the first day of the activity.

Applications without the support of a sending organisation will be considered on a case-by-case basis.

3. ELIGIBLE ACTIVITIES

Based on identified needs for capacity building for high-quality applications or the implementation of projects within the Erasmus+ Youth and European Solidarity Corps programmes, organisations may independently select support activities they deem necessary and appropriate. The final decision on support is made by SALTO SEE.

[1] Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia (for ESC only)

4. FINANCIAL CONDITIONS

Participation in the activity is free of charge for selected participants from Western Balkan partner countries. Accommodation, meals, and the programme are covered by the organisers.

After the activity, SALTO SEE reimburses the sending organisation (or, in exceptional cases, the participant directly) for eligible travel costs, covering 100% of the actual expenses up to a maximum of 300,00 EUR, if the activity takes place in a Western Balkan partner country, and 600,00 EUR, if the activity takes place elsewhere.

5. APPLICATION PROCEDURE

Applications are submitted via the European Training Calendar on the SALTO website. SALTO SEE can view submitted applications in the system and process them after the application deadline.

Applicants must familiarise themselves with these General Terms and Conditions in full before applying, as by submitting an application for a support activity, they fully accept and agree to these General Terms and Conditions.

6. SELECTION OF PARTICIPANTS

After the application deadline, SALTO SEE reviews all received applications and carries out a pre-selection based on the call conditions and the information in the application forms. This is forwarded to the organiser, who makes the final selection decision and informs all selected participants. The organiser's decision regarding the selection of candidates is final. In addition to the selection criteria stated in the call, SALTO SEE considers the following criteria:

- **Involvement of candidates or their sending organisations in the programme areas**: Support activities are intended to improve the quality of Erasmus+ Youth and/or European Solidarity Corps projects and the development of staff (including volunteers) and applicant organisations in programme priority areas. Therefore, priority is given to organisations that participate in one of the programmes, or are preparing to apply or participate and are thus potential applicants.

- **Ensuring opportunities for participation in support activities for as many applicants as possible:** An individual may participate in support activities a maximum of three (3) times per calendar year. This restriction does not apply to online activities, for which there is no limit on the number of participants.

- **Previous experience with supported candidates**: If a person selected for participation confirms participation to SALTO SEE and the organiser but does not attend the activity without prior information, they may not be supported in further support activities in the same calendar year, except in cases of extraordinary circumstances or force majeure substantiated by appropriate documentation (e.g. medical certificate). Likewise, candidates who failed to fulfil their obligations under these General Terms and Conditions in relation to a previous supported activity (see point 7) may not participate in activities in the same year.

7. OBLIGATIONS OF SELECTED CANDIDATES AND PARTICIPANTS

7.1 OBLIGATIONS BEFORE DEPARTURE

Confirmation of participation:

- Selected candidates must confirm their participation to both the organiser and SALTO SEE at maya.petkovsek@movit.si by the deadline specified in the selection notice.
- If a selected candidate does not confirm participation by the deadline, SALTO SEE will consider this as withdrawal from participation.
- Only after confirmation of participation will SALTO SEE provide further instructions regarding travel arrangements and other important information.

Travel organisation and insurance:

- Participants organise their travel in agreement with their sending organisation, including insurance and obtaining any required entry visas.
- Eligible costs are defined in detail in point 8 of these General Terms and Conditions.
- In case of uncertainties regarding travel arrangements, the sending organisation or participant must contact SALTO SEE.

7.2 OBLIGATIONS AFTER RETURN

PARTICIPANTS must, within 15 days after completion of the activity:

- **Complete** the post-activity questionnaire.
- **Submit** a request for reimbursement of costs to Maya.petkovsek@movit.si**.**
  The subject line must clearly state: Request for reimbursement – Organisation – Participant's name – Activity title.
  Attach clearly labelled scans of all financial supporting documents for costs included in the request (original invoices, tickets, boarding passes, etc.). See also point 9 regarding the supporting documents for payment.

If SALTO SEE does not receive the reimbursement request within 15 days after the completion of the activity, a reminder will be sent. If the request is still not received within 15 days after the reminder, it will be considered that the sending organisation has withdrawn its reimbursement claim.

