



KEY ACTION 1

MANAGEMENT OF

MOBILITY PROJECTS

IN THE FIELD OF SPORT

(KA182-SPO)

TOPICS

1

ELIGIBILITY

2

FUNDING

3

PROJECT MANAGEMENT

4

PM TOOLS

5

RECORDS

6

SUPPORTING ORGANISATIONS

7

PROJECT CLOSURE

8

CHANGES - AMENDMENTS

9

CHECKS

1. ELIGIBILITY



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MOBILITY PROJECTS IN THE
FIELD OF SPORT (KA182-SPO)

All eligible mobilities are outgoing

The beneficiary organisation is the sending organisation

1. Job Shadowing

2 – 14 days

2. Coaching or training assignments

15 – 60 days

3. Preparatory Visits

1 – 2 days

ELIGIBLE PARTICIPANTS

Staff of the beneficiary organisation

- ! Beneficiaries should be able to proof their professional relationship with the participant.
- Athletes are not eligible to participate in mobilities.
- Maximum 10 mobilities per project.
- Travelling days are not calculated in the mobilities total duration.
- It is recommended that simultaneous participation in mobilities are avoided except in duly justified cases.

PHYSICAL

With the physical presence of participants

BLENDED

A combination of physical and virtual mobility



- Exclusively virtual activities are not eligible.
- The minimum and maximum duration of mobilities apply only to the physical mobility component.

PREPARATORY VISITS

- ✓ Short visits (1 – 2 days)
- ✓ Up to 3 people per visit

AIM TO:

- ✓ Ensure the quality of mobility
- ✓ Prepare mobilities for people with fewer opportunities
- ✓ Facilitate a new collaboration with a hosting organisation

ELIGIBLE PARTICIPANTS:

Staff members of the beneficiary organisation

Preparatory visits are not considered to be independent mobilities.

! They are supporting activities.

