



# Corrigendum to the 2017 Erasmus+ Programme Guide

*Version 1 (2017): 20/01/2017*

**EUROPEAN COMMISSION**

Directorate-General for Education and Culture  
Directorate B - Youth, Education and Erasmus+

Unit B.4 - Erasmus+ Coordination

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B-1049 Brussels*

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# Corrigendum to the 2017 Erasmus+ Programme Guide

This Corrigendum comprises two parts:

- Changes related to the launch of the European Solidarity Corps
- Other changes to the 2017 Programme Guide

For sake of clarity and better readability, the changes relating to the European Solidarity Corps have been highlighted in red in the [full text](#) of the section "Mobility project for young people and youth workers", while for the other changes, only an extract of the relevant sections is provided.

All the changes above are reflected in the version 2 of the 2017 Erasmus+ Programme Guide, available on the Erasmus+ website of the European Commission.

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## CHANGES RELATED TO THE LAUNCH OF THE EUROPEAN SOLIDARITY CORPS

### Page 78

### Mobility project for young people and youth workers<sup>1</sup>

Two types of projects can be supported under this Action:

- Mobility projects for young people and youth workers that can comprise of Youth Exchanges, European Voluntary Service and/or Youth Workers activities.
- Mobility projects for young people focusing on European Voluntary Service activities for experienced EVS Coordinating Organisations: Strategic EVS projects

In 2017, in the selection of projects, emphasis will be put on:

- reaching out to marginalised young people, promoting diversity, intercultural and inter-religious dialogue, common values of freedom, tolerance and respect of human rights as well as on projects enhancing media literacy, critical thinking and sense of initiative of young people as well as
- equipping youth workers with competences and methods needed for transferring the common fundamental values of our society particularly to the hard to reach young people and preventing violent radicalisation of young people as well.

In this regard, taking into account the critical context in Europe - and considering the fact that youth work, non-formal learning activities and volunteering can significantly contribute to address the needs of refugees, asylum seekers and migrants and/or increase awareness about this issue within local communities – particular attention will also be given to support youth mobility projects involving or focussing on the refugees/asylum seekers and migrants.

### European Voluntary Service contribution to the European Solidarity Corps initiative

In order to strengthen the cohesion and foster the solidarity in European society, a European Solidarity Corps has been set up by the European Commission<sup>2</sup> to create a community of young people willing to engage in a wide range of solidarity activities, either by volunteering or gaining occupational experience in helping to resolve challenging situations across the European Union and beyond.

In its initial phase, the European Solidarity Corps builds on the currently existing EU Programmes. One of the principal funding schemes contributing to the European Solidarity Corps is the European Voluntary Service. The European Solidarity Corps will thus give impetus and greater visibility to European Voluntary Service activities, while putting volunteering at European level within a larger framework and adding further long-term volunteering opportunities.

More information about the European Solidarity Corps initiative and how to get involved: [www.europa.eu/solidarity-corps](http://www.europa.eu/solidarity-corps).

### Partnership between the Programmes Erasmus+ and LIFE<sup>3</sup>

In addition, to reinforce the volunteering dimension of the European Solidarity Corps, a partnership between Erasmus+ and the LIFE Programmes has been established with the aim of making available in 2017 further long-term EVS opportunities in the areas of environment, nature conservation and climate action, allowing young volunteers to acquire a sense of ownership of natural capital across Europe and the awareness that its protection is a joint responsibility.

<sup>1</sup> The main budget of this Action is allocated to support transnational activities involving organisations and participants from Programme Countries. However, around 25% of the budget available for this Action can fund international activities including organisations and participants from Programme and Partner Countries neighbouring the EU (regions 1 to 4; see section "Eligible countries" in Part A of this Guide).

<sup>2</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2016:942:FIN>

<sup>3</sup> <http://ec.europa.eu/environment/life>

## Mobility Projects for Young People and Youth Workers that can Comprise of Youth Exchanges, European Voluntary Service and/or Youth Workers Activities.

A mobility project can combine one or more of the below activities:

### Mobility of young people:

#### ▪ Youth Exchanges:

Youth Exchanges allow groups of young people from at least two different countries to meet and live together for up to 21 days. During a Youth Exchange, participants, supported by group leaders, jointly carry out a work programme (a mix of workshops, exercises, debates, role-plays, simulations, outdoor activities, etc.) designed and prepared by them before the Exchange. Youth Exchanges allow young people to: develop competences; become aware of socially relevant topics/thematic areas; discover new cultures, habits and life-styles, mainly through peer-learning; strengthen values like solidarity, democracy, friendship, etc. The learning process in Youth Exchanges is triggered by methods of non-formal education. The rather short duration makes the involvement of young people with fewer opportunities appropriate; as such a Youth Exchange offers an international mobility experience in the safety of a group with the possibility of having an adequate number of group leaders to take care of the participants. A Youth Exchange can also be a good setting for discussing and learning about inclusion and diversity issues. Youth Exchanges are based on a transnational cooperation between two or more participating organisations from different countries within and outside the European Union.

The following activities are not eligible for grants under Youth Exchanges: academic study trips; exchange activities which aim to make financial profit; exchange activities which can be considered as tourism; festivals; holiday travel; performance tours.

#### ▪ European Voluntary Service (EVS):

This activity allows young people aged 17-30 to express their personal commitment through unpaid and full-time voluntary service for up to 12 months in another country within or outside the European Union. Young people with fewer opportunities can receive additional support to enable their participation and would also be allowed to go on EVS for a shorter duration of time (from 2 weeks and up). Young volunteers are given the opportunity to contribute to the daily work of organisations dealing with youth information and policies, young people's personal and socio-educational development, civic engagement, social care, inclusion of disadvantaged, non-formal education programmes, ICTs and media literacy, culture and creativity, development cooperation, etc.

Thanks to the **Partnership between Erasmus+ and LIFE Programmes**, young volunteers will have further opportunities to contribute to the protection of the environment and climate by engaging in activities such as monitoring species and habitats, participation in surveys and surveillance, reforestation and tree care, public awareness initiatives, wildfire prevention, identification and eradication of invasive alien species, ecological restoration, trail construction and environmental clean-up (e.g. marine litter).

A project can include between 1 and 30 volunteers who can do their voluntary service either individually or in group.

Participating organisations are responsible for:

- arranging subsistence, lodging and local transports of volunteers;
- envisaging tasks and activities for volunteers that respect the qualitative principles of the European Voluntary Service, as described in the EVS Charter;
- providing to volunteers an on-going task-related, linguistic, personal and administrative support throughout the duration of the activity.

For mobilities falling within the scope of the **European Solidarity Corps** (i.e. services lasting 2 to 12 months and taking place in a Programme Country), participating organisations are strongly encouraged to select their EVS volunteers making use of the **European Solidarity Corps database** where young people willing to engage in volunteering activities register their profile.

The participation in an EVS activity must be free of charge for volunteers, with the exception of a possible contribution for travel costs (if the Erasmus+ grant does not fully cover these costs) and additional expenses not linked to the implementation of the activity. The essential costs for volunteers' participation in the EVS activity are covered by the Erasmus+ grant or through other means afforded by the participating organisations.

Besides the support provided to the volunteers by the participating organisations, the National Agencies or regional SALTOS organise a Training and Evaluation Cycle<sup>4</sup> to be attended by each volunteer and consisting of: a) an on-arrival training for voluntary services lasting 2 months and longer; b) a mid-term evaluation, for voluntary services lasting 6 months and longer.

The following activities are not considered as a European Voluntary Service within the framework of Erasmus+: occasional, unstructured, part-time volunteering; a work placement in an enterprise; a paid job; a recreation or tourist activity; a language course; exploitation of a cheap workforce; a period of study or vocational training abroad.

**Mobility of youth workers:**

▪ **Youth workers' training and networking:**

This activity supports the professional development of youth workers, through the implementation of activities such as transnational/international seminars, training courses, contact-making events, study visits, etc. or job shadowing/observation periods abroad in an organisation active in the youth field. All these activities are arranged by the organisations participating in the project. The participation of youth workers in such activities contributes to capacity building of their organisation and should have a clear impact on youth workers' daily work with young people. The learning outcomes should be further disseminated in the youth field.