In case of incomplete documentation, participants are requested to send supplementary documentation within seven working days. Failure to comply will be considered a withdrawal from reimbursement.

Retention of original financial documents
Original financial documentation must be retained for ten years after the payment made by SALTO SEE.

8. ELIGIBLE COSTS

SALTO SEE considers the following as eligible costs:

- Public transport costs from the participant's place of permanent or temporary residence to the activity and back, provided the departure occurs no more than 72 hours before the start and the return no later than 72 hours after the end of the activity.
- Public transport includes buses, trains, trams, subways, air carriers, and shared transport providers such as GoOpti.
- Justified and pre-approved individual or shared car ride.
- Overnight accommodation on trains (standard shared sleeper).
- Additional health or accident insurance for the duration of travel and activity.
- Visa fees.
- Seat reservations, additional luggage, flex options and online check-in fees.
- Accommodation costs if travel cannot be completed in one day and if approved in advance by SALTO SEE.
- Costs arising from delays, provided the delay was caused by the carrier and reimbursement from the carrier is not possible.
- Additional costs enabling participation of people with special needs, upon prior written agreement with SALTO SEE.

Ineligible costs:

- Taxi transport, except in exceptional, justified and pre-approved cases (generally, if no other public transport is available).
- Mileage allowance.
- Not justified and not pre-approved individual car ride.

In case of the use of ineligible means of transport without prior approval by SALTO SEE, costs might only be reimbursed on an exceptional case-by-case basis and if fully justified.

9. PAYMENT OF FUNDS AND SUPPORTING DOCUMENTS

SALTO SEE will reimburse the sending organisation 100% of actual eligible costs per participant up to the amount indicated under point 4, subject to fulfilment of all obligations under these General Terms and Conditions, except in cases of special needs or where otherwise specified.

Funds will be paid within 30 days of receipt of complete documentation.
Currency conversion uses the exchange rate on the first day of the activity.

Supporting documents can be sent as scans and must show:

- The type of transport, date, amount and currency.
- For flights, boarding passes are required.
- Where tickets can only be purchased by card or phone, bank confirmation and a link to the carrier's price list must be provided.
- If the currency of payment is not indicated on the ticket or invoice, it shall be deemed that the cost was paid in the national currency of the issuer of the ticket or invoice.

SALTO SEE reserves the right to:

- Reject any submitted ticket or invoice from which the transport route, the date of the service, or the amount of the transport cost is not evident.

- Refuse the payment of funds in the event of late submission despite SALTO SEE's request.

10. PROTECTION OF PERSONAL DATA

SALTO SEE processes personal data in accordance with the information available at: http://www.movit.si/movit/o-zavodu/dokumenti/

11. COMMUNICATION

All relevant communication must be sent to Maya.petkovsek@movit.si. SALTO SEE uses the applicant's email address provided in the application.

12. LIABILITY

Participants are solely responsible for ensuring appropriate health and accident insurance during travel to the activity, for the duration of the activity, and during the return journey. SALTO SEE shall in no event be liable for any damage suffered by participants during travel or as a result of participation in the activity, nor for any damage caused by participants to third parties during this time.

13. WITHDRAWAL FROM PARTICIPATION

If a participant cancels their participation in an activity after their participation has been confirmed, in accordance with point 7 of these General Terms and Conditions, except in cases of force majeure as defined in the Erasmus+ Programme Guide and the European Solidarity Corps Programme Guide, and which can be justified with appropriate supporting documentation, the participant may be held responsible for costs already incurred related to their participation or for any damage caused to SALTO SEE or its partner abroad as a result of the unjustified cancellation.

14. COMPETENT COURT

SALTO SEE as an integral part of MOVIT, National Agency for Erasmus+, youth field, and the European Solidarity Corps, and the beneficiary will seek amicable resolution of disputes. In case of dispute, the court in Ljubljana has jurisdiction.

Ljubljana, 22 October 2026

Sonja Margarete Mitter Škulj

Digitally signed by Sonja Margarete Mitter Škulj
Date: 2026.10.22 15:04:53 +02'00'