ELIGIBLE HOSTING COUNTRIES

27 Member
States of the EU

Third countries associated to the Programme

North Macedonia

Iceland

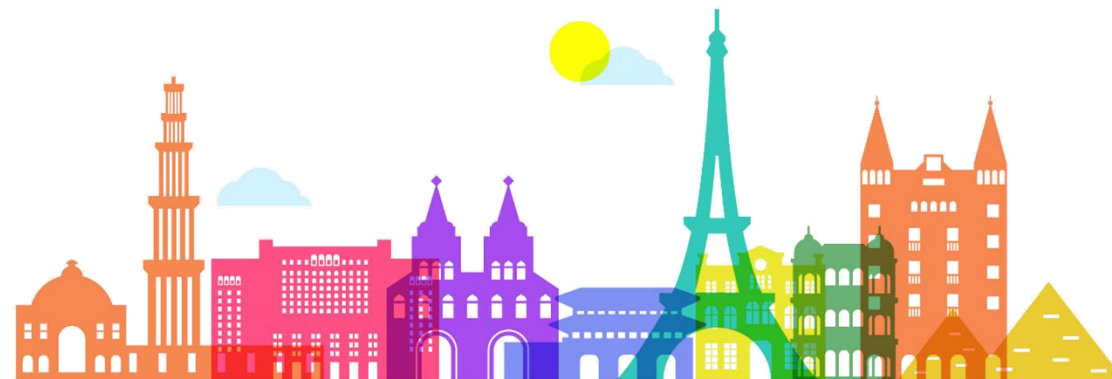
Norway

Serbia

Liechtenstein

Turkey

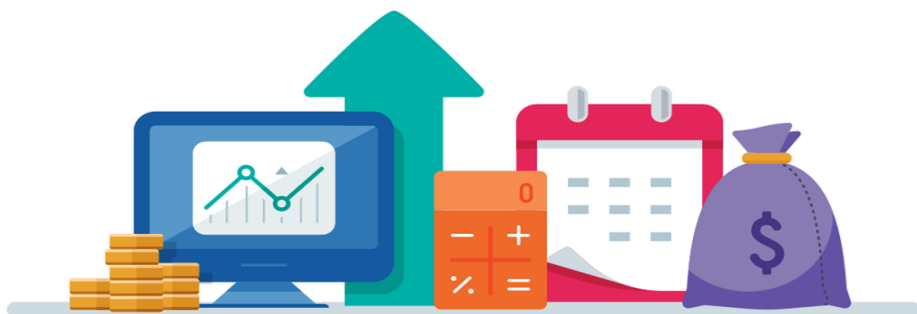
! *United Kingdom is not an eligible hosting country.*



2. FUNDING



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CO-FINANCING PRINCIPLE

An EU grant is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project.

BUDGET CATEGORIES

Contribution to unit costs

- Organisational support
- Travel
- Individual support
- Inclusion support for organisations
- Preparatory visit support
- Linguistic support

Contribution to real costs

- Inclusion support for participants
- Exceptional costs

Organisational support

Costs directly linked to the implementation of mobility activities that are not covered by other cost categories.

For example, preparation, mentoring, monitoring and support of participants during mobility, services, tools and equipment needed for virtual components in blended activities, sharing results and making the European Union funding visible to the public.

350 EUR per participant (accompanying persons are excluded)

Travel

For travel costs of the participants and accompanying persons. Distance is calculated between the sending and the hosting organisation & return

[Erasmus+ Distance Calculator](#)

TRAVEL DISTANCE	UNIT COST
100 – 499 km	180 EUR
500 – 1999 km	275 EUR
2000 – 2999 km	360 EUR
3000 – 3999 km	530 EUR
4000 – 7999 km	820 EUR
8000 km or more	1500 EUR

Individual support

Costs of subsistence for participants and accompanying persons during the activity.

If necessary: subsistence costs are eligible for travel time before and after the activity, with a maximum of two travel days for participants and accompanying persons.

From the 15th day of activity, the payable rate will be equal to 70% of the base rate.

<p>COUNTRY GROUP 1: Norway, Denmark, Luxembourg, Iceland, Sweden, Ireland, Finland, Liechtenstein</p>	180 EUR
<p>COUNTRY GROUP 2: Netherlands, Austria, Belgium, France, Germany, Italy, Spain, Greece, Malta, Portugal</p>	160 EUR
<p>COUNTRY GROUP 3: Slovenia, Estonia, Latvia, Croatia, Slovakia, Czech Republic, Lithuania, Turkey, Hungary, Poland, Romania, Bulgaria, Republic of North Macedonia, Serbia</p>	140 EUR

Inclusion support for organisations

Costs related to the organisation of mobility activities for [participants with fewer opportunities](#)

100 EUR per participant

Linguistic support

Costs of providing language learning materials and training to participants who need to improve the knowledge of the language they will use to coach or train during their activity. Linguistic support is eligible for participants in staff mobility longer than 30 days. Support is payable only if the participant cannot receive [Online Language Support](#) due to unavailability of the required language or level.

150 EUR per participant

! **Online Language Support:** Digital tool /platform for language learning

REAL COSTS (paid upon receipts submission)

Exceptional Costs

1. Expensive travel costs of participants and their accompanying persons that cannot be supported with the standard "Travel" grant due to geographical remoteness or other barriers

80% of eligible costs

2. Visa and visa-related costs, residence permits, vaccinations, medical certifications

100% of eligible costs

Inclusion support for participants

Additional costs directly linked to **participants with fewer opportunities and their accompanying persons** (including justified costs related to travel and subsistence if a grant for these participants is not requested through budget categories "Travel" and "Individual support")

100% of eligible costs

3. PROJECT MANAGEMENT



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MOBILITY PROJECTS IN THE
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PROJECT MANAGEMENT



GRANT AGREEMENT MILESTONES

PROJECT START



1. Grant Agreement signing

(enters into force on the day of the NA's signature)

2. Pre-financing

80% of the maximum grant amount awarded, within 30 days of signing the Grant Agreement.