**What is the role of organisations participating in this project?**

Participating organisations involved in the mobility project assume the following roles and tasks:

- Coordinator of a youth mobility project: applying for the whole project on behalf of all the partner organisations.
- Sending organisation: in charge of sending young people and youth workers abroad (this includes: organising practical arrangements; preparing participants before departure; providing support to participants during all the phases of the project).
- Receiving organisation: in charge of hosting the activity, developing a programme of activities for participants in cooperation with participants and partner organisations, providing support to participants during all the phases of the project.

Young volunteers doing a European Voluntary Service lasting two months or longer are eligible to receive linguistic support. Online linguistic support is being gradually implemented in the course of the Programme. It is made available by the European Commission to eligible participants to assess their foreign language competences and to offer, where necessary, the most appropriate language learning before and/or during mobility (for more details, see Annex I of this Guide).

**What are the criteria used to assess this project?**

Here below are listed the formal criteria that the mobility project must respect in order to be eligible for an Erasmus+ grant:

**General Eligibility criteria**

|                            |   |
|----------------------------|---|
| <b>Eligible activities</b> | <p>A youth mobility project must comprise one or more of the following activities:</p> <ul style="list-style-type: none"> <li>▪ Youth Exchanges;</li> <li>▪ European Voluntary Service;</li> <li>▪ Youth workers' training and networking.</li> </ul> |
|----------------------------|---|

<sup>4</sup> Detailed information can be found in the document "EVS Training and Evaluation Cycle Guidelines and minimum quality standards": [http://ec.europa.eu/youth/programme/mobility/documents/evs-training-evaluation-guidelines\\_en.pdf](http://ec.europa.eu/youth/programme/mobility/documents/evs-training-evaluation-guidelines_en.pdf)

|   |   |
|---|---|
| <p><b>Eligible participating organisations</b></p>              | <p>A participating organisation can be:</p> <ul style="list-style-type: none"> <li>▪ a non-profit organisation, association, NGO;</li> <li>▪ a European Youth NGO;</li> <li>▪ a social enterprise;</li> <li>▪ a public body at local level;</li> <li>▪ a group of young people active in youth work but not necessarily in the context of a youth organisation (i.e. informal group of young people).</li> </ul> <p>as well as:</p> <ul style="list-style-type: none"> <li>▪ a public body at regional or national level<sup>5</sup>;</li> <li>▪ an association of regions ;</li> <li>▪ a European Grouping of Territorial Cooperation;</li> <li>▪ a profit-making body active in Corporate Social Responsibility.</li> </ul> <p>established in a Programme Country or in a Partner Country neighbouring the EU (regions 1 to 4; see section "Eligible Countries" in Part A of this Guide).</p>   |
| <p><b>Who can apply?</b></p>                                    | <p>Any participating organisation or group<sup>6</sup> established in a Programme Country can be the applicant. This organisation applies on behalf of all participating organisations involved in the project.</p> <p>A youth mobility project is funded in a specific way (see the section "funding rules") if the applicant is:</p> <ul style="list-style-type: none"> <li>▪ a public body at regional or national level<sup>7</sup>;</li> <li>▪ an association of regions;</li> <li>▪ a European Grouping of Territorial Cooperation;</li> <li>▪ a profit-making body active in Corporate Social Responsibility.</li> </ul>   |
| <p><b>Number and profile of participating organisations</b></p> | <p>A mobility activity is transnational and involves at least two participating organisations (sending and receiving organisation) from different countries. If a Youth mobility project foresees only one activity, the coordinator must also act either as sending or receiving organisation except if the activity is a European Voluntary Service. If a youth mobility project foresees more than one activity, the project coordinator can – but not necessarily has to – act as sending organisation or receiving organisation. In all cases, the coordinator cannot be an organisation from a Partner Country neighbouring the EU.</p> <p><b>Activities within Programme Countries:</b> all participating organisations must be from a Programme Country.</p> <p><b>Activities with Partner Countries neighbouring the EU:</b> the activity must involve at least one participating organisation from a Programme Country and one participating organisation from a Partner Country neighbouring the EU.</p> |
| <p><b>Duration of project</b></p>                               | <p>From 3 to 24 months.</p>   |
| <p><b>Where to apply?</b></p>                                   | <p>To the National Agency of the country in which the applicant organisation is established.</p>  |

<sup>5</sup> In this context a public body at national or regional level is considered a public body that 1) provides services or has an administrative area of competence that covers the whole national or regional territory and b) has a monopoly, in the sense that there are no other bodies that carry out the same functions in the country or region (typical examples: Ministries, State Agencies, Regional public authorities, etc.). In this sense, schools, universities or other bodies, even if they are established by national law, are excluded from this category and qualify as public bodies at local level.

<sup>6</sup> In case of an informal group, one of the members of the group who is at least 18-years old assumes the role of representative and takes responsibility on behalf of the group).

<sup>7</sup> See previous note.

|                       |   |
|-----------------------|---|
| <b>When to apply?</b> | <p>Applicants have to submit their grant application by the following dates:</p> <ul style="list-style-type: none"> <li>▪ <b>2 February at 12:00 (midday Brussels time)</b> for projects starting between 1 May and 30 September of the same year;</li> <li>▪ <b>26 April at 12:00 (midday Brussels time)</b> for projects starting between 1 August and 31 December of the same year;</li> <li>▪ <b>4 October at 12:00 (midday Brussels time)</b> for projects starting between 1 January and 31 May of the following year.</li> </ul> |
| <b>How to apply?</b>  | Please see Part C of this Guide for details on how to apply.  |
| <b>Other criteria</b> | A timetable for each of the activities planned in the project must be annexed to the application form.  |

### Additional Eligibility criteria for Youth Exchanges

|  |  |
|--|--|
| <b>Duration of activity</b>                                      | From 5 to 21 days, excluding travel time.  |
| <b>Venue(s) of the activity</b>                                  | The activity must take place in the country of one of the organisations participating in the activity.   |
| <b>Eligible participants</b>                                     | Young people aged between 13 and 30 <sup>8</sup> resident in the countries of the sending and receiving organisations. Group leaders <sup>9</sup> involved in the Youth Exchange must be at least 18-years old.  |
| <b>Number of participants and composition of national groups</b> | <p>Minimum 16 and maximum of 60 participants (group leader(s) not included).</p> <p>Minimum 4 participants per group (group leader(s) not included).</p> <p>Each national group must have at least one group leader.</p>   |
| <b>Other criteria</b>  | <p>In order to maintain a clear link to the country where the National Agency is based, at least one of the sending organisations or the receiving organisation in each activity must be from the country of the National Agency to which the application is submitted.</p> <p>Advance Planning Visit (APV):</p> <p>If the project foresees an APV, then the following eligibility criteria must be respected:</p> <ul style="list-style-type: none"> <li>▪ duration of the APV: maximum 2 days (travel days excluded);</li> <li>▪ number of participants: 1 participant per group. The number of participants can be raised to 2 under the condition that the second participant is a young person taking part in the activity without having a role as a group leader or trainer.</li> </ul> |

### Additional Eligibility criteria for European Voluntary Service

|                                |  |
|--------------------------------|--|
| <b>Accreditation</b>           | All participating organisations involved in a European Voluntary Service activity must hold a valid EVS accreditation at the relevant application deadline (for more information, please consult the EVS section of the Annex I of this Guide).  |
| <b>Duration of the service</b> | <p>Long-term EVS: From 2<sup>10</sup> to 12 months, excluding travel time.</p> <p>Short-term EVS: From 2 weeks to 2 months<sup>11</sup>, excluding travel time. Condition: short-term EVS can be organised for activities involving at least 10 volunteers who are doing their service together (group service) or where there is an equal participation or majority of young people with fewer opportunities in the activity.</p> |

<sup>8</sup> Please consider the following:

- lower age limits - participants must have reached the minimum age at the start date of the activity.
- upper age limits - participants must not be older than the indicated maximum age at the application deadline.

<sup>9</sup> A group leader is an adult who joins the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.

<sup>10</sup> Long-term EVS is as from 60 days, excluding travel days..