PROJECT END



4. Final Report submission

Within 60 days of the project end date.

5. Final payment

Within 60 days of Final Report submission.

PROJECT STAGES (1)

PROJECT START

PROJECT END



PLANNING

- Define activity formats
- Draft a schedule
- Roles & Duties

PREPARATION

- Practical arrangements
- Selection of participants
- Grant agreements
- Preparation of participants

IMPLEMENTATION

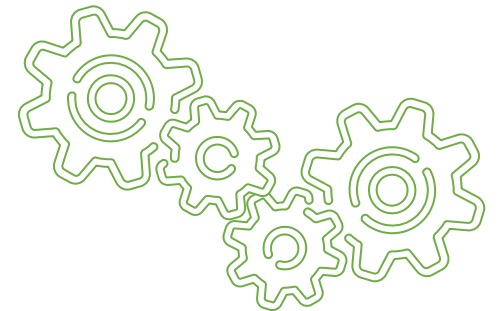
- Implementation of activities
- Support of participants during activity implementation

FOLLOW-UP

- Evaluate and recognize learning outcomes
- Evaluate the activities' impact
- Share & integrate results into the organization
- Disseminate results outside the organization

PLANNING

- Inform the organisation's personnel about the project, its objectives etc. Update your website.
- Define the **project management team** (Erasmus team), the team coordinator, define roles and delegate.
- Define which **activity formats** are the most appropriate based on the project's objectives
- **Draft a schedule**, taking into account important project milestones.
- In your planning, include **communication and dissemination actions**.



PROJECT STAGES (3) – PREPARATION

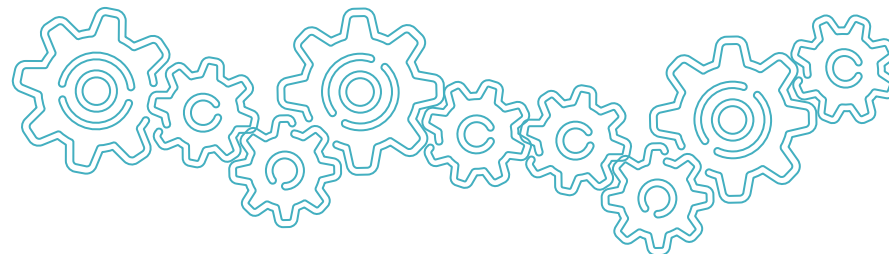
PREPARATION

- Choose hosting organization(s) and contact them. Develop a **work programme** and define the **learning outcomes** of each activity, in collaboration with the HO.
- Set **clear and transparent criteria** for the participants selection.
- Proceed with the **practical arrangements** before mobility: Travel, accommodation, insurance coverage, etc
- Designate **contact persons from each organization** and inform participants.
- Prepare the participant in terms of **practical, professional and cultural aspects** of their stay in the host country.
- Before implementing the activity, update the **Beneficiary Module**.

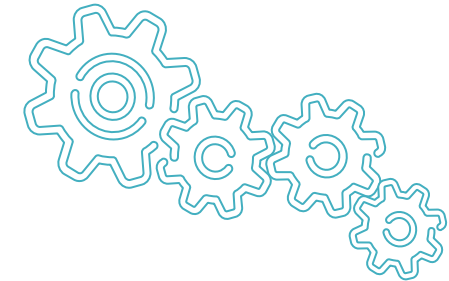
! *You are not obliged to comply with [E+ Quality Standards](#), but they may help you organize a high quality project.*

PROJECT IMPLEMENTATION - DURING THE ACTIVITY

- Implement your activities according to your planning
- Solve problems or issues that might come up
- **Continuous support of the participants** by the organization. The sending organization communicates with the participants and the hosting organization in order to:
 - ✓ Receive feedback
 - ✓ Readjust the schedule and work programme when deemed necessary.



- Participants receive their **attendance certificates** (when available)
- The Programme strongly recommends that the **learning outcomes are evaluated and recognized** (Europass Mobility)
- **Integration of mobility results** into the organization.
- **Disseminate the result** outside the organization.
- Participants should complete the **Participant Survey** within one month of completing the mobility (BM)
- **Archive** agreements, evidence of the implementation (i.e. boarding passes, receipts etc.)



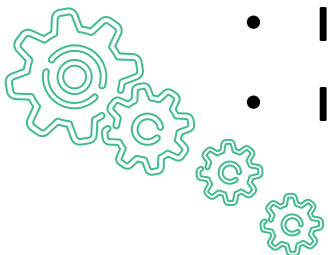
FOLLOW UP

THE MAIN GOAL of monitoring & control is to assure the activities' and the project's quality.

- Achieve the project objectives
- Contribute to the achievement of Programme's objectives (especially in the field of Sport)

Examples:

- Evaluation of each mobility
- Evaluation of the project during and after its implementation (Good practice: Involve everyone who had a role in the project)
- Measurement of the project's impact
- Integration of the results in the organization's regular work
- Identify key improvements to be made in your next projects



PROJECT STAGES (7) – FOLLOW UP

EVALUATION

The following are examples of good practice. You are not required to follow all of these steps, but you may evaluate your activities and project using the processes & tools you consider most appropriate for your project or organization.



What is evaluated?

Each activity is evaluated separately. The project as a whole is evaluated.

When should the evaluation take place?

Each activity should be evaluated immediately after its completion. After the end of the project, an overall evaluation of the project should be done.

Who should be involved in this process?

All parties with a role in the project (participants, sending/hosting organization, mentors, trainers, etc.) should be involved, in order to have comprehensive information.



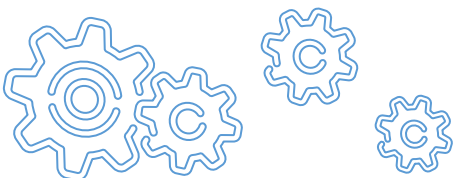
EVALUATE

Which **evaluation methods** are the most effective?

The effectiveness of the evaluation methods depends on your project's & organization's structure. Choose the methods that best meet the needs and features of your project & organization.

Evaluation form: Completed by participants and other stakeholders to evaluate various aspects of the mobility/activity, as well as its impact. Ask participants to fill out forms at different stages of the project so that the progress is measured.

Individual interviews: You may use this method if you have a small number of people involved.



EVALUATION

How will you use the results of the assessment?

- ✓ Record the results of the activity's evaluation.
- ✓ Record the activity's impact.
- ✓ Communicate the results to stakeholders (Erasmus team, organisation's management, participants, etc.)
- ✓ Identify key improvements for your next activity.

After the project's completion, record results and overall impact, communicate results, identify improvements and changes that need to be done for your next project.