<sup>11</sup> Short-term EVS is up to 59 days, excluding travel days.

|                                |  |
|--------------------------------|--|
| <b>Venue(s) of the service</b> | <p><b>A volunteer from a Programme Country</b> must carry out her/his service in another Programme Country or in a Partner Country neighbouring the EU.</p> <p><b>A volunteer from a Partner Country neighbouring the EU</b> must carry out her/his service in a Programme Country.</p>  |
| <b>Eligible participants</b>   | Young people aged between 17 and 30 <sup>12</sup> , resident in the country of their sending organisation. A volunteer can take part in only one European Voluntary Service <sup>13</sup> . <b>Exception:</b> volunteers who carried out a short-term EVS can take part in an additional European Voluntary Service.   |
| <b>Number of participants</b>  | Maximum 30 volunteers for the whole project.   |
| <b>Other criteria</b>          | <p>In order to maintain a clear link to the country where the National Agency is based, at least one of the sending organisations or the receiving organisation in each activity must be from the country of the National Agency to which the application is submitted.</p> <p>Advance Planning Visit (APV): only for EVS activities involving young people with fewer opportunities.</p> <p>If the project foresees an APV, then the following eligibility criteria must be respected:</p> <ul style="list-style-type: none"> <li>▪ duration of the APV: maximum 2 days (travel days excluded);</li> <li>▪ number of participants: 1 participant per Sending Organisation. The number of participants can be raised provided that all additional participants are volunteers with fewer opportunities taking part in the activity.</li> </ul> |

### Additional Eligibility criteria for mobility of youth workers

|                                 |   |
|---------------------------------|---|
| <b>Duration of activity</b>     | <p>From 2 days to 2 months, excluding travel time.</p> <p>The minimum 2 days must be consecutive.</p>   |
| <b>Venue(s) of the activity</b> | The activity must take place in the country of one of the organisations participating in the activity.  |
| <b>Eligible participants</b>    | No age limits. Participants, with the exception of trainers and facilitators, must be resident in the country of their sending or receiving organisation.   |
| <b>Number of participants</b>   | Up to 50 participants (including, where relevant, trainers and facilitators) in each activity planned by the project.   |
| <b>Other criteria</b>           | In order to maintain a clear link to the country where the National Agency is based, at least one of the sending organisations or the receiving organisation in each activity must be from the country of the National Agency to which the application is submitted |

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

### Award criteria

Projects will be assessed against the following criteria:

|   |   |
|---|---|
| <b>Relevance of the project (maximum 30 points)</b> | <ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives of the Action (see section "What are the aims of a mobility project");</li> <li>- the needs and objectives of the participating organisations and of the individual participants.</li> </ul> </li> <li>▪ The extent to which the proposal is suitable of: <ul style="list-style-type: none"> <li>- reaching out to young people with fewer opportunities including refugees, asylum seekers and migrants;</li> <li>- promoting diversity, intercultural and inter-religious dialogue,</li> </ul> </li> </ul> |
|---|---|

<sup>12</sup> See note above on age limits.

<sup>13</sup> This applies for EVS under Erasmus+ and previous programmes.

|  |   |
|--|---|
|  | <p>common values of freedom, tolerance and respect of human rights as well as on projects enhancing media literacy, critical thinking and sense of initiative of young people;</p> <ul style="list-style-type: none"> <li>- equipping youth workers with competences and methods needed for transferring the common fundamental values of our society particularly to the hard to reach young people and preventing violent radicalisation of young people.</li> </ul> <ul style="list-style-type: none"> <li>▪ The extent to which the proposal is suitable of: <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants;</li> <li>- reinforcing the capacities and international scope of the participating organisations.</li> </ul> </li> </ul>   |
| <p><b>Quality of the project design and implementation</b><br/>(maximum 40 points)</p> | <ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of mobility activities and follow-up);</li> <li>▪ The consistency between project objectives and activities proposed;</li> <li>▪ The quality of the practical arrangements, management and support modalities;</li> <li>▪ The quality of the preparation provided to participants;</li> <li>▪ The quality of the non-formal learning participative methods proposed and active involvement of young people at all levels of the project;</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools;</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities;</li> <li>▪ <b>In case of EVS activities falling within the scope of the European Solidarity Corps, the European Solidarity Corps database is used for the selection of volunteers;</b></li> <li>▪ In case of activities with Partner Countries neighbouring the EU, the balanced representation of organisations from Programme and Partner Countries;</li> <li>• The quality of cooperation and communication between the participating organisations, as well as with other relevant stakeholders.</li> </ul> |
| <p><b>Impact and dissemination</b><br/>(maximum 30 points)</p>                         | <ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project.</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on participants and participating organisations during and after the project lifetime;</li> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul>  |

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 15 points for the categories "relevance of the project" and "impact and dissemination"; 20 points for the category "quality of the project design and implementation").

## **Mobility projects for young people focusing on European Voluntary Service activities: Strategic EVS Projects**

This project type will support experienced EVS coordinating organisations in developing projects that generate systemic impact on the local, regional, national and/or European level. A Strategic EVS Project will make a strategic use of EVS activities in addressing an identified challenge in line with priorities under the Erasmus+ Programme. In complementarity to the EVS activities, the project could build connections with Associated Partners that contribute to the quality implementation and strengthen the ability of the project to meet the strategic aims. Raising awareness of the value of

volunteering for young people and for communities as well as strengthening the recognition of the skills and competences gained are also important elements of a Strategic EVS Project.

## What is a Strategic EVS Project?

Supported projects will consist of the following stages:

- Preparation (including practical arrangements, selection of participants, linguistic/intercultural/task-related preparation of participants before departure);
- Implementation of the European Voluntary Service activities and complementary activities;
- Follow-up (including the evaluation of the EVS activities, the formal recognition -where applicable -of the learning outcomes of participants during the activities, as well as the dissemination and use of the project's outcomes to strengthen the strategic use of volunteering in the organisation and among the partners).

## Which Activities are Supported Under this Action?

### European Voluntary Service

A Strategic EVS project will implement standard EVS activities.<sup>14</sup>

These activities allow young people aged 17-30 to express their personal commitment through unpaid and full-time voluntary service for up to 12 months in another country within or outside the European Union. Young people with fewer opportunities can receive additional support to enable their participation and would also be allowed to go on EVS for a shorter duration of time (from 2 weeks and up). Young volunteers are given the opportunity to contribute to the daily work of organisations dealing with youth information and policies, young people's personal and socio-educational development, civic engagement, social care, inclusion of disadvantaged, non-formal education programmes, ICTs and media literacy, culture and creativity, development cooperation, etc.

Thanks to the **Partnership between Erasmus+ and LIFE Programmes**, young volunteers will have further opportunities to contribute to the protection of the environment and climate by engaging in activities such as monitoring species and habitats, participation in surveys and surveillance, reforestation and tree care, public awareness initiatives, wildfire prevention, identification and eradication of invasive alien species, ecological restoration, trail construction and environmental clean-up (e.g. marine litter).

The project should involve several volunteers for solid systemic impact. The volunteers can do their voluntary service either individually or in group.

The applicant organisation is responsible (possibly through the other participating organisations) for:

- arranging subsistence, lodging and local transports of volunteers;
- envisaging tasks and activities for volunteers that respect the qualitative principles of the European Voluntary Service, as described in the EVS Charter;
- providing volunteers with on-going task-related, linguistic, personal and administrative support throughout the duration of the EVS activity, with the help of a mentor for the participants;
- carrying out dissemination and information activities;
- involving the Associated Partner in relevant tasks in the project (including complementary activities).

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<sup>14</sup> ~~For detailed description of this activity, please see section "Mobility Projects for young people and youth workers that can comprise of Youth Exchanges, European Voluntary Service and/or Youth workers mobility".~~

For activities falling within the thematic areas and scope of the European Solidarity Corps (i.e. services lasting 2 to 12 months and taking place in a Programme Country), the selection of volunteers through the **European Solidarity Corps database** is strongly encouraged.

### Complementary activities

The project may include the organisation of relevant complementary activities to reach its objectives as well as to strengthen its systemic impact. These complementary activities could be job shadowing, meetings, workshops, conferences, seminars, training courses, coaching, etc.

### What is the Role of Organisations Participating in this Project?

- **Participating organisations** involved in the EVS activities assume the following roles and tasks:
  - Applicant organisation: in charge of applying, signing and managing the grant agreement and reporting and coordinating the whole project. The applicant organisation assumes as well the overall responsibility for the implementation of the EVS activities. The applicant can also – but not necessarily – act as sending or receiving organisation.
  - Sending and receiving organisations: implementing the EVS activities and providing support to volunteers during all phases of the project.