IMPACT MEASUREMENT - EXAMPLES

QUANTITATIVE
DATA



IMPACT
MEASUREMENT



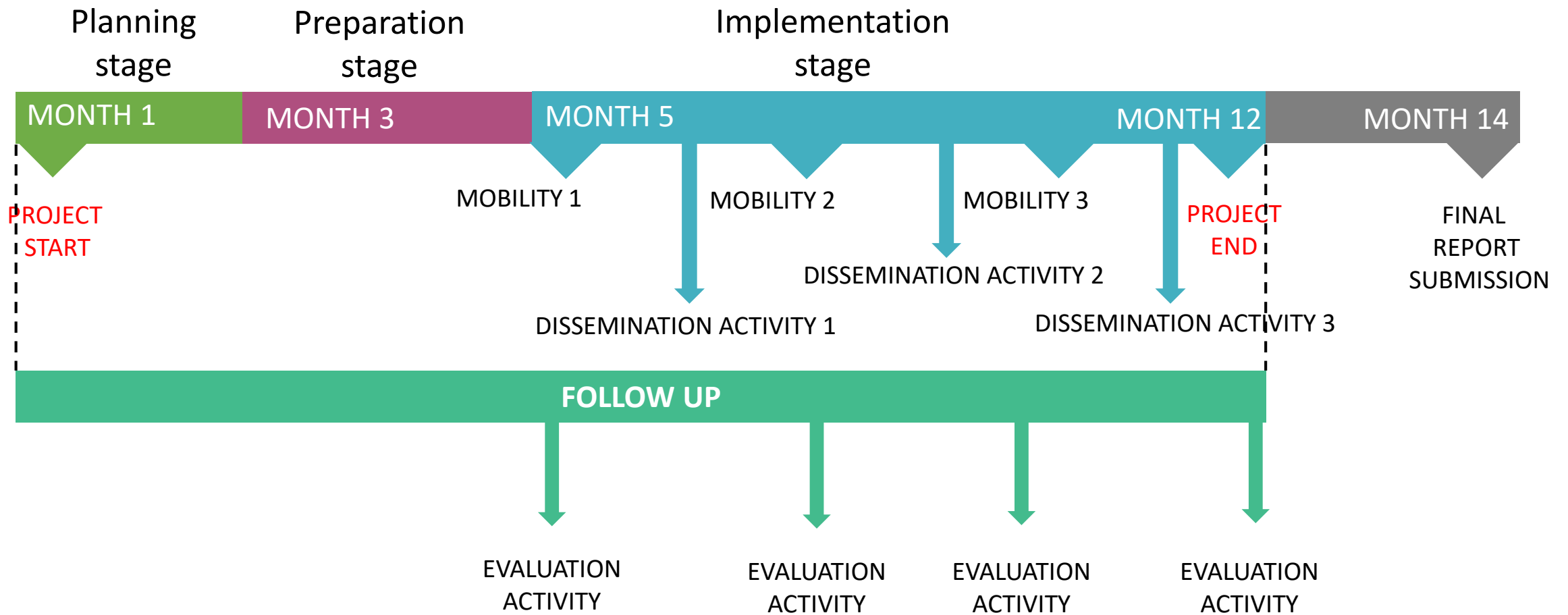
QUALITATIVE
DATA

- ✓ 3 mobilities were implemented
- ✓ 3 participants were trained
- ✓ cooperation with 2 hosting organizations
- ✓ 3 internal trainings were held to inform staff who did not participate in mobilities
- ✓ 1 new process was adopted to integrate the acquired knowledge in the organization

- ✓ Staff acquired a positive attitude towards collaborations outside the organization
- ✓ Digital skills of staff are improved
- ✓ The management team gained experience in managing E+ projects

! IMPACTTOOL : *Digital tool that supports beneficiaries of Erasmus+ projects in monitoring and evaluating the impact of implemented activities.*

EXAMPLE OF PLANNING (Project duration: 12 months)



Examples of dissemination activities:

- Internal briefing of staff by participants (seminar, presentation etc.)
- Publication of mobility results and conclusions on platforms such as [Erasmus+ Project Results Platform](#)
- Announcements on websites i.e. involved organizations
- Announcements in social media
- Events, presentations, publications

! *Beneficiary organizations are obliged to acknowledge EU funding in all communication & dissemination activities. Consult the relevant [E+ Guidelines](#).*

4. PROJECT MANAGEMENT TOOLS



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MOBILITY PROJECTS IN THE
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PROJECT MANAGEMENT TOOLS (1)

Grant Agreement & [Annexes](#)

Key features (major milestones, duration)
Financial agreement
Legal obligations of the beneficiary organization and the National Service
What changes / amendments are allowed
What budget transfers are allowed
Applicable rates and rules applicable to budget categories

Programme Guide

Eligible activities
Eligible participants
Eligible hosting countries etc.