**Associated partners:** In addition to the organisations formally participating in the EVS activities and holding a valid EVS accreditation, a Strategic EVS project may also involve associated partners from the public or private sector who contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. For contractual management issues, associated partners are not considered as part of the project partners, and they do not receive funding. However, their involvement and role in the project and different activities have to be clearly described, as well as how they can bring added value to the planned activities by investing resources and know-how.

### What are the Criteria Used to Assess this Project?

Here below are listed the formal criteria that the project must respect in order to be eligible for an Erasmus+ grant:

#### General Eligibility Criteria

|   |  |
|---|--|
| <b>Eligible participating organisations</b> | <p>A participating organisation can be:</p> <ul style="list-style-type: none"> <li>▪ a non-profit organisation, association, NGO;</li> <li>▪ a European Youth NGO;</li> <li>▪ a social enterprise;</li> <li>▪ a public body at local level.</li> </ul> <p>as well as:</p> <ul style="list-style-type: none"> <li>▪ a public body at regional or national level<sup>15</sup>;</li> <li>▪ an association of regions ;</li> <li>▪ a European Grouping of Territorial Cooperation;</li> <li>▪ a profit-making body active in Corporate Social Responsibility.</li> </ul> <p>established in a Programme Country or in a Partner Country neighbouring the EU (regions 1 to 4; see section "Eligible Countries" in Part A of this Guide).</p> |
| <b>Who can apply?</b>                       | <p>Any participating organisation established in a Programme Country and holding a valid EVS Coordinating Organisation accreditation at the relevant application deadline <del>can be the</del> <b>applicant</b>.</p>  |

<sup>15</sup> In this context a public body at national or regional level is considered a public body that 1) provides services or has an administrative area of competence that covers the whole national or regional territory and b) has a monopoly, in the sense that there are no other bodies that carry out the same functions in the country or region (typical examples: Ministries, State Agencies, Regional public authorities, etc.). In this sense, schools, universities or other bodies, even if they are established by national law, are excluded from this category and qualify as public bodies at local level.

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|  | <p>The applicant organisation must have a proven track record of good past performance in EVS activities in youth mobility projects, at least one as a Coordinating Organisation. The applicant must have been involved in finalised Youth in Action or Erasmus+ projects within the last 3 years prior to the application deadline and which involved at least 6 EVS volunteers in total.</p>  |
| <b>Number of participating organisations</b> | <p>The number of organisations in the application form is one (the applicant).</p> <p>During the implementation of the mobility activities, a minimum of two organisations (at least one sending and one receiving organisation) from different Countries must be involved.</p> <p><b>Activities within Programme Countries:</b> all participating organisations must be from a Programme Country.</p> <p><b>Activities with Partner Countries neighbouring the EU:</b> the activity must involve at least one participating organisation from a Programme Country and one participating organisation from a Partner Country neighbouring the EU.</p>   |
| <b>Accreditation</b>                         | The participating organisations, with the exception of the applicant, must hold a valid accreditation at the first day of the EVS activity in which the relevant organisation is involved.  |
| <b>Duration of project</b>                   | <p>From 12 to 36 months.</p> <p>In all cases, projects must end not later than 31 August 2020.</p>  |
| <b>Duration of the service</b>               | <p>Long-term EVS: From 2<sup>16</sup> to 12 months, excluding travel time.</p> <p>Short-term EVS: From 2 weeks to 2 months<sup>17</sup>, excluding travel time. Condition: short-term EVS can be organised for activities involving at least 10 volunteers who are doing their service together (group service) or where there is an equal participation or majority of young people with fewer opportunities in the activity.</p>  |
| <b>Venue(s) of the service</b>               | <p><b>A volunteer from a Programme Country</b> must carry out her/his service in another Programme Country or in a Partner Country neighbouring the EU.</p> <p><b>A volunteer from a Partner Country neighbouring the EU</b> must carry out her/his service in a Programme Country.</p>   |
| <b>Eligible participants</b>                 | <p>Young people aged between 17 and 30, resident in the country of their sending organisation. A volunteer can take part in only one European Voluntary Service.</p> <p><b>Exception:</b> volunteers who carried out a short-term European Voluntary Service can take part in an additional European Voluntary Service.</p>   |
| <b>Where to apply?</b>                       | To the National Agency of the country in which the applicant organisation is established.   |
| <b>When to apply?</b>                        | <p>Applicants have to submit their grant application by <b>26 April at 12:00 (midday Brussels time)</b> for projects starting between 1 September of the same year and 31 January <del>December</del> of the following year.</p> <p>Not all National Agencies may be in a position to implement this Action. Applicants are invited to check the website of their National Agency for more precise information.</p> <p><b>Possible additional deadline:</b></p> <p>National Agencies may organise a second round of applications if funds remain unused, for which the rules set out in this Guide will also apply. National Agencies will inform of this possibility via their website.</p> <p>If a second round is organised, applicants have to submit their grant application by <b>4 October</b></p> |

<sup>16</sup> Long-term EVS is as from 60 days, excluding travel days

<sup>17</sup> Short-term EVS is up to 59 days, excluding travel days.

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|-----------------------|---|
|                       | <b>at 12:00 (midday Brussels time) for projects starting between 1 February and 31 May of the following year.</b>   |
| <b>How to apply?</b>  | Please see Part C of this Guide for details on how to apply.  |
| <b>Other criteria</b> | <p>The application must be submitted to the National Agency of the country of the applicant. An organisation can only apply once per call for a strategic EVS project.</p> <p>In order to maintain a clear link to the country where the National Agency is based, at least one of the sending organisations or the receiving organisation in each EVS activity must be from the country of the National Agency to which the application is submitted.</p> <p>Advance Planning Visit (APV): only for EVS activities involving young people with fewer opportunities.</p> <p>If the project foresees an APV, then the following eligibility criteria must be respected:</p> <ul style="list-style-type: none"> <li>▪ duration of the APV: maximum 2 days (travel days excluded);</li> <li>▪ number of participants: 1 participant per Sending Organisation. The number of participants can be raised provided that all additional participants are volunteers with fewer opportunities taking part in the activity.</li> </ul> |

Applicant organisations will be assessed against the relevant **exclusion and selection criteria**. For more information please consult Part C of this Guide.

### Award criteria

Projects will be assessed against the following criteria:

|   |  |
|---|--|
| <b>Relevance of the project (maximum 35 points)</b> | <p>The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>- the objectives of the Action (see section "What are the aims of a mobility project");</li> <li>- the needs and objectives of the participating organisations and of the individual participants;</li> <li>- the demonstrated understanding of the European Voluntary Service principles as laid out in the EVS Charter, and the strategic use of this action to address one or more identified challenge(s) in line with priorities under the Erasmus+ Programme</li> </ul> <p>▪ The extent to which the proposal is suitable of:</p> <ul style="list-style-type: none"> <li>- reaching out to young people with fewer opportunities including refugees, asylum seekers and migrants;</li> <li>- promoting diversity, intercultural and inter-religious dialogue, common values of freedom, tolerance and respect of human rights as well as on projects enhancing media literacy, critical thinking and sense of initiative of young people;</li> </ul> <p>The extent to which the proposal is suitable of:</p> <ul style="list-style-type: none"> <li>- producing high-quality learning outcomes for participants;</li> <li>- reinforcing the capacities and international scope of the participating organisations.</li> <li>- In cases where associated partners involved: including the associated partners in relevant tasks.</li> </ul> |
|---|--|

|  |  |
|--|--|
| <p><b>Quality of the project design and implementation</b><br/>(maximum 30 points)</p> | <ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the strategic aims for using EVS, including all the phases of the project proposal (preparation, implementation of mobility activities and follow-up);</li> <li>▪ The consistency between the project's strategic aims and activities proposed;</li> <li>▪ The appropriate experience of the applicant in the past to reach the objectives of the action;</li> <li>▪ The quality of arrangements for the recognition and validation of participants' learning outcomes, as well as the consistent use of European transparency and recognition tools;</li> <li>▪ The appropriateness of measures for selecting and/or involving participants in the mobility activities;</li> <li>▪ <b>In case of EVS activities falling within the scope of the European Solidarity Corps, the European Solidarity Corps database is used for the selection of volunteers;</b></li> <li>▪ The quality of the plans for selecting and cooperating with project partners</li> </ul> |
| <p><b>Impact and dissemination</b><br/>(maximum 35 points)</p>                         | <ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the project.</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on participants and participating organisations during and after the project lifetime;</li> <li>- outside the organisations and individuals directly participating in the project, at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations.</li> </ul>   |

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least half of the maximum points in each of the categories of award criteria mentioned above (i.e. minimum 17,5 points for the categories "relevance of the project" and "impact and dissemination"; 15 points for the category "quality of the project design and implementation").