Other agreements

Grant agreement between the sending organisation and participants
Agreements with supporting organisations

Legal obligations of the two parties involved

Guidelines for digital tools

Beneficiary Module
EU Login
ORS etc.

Beneficiary Module

Digital project management tool for beneficiaries
Submit your mobilities before hand:
Automatic generation of Participant Survey
Automatic update of budget
Writing and submission of Final report and relevant evidence / documents (annexes)

SUPPORTING DOCUMENTS

Grant Agreement: Signed between the participant and the sending organization's legal representative

Mandatory for all types of activities.

Before activity

Attendance certificate & meeting agenda

Mandatory for preparatory meetings

After activity

Participant Survey: Automatically generated in BM for every implemented activity. A link is directly sent to the participant's email. Completed online through BM within one month after the activity's completion.

Mandatory for all types of activities.

After activity

Europass Mobility: Validates learning activity and recognises the learning outcomes

Recommended for learning activities

After activity

GA – FINANCIAL SUPPORT (ARTICLE 3.4)

3.4 *[Option 1 = the sending organisation grants the participant the full amount for the activity and the participant arranges all related expenses]*

The organisation will provide the participant with the required support in the form of a payment of EUR **1875**]

[Option 2 = the sending organisation will undertake the organisation and arrangement of all expenses on behalf of the participant]

The organisation will provide the participant with the required support in the form of direct provision of the needed support services. The organisation will ensure that this direct provision of services will meet the necessary quality and safety standards.]

[Option 3] = Combination of the two previous options. The sending organization will provide part of the support in payment and part of it in the form of services.

The organisation will provide the participant with the required support in the form of a payment of the following amount [**1400**] EUR and in the form of direct provision of [**travel/ individual support/ ~~linguistic support/ course fees/ inclusion support~~**]

The organisation will ensure that the direct provision of services will meet the necessary quality and safety standards.]

- **Mobility start date = 1st day of training (travel days are declared separately)**
- **The amounts stated in the Agreement are those defined in the Year's Call for the Programme (unit costs)**
- **Bank charges fall under the category of organizational expenses.**

5. RECORDS



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MOBILITY PROJECTS IN THE
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Keep project records in your organisation with the activity documents:

- ➔ at least **3 years** after the project's final payment for grants of not more than 60 000 EUR
- ➔ at least **5 years** after the project's final payment for grants equal to or more than 60 000 EUR

This obligation is indicated in your Grant Agreement.

Don't forget that the project belongs to the organization.

Keep your records in the organization's premises

Good record keeping also helps other colleagues to take over in case of your replacement.

It also ensures transparency in all your processes.

It is recommended that you keep the following in your records:

- OID Number
- EU Login Account username & password
- Application
- Written procedures & participants' selection criteria
- Approval letter & important correspondence
- Grant Agreement and relevant amendments
- Grant Agreements between participants and organisation (with original signatures)
- Evidence of remittances to participants
- Boarding passes (photocopies & originals)
- Receipts and invoices for each purchase of goods or services (e.g. tickets, hotels, expenses from the organizational support category)
- Optional: photos of mobilities and other activities

6. SUPPORTING ORGANISATIONS



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SUPPORTING ORGANISATIONS (1)

- The Programme does not allow the purchase of supporting organisations' services for key parts of the project's implementation.

The following tasks are the beneficiary organization's responsibilities:

- Communication with the hosting organisations about the content of training / activity.
- Completing and signing agreements.
- Cost management
- Mobilities' evaluation
- Evaluation of learning outcomes
- Communication with the NA and submission of reports
- Dissemination of results

Supporting Organisations involved in your project should be declared in the Beneficiary Module.

The following services may be provided by a Supporting Organisation:

- Arrangement of flights, hotels, visas, insurance coverage.
- Searching for hosting organisations, if this is not possible to be done by the sending organization.