## What else should you know about this Action?

### Participants from/to Outermost regions and Overseas Countries and Territories

In line with the Regulation establishing the Erasmus+ Programme, which calls on taking into account the constraints imposed by the remoteness of the outermost regions and the Overseas Countries and Territories (OCTs) of the Union when implementing the Programme, special funding rules are set in order to support expensive travel costs of participants from/to outermost regions and OCTs insufficiently covered by the standard funding rules (based on contribution to unit costs per travel distance band).

Applicants of mobility projects will be allowed to claim financial support for travel costs of participants from/to outermost regions and OCTs under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs: see "What are the funding rules?"). This would be allowed provided that applicants can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

### Other information

More compulsory criteria and additional useful information relating to this Action can be found in Annex I of this Guide. Interested organisations are invited to read carefully the relevant sections of this Annex before applying for financial support.



## What are the funding rules?

The budget of the mobility project must be drafted according to the following funding rules (in euro):

### A) Youth exchanges

| Eligible costs                                    |   | Financing mechanism        | Amount   | Rule of allocation   |
|---|---|----------------------------|--|--|
| <b>Travel</b>                                     | Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return.<br><br>In addition, if applicable, travel costs for a possible Advance Planning Visit.  | Contribution to unit costs | For travel distances between 10 and 99KM:<br>20 EUR per participant  | Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission <sup>18</sup> . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip <sup>19</sup> . |
|   |   |                            | For travel distances between 100 and 499 KM:<br>180 EUR per participant  |  |
|   |   |                            | For travel distances between 500 and 1999 KM:<br>275 EUR per participant   |  |
|   |   |                            | For travel distances between 2000 and 2999 KM:<br>360 EUR per participant  |  |
|   |   |                            | For travel distances between 3000 and 3999 KM:<br>530 EUR per participant  |  |
|   |   |                            | For travel distances between 4000 and 7999 KM:<br>820 EUR per participant  |  |
|   |   |                            | For travel distances of 8000 KM or more:<br>1300 EUR per participant   |  |
| <b>Top-up for expensive domestic travel costs</b> | Additional support: <ul style="list-style-type: none"> <li>for a return trip to reach a main HUB/airport and (or) a train/bus station within the country of origin and/or</li> <li>for a return trip to reach a remote final destination (from a main HUB/airport and (or) a</li> </ul> | Contribution to unit costs | For domestic travel costs exceeding 225 EUR:<br>180 EUR per participant (including accompanying persons) per return trip <sup>20</sup> | For Expensive domestic travel costs over 225 EUR (per return trip) and provided that these costs are motivated and well justified in the application form.   |

<sup>18</sup> [HTTP://EC.EUROPA.EU/PROGRAMMES/ERASMUS-PLUS/TOOLS/DISTANCE\\_EN.HTM](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>19</sup> For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365,28 KM); b) select the applicable travel distance band (i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the participant from Madrid to Rome and return (275 EUR).

<sup>20</sup> IF DULY JUSTIFIED IN THE APPLICATION FORM, A PARTICIPANT CAN BE ENTITLED TO RECEIVE TWO TOP-UPS FOR EXPENSIVE DOMESTIC TRAVEL COSTS TO PARTICIPATE WITHIN THE SAME MOBILITY ACTIVITY: ONE TO REACH A MAIN HUB/AIRPORT AND/OR A TRAIN/BUS STATION WITHIN THE COUNTRY OF ORIGIN AND ONE MORE TO REACH A REMOTE FINAL DESTINATION WITHIN THE RECEIVING COUNTRY.

|                               |  |                            |  |  |
|-------------------------------|--|----------------------------|--|--|
|                               | train/bus station) within the receiving country  |                            |  |  |
| <b>Organisational Support</b> | Costs directly linked to the implementation of mobility activities   | Contribution to unit costs | A5.1 per day of activity per participant <sup>21</sup> | Based on the duration of the activity per participant (if necessary, including also one travel day before the activity and one travel day following the activity). |
| <b>Special needs support</b>  | Additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "organisational support"). | Real costs                 | 100% of eligible costs                                 | Conditional: the request for financial support to cover special needs support and exceptional costs must be motivated in the application form                      |

<sup>21</sup> Including group leaders and accompanying persons.

|                                 |  |                   |   |  |
|---------------------------------|--|-------------------|---|--|
| <p><b>Exceptional costs</b></p> | <p>Visa and visa-related costs, residence permits, vaccinations.</p> <p>Costs to support the participation of young people with fewer opportunities on equal terms as others (excluding costs for travel and organisational support for participants and accompanying persons).</p> <p>Costs connected to lodging of participants during an Advance Planning Visit.</p> <p>Costs for providing a financial guarantee, if the National Agency asks for it.</p> <p>Expensive travel costs of participants from/to outermost regions and Overseas Countries and Territories (for details, see section "what else you should know about this action").</p> | <p>Real costs</p> | <p>Costs for financial guarantee: 75% of eligible costs</p> <p>Expensive travel costs: maximum up to 80% of eligible costs</p> <p>Other costs: 100% of eligible costs</p> |  |
|---------------------------------|--|-------------------|---|--|

## B) European Voluntary Service

| Eligible costs       | Financing mechanism  | Amount                            | Rule of allocation   |   |
|----------------------|--|-----------------------------------|--|---|
| <p><b>Travel</b></p> | <p>Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return</p> <p>In addition, if applicable, travel costs for a possible Advance Planning Visit.</p> | <p>Contribution to unit costs</p> | <p>For travel distances between 10 and 99KM: 20 EUR per participant</p> <p>For travel distances between 100 and 499 KM: 180 EUR per participant</p> <p>For travel distances between 500 and 1999 KM: 275 EUR per participant</p> | <p>Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission<sup>22</sup>. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip<sup>23</sup>.</p> |

<sup>22</sup> [HTTP://EC.EUROPA.EU/PROGRAMMES/ERASMUS-PLUS/TOOLS/DISTANCE\\_EN.HTM](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>23</sup> FOR EXAMPLE, IF A PERSON FROM MADRID (SPAIN) IS TAKING PART IN AN ACTIVITY TAKING PLACE IN ROME (ITALY), THE APPLICANT WILL A) CALCULATE THE DISTANCE FROM MADRID TO ROME (1365,28 KM); B) SELECT THE APPLICABLE TRAVEL DISTANCE BAND ( I.E. BETWEEN 500 AND 1999 KM) AND C) CALCULATE THE EU GRANT THAT WILL PROVIDE A CONTRIBUTION TO THE COSTS OF TRAVEL OF THE PARTICIPANT FROM MADRID TO ROME AND RETURN (275 EUR).

|   |  |                            |  |   |
|---|--|----------------------------|--|---|
|   |  |                            | <p>For travel distances between 2000 and 2999 KM:<br/>360 EUR per participant</p> <p>For travel distances between 3000 and 3999 KM:<br/>530 EUR per participant</p> <p>For travel distances between 4000 and 7999 KM:<br/>820 EUR per participant</p> <p>For travel distances of 8000 KM or more:<br/>1300 EUR per participant</p> |   |
| <b>Top-up for expensive domestic travel costs</b> | <p>Additional support:</p> <ul style="list-style-type: none"> <li>for a return trip to reach a main HUB/airport and (or) a train/bus station within the country of origin and/or</li> <li>for a return trip to reach a remote final destination (from a main HUB/airport and (or) a train/bus station) within the receiving country</li> </ul> | Contribution to unit costs | For domestic travel costs exceeding 225 EUR: 180 EUR per participant (including accompanying persons) per return trip <sup>24</sup>  | For Expensive domestic travel costs over 225 EUR (per return trip) and provided that these costs are motivated and well justified in the application form.                                    |
| <b>Organisational Support</b>                     | Costs directly linked to the implementation of mobility activities.  | Contribution to unit costs | A5.2 per day per volunteer <sup>25</sup>   | Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).                                |
| <b>Individual support</b>                         | "Pocket money" to the volunteer for additional personal expenses.  | Contribution to unit costs | A5.3 per day per volunteer   | Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity)                                 |
| <b>Linguistic support</b>                         | Costs linked to the support offered to participants - prior to departure or during the activity – in order to improve the knowledge of the language they will  | Contribution to unit costs | Only for activities lasting between 2 and 12 months:<br>150 EUR per participant needing linguistic support   | Conditional: applicants must request the support in the instruction language of the activity, on the basis of participants' needs for languages not offered by the Erasmus+ Online Linguistic |