In all cases, there should be signed agreements between the beneficiary and supporting organisations, which should at least include:

- ✓ tasks to be performed
- ✓ quality control mechanisms in case of defective execution or non-execution
- ✓ flexibility mechanisms in the event of cancellation or rescheduling for the provision of agreed services
- ✓ If a fee is provided, this should be stated in the agreement

The beneficiary organisation remains responsible for the **results and **quality** of the implemented activities.**

7. PROJECT CLOSURE



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PROJECT CLOSURE (1)



PROJECT
END

60
SUBMISSION OF
FINAL REPORT
**Within 60 days
after the project ends**

60
FINAL PAYMENT
**Within 60 days
after the FR
submission**

FINAL REPORT:

- Within 60 after the project ends.
- Your FR cannot be evaluated before the project end date. If you have completed your mobilities earlier than planned, **use the remaining period to disseminate your project's results.**
- It is submitted through Beneficiary Module, after all **participant surveys** are submitted. All **mandatory documents and receipts** in case of expenses that fall under the “real costs” categories, should be uploaded in the annexes.
- **The FR is evaluated.** In the case that you score less than 60/100, a reduction of the final payment is possible.

PROJECT CLOSURE (2)

FINAL PAYMENT:

- Within 60 days after the FR submission.
- The final grant (20%) is determined based on the **eligible mobilities** carried out. This amount cannot exceed the amount stated in the Grant Agreement.
- Possible **reduction of the final payment** due to:
 - ✓ ineligible mobilities
 - ✓ defective or partial or delayed implementation of the project
 - ✓ failure to submit the necessary documents / data
 - ✓ low final report score
- Possible partial **return of the 80% given as pre-finance**: In the event that all activities have not been implemented and the fund has not been utilized.
- Deposits are always made to the organization's account, which is an annex of the GA. In case of change, the NA should be informed and the ORS should be updated.

8. CHANGES - AMENDMENTS



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DO NOT REQUIRE GA AMENDMENT

INFORM THE NA IN WRITING

- Change of contact person
- Change of legal representative (ORS update is also required)
- Change of organization's contact details
- Changes in the format and duration of activities as long as they continue to contribute to the achievement of objectives

GA AMENDMENT IS REQUIRED

- Change of bank details (ORS update is also required)
- Transfers between budget categories (that require amendment)
- Change of the project's duration

9. CHECKS



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MOBILITY PROJECTS IN THE
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CHECKS

- On-the-spot check during & after the project implementation:** It is carried out during the implementation of the project and/or after its end, so that the NA **can immediately verify the implementation and eligibility of all activities**
- Final report check**
- Desk check:** Review of supporting documents conducted during the final report stage or after its submission. The beneficiary must submit supporting documents for the budget categories that will be requested by the NA.
- Monitoring visits:** (*not a check*). The NA may conduct monitoring visits (physical or online) in order to provide support and advice to the beneficiaries.

*Final Report Check is the only check carried out to all projects.
The other checks may not be performed in your organization.*

In cases where it is established that the organizations do not respect the regulations of the Programme or in cases of non-compliance with the instructions of the National Agency, the following may apply:

- Limitation on funding level
- Organizations may be put under surveillance if a risk of poor implementation is identified
- Termination of plan

USEFUL WEBSITES

[Programme Guide 2023](#)

[Erasmus Tools](#)

[Erasmus+ Distance Calculator](#)

[Participants with fewer opportunities \(Definition\)](#)

[Guidance for working with supporting organisations](#)

[Erasmus+ Project Results Platform](#)

[EU Academy](#) (Online Language Support)

[Communication Guide E+](#)

[IMPACTTOOL](#) (Measure impact)

GRANT AGREEMENT ANNEXES:

GA Annex 2: Applicable rules to eligible costs [Sports](#)

GA Annex 3: Applicable rates [Sports](#)

GA Annex 6: Templates for agreements to be used between beneficiary and participants

[Agreement between beneficiaries and participants for mobility of individuals](#)

CONTACT DETAILS

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