<sup>24</sup> IF DULY JUSTIFIED IN THE APPLICATION FORM, A PARTICIPANT CAN BE ENTITLED TO RECEIVE TWO TOP-UPS FOR EXPENSIVE DOMESTIC TRAVEL COSTS TO PARTICIPATE WITHIN THE SAME MOBILITY ACTIVITY: ONE TO REACH A MAIN HUB/AIRPORT AND/OR A TRAIN/BUS STATION WITHIN THE COUNTRY OF ORIGIN AND ONE MORE TO REACH A REMOTE FINAL DESTINATION WITHIN THE RECEIVING COUNTRY.

<sup>25</sup> INCLUDING ACCOMPANYING PERSONS FOR EVS VOLUNTEERS WITH FEWER OPPORTUNITIES.

|                              |  |            |   |  |
|------------------------------|--|------------|---|--|
|                              | use to carry out their volunteering tasks.   |            |   | Support.   |
| <b>Special needs support</b> | Costs for subsistence of accompanying persons and costs related to travel if justified and as long as a grant for these participants is not requested through budget category "travel". Additional costs directly related to participants with disabilities (including costs related to travel and subsistence, if justified and as long a grant for these participants is not requested through budget categories "travel" and "organisational support").   | Real costs | 100% of eligible costs  | Conditional: the request for financial support to cover special needs support must be motivated in the application form. |
| <b>Exceptional costs</b>     | <p>Visa and visa-related costs, residence permits, vaccinations.</p> <p>Costs to support the participation of young people with fewer opportunities on equal terms as others, including for specific preparation and reinforced mentorship (excluding costs for travel and organisational support for participants and accompanying persons).</p> <p>Costs connected to lodging of participants during an Advance Planning Visit.</p> <p>Costs for providing a financial guarantee, if the National Agency asks for it.</p> <p>Expensive travel costs of participants from/to outermost regions and Overseas Countries and Territories (for details, see section "what else you should know about this action").</p> | Real costs | <p>Costs for financial guarantee: 75% of eligible costs</p> <p>Expensive travel costs: maximum up to 80% of eligible costs</p> <p>Other costs: 100% of eligible costs</p> | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form.     |

### C) Mobility of youth workers

| Eligible costs                             |  | Financing mechanism        | Amount   | Rule of allocation   |
|--|--|----------------------------|--|--|
| Travel                                     | Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return   | Contribution to unit costs | For travel distances between 10 and 99KM:<br>20 EUR per participant  | Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission <sup>26</sup> . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip <sup>27</sup> . |
|  |  |                            | For travel distances between 100 and 499 KM:<br>180 EUR per participant  |  |
|  |  |                            | For travel distances between 500 and 1999 KM:<br>275 EUR per participant   |  |
|  |  |                            | For travel distances between 2000 and 2999 KM:<br>360 EUR per participant  |  |
|  |  |                            | For travel distances between 3000 and 3999 KM:<br>530 EUR per participant  |  |
|  |  |                            | For travel distances between 4000 and 7999 KM:<br>820 EUR per participant  |  |
|  |  |                            | For travel distances of 8000 KM or more:<br>1300 EUR per participant   |  |
| Top-up for expensive domestic travel costs | Additional support: <ul style="list-style-type: none"> <li>for a return trip to reach a main HUB/airport and (or) a train/bus station within the country of origin</li> </ul> and/or <ul style="list-style-type: none"> <li>for a return trip to reach a remote final destination (from a main HUB/airport and (or) a train/bus station) within the receiving country</li> </ul> | Contribution to unit costs | For domestic travel costs exceeding 225 EUR:<br>180 EUR per participant (including accompanying persons) per return trip <sup>28</sup> | For Expensive domestic travel costs over 225 EUR (per return trip) and provided that these costs are motivated and well justified in the application form.   |

<sup>26</sup> [HTTP://EC.EUROPA.EU/PROGRAMMES/ERASMUS-PLUS/TOOLS/DISTANCE\\_EN.HTM](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>27</sup> FOR EXAMPLE, IF A PERSON FROM MADRID (SPAIN) IS TAKING PART IN AN ACTIVITY TAKING PLACE IN ROME (ITALY), THE APPLICANT WILL A) CALCULATE THE DISTANCE FROM MADRID TO ROME (1365,28 KM); B) SELECT THE APPLICABLE TRAVEL DISTANCE BAND ( I.E. BETWEEN 500 AND 1999 KM) AND C) CALCULATE THE EU GRANT THAT WILL PROVIDE A CONTRIBUTION TO THE COSTS OF TRAVEL OF THE PARTICIPANT FROM MADRID TO ROME AND RETURN (275 EUR).

<sup>28</sup> IF DULY JUSTIFIED IN THE APPLICATION FORM, A PARTICIPANT CAN BE ENTITLED TO RECEIVE TWO TOP-UPS FOR EXPENSIVE DOMESTIC TRAVEL COSTS TO PARTICIPATE WITHIN THE SAME MOBILITY ACTIVITY: ONE TO REACH A MAIN HUB/AIRPORT AND/OR A TRAIN/BUS STATION WITHIN THE COUNTRY OF ORIGIN AND ONE MORE TO REACH A REMOTE FINAL DESTINATION WITHIN THE RECEIVING COUNTRY.

|                               |  |                            |   |  |
|-------------------------------|--|----------------------------|---|--|
| <b>Organisational Support</b> | Costs directly linked to the implementation of mobility activities   | Contribution to unit costs | €5.4 per day of activity per participant <sup>29</sup> .<br>Maximum 1 100 EUR per participant <sup>30</sup>   | Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity). |
| <b>Special support needs</b>  | Additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "organisational support").   | Real costs                 | 100% of eligible costs  | Conditional: the request for financial support to cover special needs support and exceptional costs must be motivated in the application form                  |
| <b>Exceptional costs</b>      | <p>Visa and visa-related costs, residence permits, vaccinations</p> <p>Costs for providing a financial guarantee, if the National Agency asks for it.</p> <p>Expensive travel costs of participants from/to outermost regions and Overseas Countries and Territories (for details, see section "what else you should know about this action").</p> | Real costs                 | <p>Costs for financial guarantee: 75% of eligible costs</p> <p>Expensive travel costs: maximum up to 80% of eligible costs</p> <p>Other costs: 100% of eligible costs</p> |  |

## D) Strategic EVS

| Eligible costs |  | Financing mechanism        | Amount  | Rule of allocation   |
|----------------|--|----------------------------|---|--|
| <b>Travel</b>  | Contribution to the travel costs of participants, including accompanying | Contribution to unit costs | For travel distances between 10 and 99KM:<br>20 EUR per participant | Based on the travel distance per participant.<br>Travel distances must be calculated using the |

<sup>29</sup> INCLUDING TRAINERS, FACILITATORS AND ACCOMPANYING PERSONS.

<sup>30</sup> INCLUDING TRAINERS, FACILITATORS AND ACCOMPANYING PERSONS.

|  |  |                                   |   |   |
|--|--|-----------------------------------|---|---|
|  | <p>persons, from their place of origin to the venue of the activity and return</p> <p>In addition, if applicable, travel costs for a possible Advance Planning Visit.</p>  |                                   | <p>For travel distances between 100 and 499 KM:<br/>180 EUR per participant</p> <p>For travel distances between 500 and 1999 KM:<br/>275 EUR per participant</p> <p>For travel distances between 2000 and 2999 KM:<br/>360 EUR per participant</p> <p>For travel distances between 3000 and 3999 KM:<br/>530 EUR per participant</p> <p>For travel distances between 4000 and 7999 KM:<br/>820 EUR per participant</p> <p>For travel distances of 8000 KM or more:<br/>1300 EUR per participant</p> | <p>distance calculator supported by the European Commission<sup>31</sup>. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip<sup>32</sup>.</p> |
| <p><b>Top-up for expensive domestic travel costs</b></p> | <p>Additional support:</p> <ul style="list-style-type: none"> <li>for a return trip to reach a main HUB/airport and (or) a train/bus station within the country of origin and/or</li> <li>for a return trip to reach a remote final destination (from a main HUB/airport and (or) a train/bus station) within the receiving country</li> </ul> | <p>Contribution to unit costs</p> | <p>For domestic travel costs exceeding 225 EUR:<br/>180 EUR per participant (including accompanying persons) per return trip<sup>33</sup></p>   | <p>For Expensive domestic travel costs over 225 EUR (per return trip) and provided that these costs are motivated and well justified in the application form.</p>   |
| <p><b>Organisational Support</b></p>                     | <p>Costs directly linked to the implementation of mobility activities.</p>   | <p>Contribution to unit costs</p> | <p>€5.2 per day per volunteer<sup>34</sup></p>  | <p>Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).</p>   |

<sup>31</sup> [HTTP://EC.EUROPA.EU/PROGRAMMES/ERASMUS-PLUS/TOOLS/DISTANCE\\_EN.HTM](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>32</sup> FOR EXAMPLE, IF A PERSON FROM MADRID (SPAIN) IS TAKING PART IN AN ACTIVITY TAKING PLACE IN ROME (ITALY), THE APPLICANT WILL A) CALCULATE THE DISTANCE FROM MADRID TO ROME (1365,28 KM); B) SELECT THE APPLICABLE TRAVEL DISTANCE BAND ( I.E. BETWEEN 500 AND 1999 KM) AND C) CALCULATE THE EU GRANT THAT WILL PROVIDE A CONTRIBUTION TO THE COSTS OF TRAVEL OF THE PARTICIPANT FROM MADRID TO ROME AND RETURN (275 EUR).

<sup>33</sup> IF DULY JUSTIFIED IN THE APPLICATION FORM, A PARTICIPANT CAN BE ENTITLED TO RECEIVE TWO TOP-UPS FOR EXPENSIVE DOMESTIC TRAVEL COSTS TO PARTICIPATE WITHIN THE SAME MOBILITY ACTIVITY: ONE TO REACH A MAIN HUB/AIRPORT AND/OR A TRAIN/BUS STATION WITHIN THE COUNTRY OF ORIGIN AND ONE MORE TO REACH A REMOTE FINAL DESTINATION WITHIN THE RECEIVING COUNTRY.

<sup>34</sup> INCLUDING ACCOMPANYING PERSONS FOR EVS VOLUNTEERS WITH FEWER OPPORTUNITIES.

|                              |  |                            |   |  |
|------------------------------|--|----------------------------|---|--|
| <b>Individual support</b>    | "Pocket money" to the volunteer for additional personal expenses.  | Contribution to unit costs | €5.3 per day per volunteer  | Based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity)  |
| <b>Linguistic support</b>    | Costs linked to the support offered to participants - prior to departure or during the activity – in order to improve the knowledge of the language they will use to carry out their volunteering tasks.   | Contribution to unit costs | Only for activities lasting between 2 and 12 months:<br>150 EUR per participant needing linguistic support  | Conditional: applicants must request the support in the instruction language of the activity, on the basis of participants' needs for languages not offered by the Erasmus+ Online Linguistic Support. |
| <b>Special needs support</b> | Costs for subsistence of accompanying persons and costs related to travel if justified and as long as a grant for these participants is not requested through budget category "travel". Additional costs directly related to participants with disabilities (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "organisational support").  | Real costs                 | 100% of eligible costs  | Conditional: the request for financial support to cover special needs support must be motivated in the application form.   |
| <b>Exceptional costs</b>     | <p>Visa and visa-related costs, residence permits, vaccinations.</p> <p>Costs to support the participation of young people with fewer opportunities on equal terms as others, including for specific preparation and reinforced mentorship (excluding costs for travel and organisational support for participants and accompanying persons).</p> <p>Costs connected to lodging of participants during an Advance Planning Visit.</p> <p>Costs for providing a financial guarantee, if the National Agency asks for it.</p> <p>Expensive travel costs of participants from/to outermost regions and Overseas Countries and Territories (for details, see</p> | Real costs                 | <p>Costs for financial guarantee: 75% of eligible costs</p> <p>Expensive travel costs: maximum up to 80% of eligible costs</p> <p>Other costs: 100% of eligible costs</p> | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form.   |

|  |   |  |  |  |
|--|---|--|--|--|
|  | section "what else you should know about this action"). |  |  |  |
|--|---|--|--|--|

|  |  |                   |  |  |
|--|--|-------------------|--|--|
| <p><b>Complementary activity costs</b></p> | <p>Costs directly linked to the implementation of the complementary activities of the project.</p> <p>Indirect costs:<br/>A flat-rate amount, not exceeding 7% of the eligible direct costs of the <b>complementary activities</b>, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the <b>complementary activities</b> (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.)</p> | <p>Real costs</p> | <p>Maximum up to 80% of eligible costs</p> | <p>Conditional: the request for financial support must be motivated in the application form and justified in relation to the planned activities.</p> |
|--|--|-------------------|--|--|

## E) Organisational support

The amounts depend on the country where the mobility activity takes place. For projects submitted by: a public body at regional or national level; an association of regions; a European Grouping of Territorial Cooperation; a profit-making body active in Corporate Social Responsibility, the below amounts are reduced by 50%.

|  | Youth Exchanges<br>(euro per day) | European Voluntary<br>Service<br>(euro per day) | Mobility of youth<br>workers<br>(euro per day) |
|--|-----------------------------------|---|--|
|  | A5.1                              | A5.2  | A5.4   |
| Belgium                                  | 37                                | 20  | 65   |
| Bulgaria                                 | 32                                | 17  | 53   |
| Czech Republic                           | 32                                | 17  | 54   |
| Denmark                                  | 40                                | 21  | 72   |
| Germany                                  | 33                                | 18  | 58   |
| Estonia                                  | 33                                | 18  | 56   |
| Ireland                                  | 39                                | 21  | 74   |
| Greece                                   | 38                                | 21  | 71   |
| Spain                                    | 34                                | 18  | 61   |
| France                                   | 37                                | 19  | 66   |
| Croatia                                  | 35                                | 19  | 62   |
| Italy                                    | 39                                | 21  | 66   |
| Cyprus                                   | 32                                | 21  | 58   |
| Latvia                                   | 34                                | 19  | 59   |
| Lithuania                                | 34                                | 18  | 58   |
| Luxembourg                               | 36                                | 21  | 66   |
| Hungary                                  | 33                                | 17  | 55   |
| Malta                                    | 37                                | 20  | 65   |
| Netherlands                              | 39                                | 21  | 69   |
| Austria                                  | 39                                | 18  | 61   |
| Poland                                   | 34                                | 18  | 59   |
| Portugal                                 | 37                                | 20  | 65   |
| Romania                                  | 32                                | 17  | 54   |
| Slovenia                                 | 34                                | 20  | 60   |
| Slovakia                                 | 35                                | 19  | 60   |
| Finland                                  | 39                                | 21  | 71   |
| Sweden                                   | 39                                | 21  | 70   |
| United Kingdom                           | 40                                | 21  | 76   |
| former Yugoslav Republic<br>of Macedonia | 28                                | 15  | 45   |
| Iceland                                  | 39                                | 21  | 71   |
| Liechtenstein                            | 39                                | 21  | 74   |
| Norway                                   | 40                                | 21  | 74   |
| Turkey                                   | 32                                | 17  | 54   |
| Partner Country                          | 29                                | 15  | 48   |

## F) Individual support

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

|  | European Voluntary Service<br>(euro per day) |
|--|--|
|  | A5.3   |
| Belgium                                  | 4  |
| Bulgaria                                 | 3  |
| Czech Republic                           | 4  |
| Denmark                                  | 5  |
| Germany                                  | 4  |
| Estonia                                  | 3  |
| Ireland                                  | 5  |
| Greece                                   | 4  |
| Spain                                    | 4  |
| France                                   | 5  |
| Croatia                                  | 4  |
| Italy                                    | 4  |
| Cyprus                                   | 4  |
| Latvia                                   | 3  |
| Lithuania                                | 3  |
| Luxembourg                               | 4  |
| Hungary                                  | 4  |
| Malta                                    | 4  |
| Netherlands                              | 4  |
| Austria                                  | 4  |
| Poland                                   | 3  |
| Portugal                                 | 4  |
| Romania                                  | 2  |
| Slovenia                                 | 3  |
| Slovakia                                 | 4  |
| Finland                                  | 4  |
| Sweden                                   | 4  |
| United Kingdom                           | 5  |
| former Yugoslav Republic of<br>Macedonia | 2  |
| Iceland                                  | 5  |
| Liechtenstein                            | 5  |
| Norway                                   | 5  |
| Turkey                                   | 3  |
| Partner Country                          | 2  |

## **e. CONDITIONS OF PARTICIPATION OF EVS VOLUNTEERS**

### **SELECTION**

The selection of volunteers can be carried out by any of the organisations involved in the project (usually this task is carried out by the sending or coordinating organisation).

The European Voluntary Service is open to all young people, including people with fewer opportunities. Volunteers are to be selected in a fair, transparent and objective way, regardless of their ethnic group, religion, sexual orientation, political opinion, etc. No previous qualifications, educational level, specific experience or language knowledge should be required. A more specific profile of the volunteer might be drawn up if justified by the nature of the tasks of the EVS activity or by the project context.

In order to facilitate the selection of long-term EVS volunteers for those EVS activities within the scope of the European Solidarity Corps (i.e. activities lasting 2 to 12 months and taking place in a Programme Country), EVS accredited organisations are strongly encouraged to select volunteers from the European Solidarity Corps database where all interested young people willing to volunteer register their profiles. The selection process should be always in compliance with the principles and quality standards of the European Voluntary Service and the European Solidarity Corps.

### **AGREEMENT WITH THE VOLUNTEER**

Prior to their departure, each EVS volunteer must sign a Volunteering Agreement with the coordinating organisation. This agreement defines the tasks s/he will carry out during the EVS, the intended learning outcomes, etc. As part of the agreement, the coordinating organisation will provide the volunteer with the EVS Info-kit, which contains information about what to expect from EVS and on how to use Youthpass and receive a certificate at the end of the activity. The Volunteering Agreement remains an internal document among partners and volunteers; however it may be requested by the granting National Agency.

## **OTHER CHANGES TO THE PROGRAMME GUIDE**

### **1. Mobility project for higher education students and staff**

#### **Page 35**

Footnote 20: Traineeships between Programme and Partner Countries are not foreseen in ~~2016~~ 2017, either with an Erasmus+ grant, or as a zero-grant from EU funds.

#### **Page 38**

The website mentioned in footnote 24: ~~ec.europa.eu/institutions/index\_en.htm~~ should be replaced by:

[http://europa.eu/european-union/about-eu/institutions-bodies\\_en](http://europa.eu/european-union/about-eu/institutions-bodies_en)

### **2. What are the funding rules?**

#### **Page 44**

In the application form, the applicants of mobility projects for higher education students

and staff will have to provide the following information:

- number of students and staff that are supposed to take part in mobility activities;
- total duration **per participant** of the planned mobility activities;
- ~~number and total duration of mobility activities (students and staff) realised in the previous two years.~~

On this basis, the Programme Country National Agencies will award a grant to applicants to support a certain number of mobility activities, up to the maximum number requested by the applicant.

### 3. Organisational support grant for the beneficiary (higher education institutions or consortia):

#### Page 45

Higher education institutions in both Programme and Partner Countries commit themselves to comply with all the principles of the Charter to ensure mobility of high quality, including these ones: "ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency" and "provide appropriate linguistic support to incoming mobile participants". Advantages can be taken of existing facilities within the institutions for language training. Those HEIs which would be able to provide student and staff mobility of high quality, including linguistic support, at lower cost (or because it is funded under other sources than EU funding) would have the possibility to transfer **a share 50%** of the organisational support grant to fund more mobility activities. **The grant agreement specifies the level of flexibility in this regard.**

### 4. C) Grant support for the mobility of staff

#### Page 49

*(for ease of reference the full table is provided in the following page)*

For travel distances between 10 and 99KM:

- a. **Mobility of staff between Programme Countries: 20 EUR per participant**
- b. **Mobility of staff between Programme and Partner Countries: 0 EUR per participant**

For travel distances of 8000 KM or more:

- a. **Mobility of staff between Programme Countries: 1300 EUR per participant**
- b. **Mobility of staff between Programme and Partner Countries: 1100 EUR per participant**

#### **C) GRANT SUPPORT FOR THE MOBILITY OF STAFF**

Staff will receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad as follows:

| Eligible costs |  | Financing mechanism        | Amount   | Rule of allocation   |
|----------------|--|----------------------------|--|--|
| <b>Travel</b>  | Contribution to the travel costs of participants, from their place of origin | Contribution to unit costs | For travel distances between 10 and 99KM:<br><b>a. Mobility of staff between Programme Countries: 20 EUR</b> | Based on the travel distance per participant. Travel distances |

|  |   |  |   |   |
|--|---|--|---|---|
|  | to the venue of the activity and return |  | <p>per participant</p> <p><b>b. Mobility of staff between Programme and Partner Countries: 0 EUR per participant</b></p> <p>For travel distances between 100 and 499 KM:<br/>180 EUR per participant</p> <p>For travel distances between 500 and 1999 KM:<br/>275 EUR per participant</p> <p>For travel distances between 2000 and 2999 KM:<br/>360 EUR per participant</p> <p>For travel distances between 3000 and 3999 KM:<br/>530 EUR per participant</p> <p>For travel distances between 4000 and 7999 KM:<br/>820 EUR per participant</p> <p>For travel distances of 8000 KM or more:<br/><b>a. Mobility of staff between Programme Countries: 1300 EUR per participant</b><br/><b>b. Mobility of staff between Programme and Partner Countries: 1100 EUR per participant</b></p> | <p>must be calculated using the distance calculator supported by the European Commission<sup>35</sup>. The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip<sup>36</sup></p> |
|--|---|--|---|---|

## 5. Additional scholarships for students from targeted regions of the world

### Page 116

EMJMDs proposed for funding may receive up to 24 additional student scholarships for the entire duration of the Master course (three intakes). These additional scholarships are offered to respond to the external policy priorities of the EU with regard to higher education and take into consideration the different levels of economic and social development in the relevant Partner Countries. The scholarships must be allocated to students coming from the ~~nine~~ eight different regions mentioned below:

## 6. Non-cumulative award

### Page 250

Each project financed by the EU is entitled to receive only one grant from the EU budget to any one beneficiary. In no circumstances shall the same costs be financed twice by the Union budget.

To avoid the risk of double-funding, the applicant must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or

applied for in the year, whether for the same project or for any other project, including operating grants.

Identical or very similar applications – submitted by the same applicant or by other partners of the same consortium – will be subject to a specific assessment in order to exclude the risk of double funding.

For decentralised actions managed by the Erasmus+ National Agencies, applications which are submitted twice or more times by the same applicant or consortium, either to the same Agency or to different Agencies ~~may only be funded once~~ will all be rejected. Where the same or very similar applications are submitted by other applicants or consortia, they will be carefully checked and may also all be rejected on the same grounds.

## 7. Project life-cycle deadlines and payment modalities

### Page 258

|   |                                       |                                       |  |   |                    |                                 |
|---|---------------------------------------|---------------------------------------|--|---|--------------------|---------------------------------|
| KA1 - Mobility of higher education students and staff | 4 months from the submission deadline | 4 months from the submission deadline | Within 60 calendar days from the receipt of the final report by NA | 2 | <del>No</del> -Yes | Prefin.: 80%-20%<br>Balance: 0% |
| KA2 - Strategic Partnerships lasting up to 2 years    | 4 months from the submission deadline | 5 months from the submission deadline | Within 60 calendar days from the receipt of the final report by NA | 1 | Yes <del>no</del>  | Prefin.: 80%<br>Balance: 20%    |

## 8. ECVET

### Pages 20, 272, 275, 327

The ECVET website mentioned in these pages: ~~<http://www.ecvet-team.eu/>~~ should be replaced by:

<http://www.ecvet-secretariat.eu>

