

## **Procedure for Participation in Training and Cooperation Activities (TCA) and Networking Activities (NET) in the Youth Sector**

### **1. Application for Participation**

Interested eligible applicants from Cyprus are invited to submit an application for participation in the eligible activities published by the Foundation for the Management of European Lifelong Learning Programmes (IDEP Lifelong Learning).

**Applications for participation are submitted electronically via the SALTO Youth platform, through the relevant link for each activity, which is included in the call published for each period.**

### **2. Approval of Participation**

**The approval of participation of beneficiaries from Cyprus in the activities is carried out by the National Agency of Cyprus (IDEP Lifelong Learning).**

**The final selection of participants for each activity is made by the organisers.**

In the event of approval of their participation, beneficiaries will receive an official approval letter from IDEP Lifelong Learning, which will include detailed information on the amount of the grant for their participation in the specific activity.

Applicants are required to confirm their interest in participation in writing **within 5 days**.

### **3. Funding Agreement**

The funding agreement is signed electronically by the beneficiary, the head of the organisation (where applicable), and IDEP Lifelong Learning, prior to the start of the activity.

Upon signing the agreement, the pre-financing amount (70% of the total funding) is transferred to the beneficiary's account.

### **4. Final Report**

Within 30 days of the completion of the activity, the beneficiary is required to complete and submit to IDEP Lifelong Learning the Final Report together with the necessary supporting documents. The submission of the Final Report automatically constitutes the request for payment of the remaining funding amount, if applicable.

In case where the pre-financing amount, already paid, exceeds the funding amount requested by the beneficiary through the Final Report, the beneficiary will be required to return the corresponding excess amount.

The Final Report is submitted electronically via the following links:

- [Final Report for activities with physical presence](#)
- [Final Report for online activities](#)

## Funding

The costs covered for the participation of selected beneficiaries are as follows:

- **Travel costs**

This cost category covers both the purchase of airline tickets and travel to and from the airports in Cyprus and the destination country. It provides a fixed amount per destination country, which cannot be increased.

Travel costs are calculated based on the distance in kilometres from the city of the sending organisation to the city where the seminar/workshop is implemented.

The distance calculation is carried out using the EU [Distance Calculator tool](#).

**Table with the maximum amount for travel costs per country:**

<b>Distance Band (in km)</b>	<b>Amount in euros per round trip</b>
400–600	340
601–1600	365
1601–2500	429
2501–3500	541
3501–4500	743
4501–6000	857
6001–7500	1,021
7501–10,000	1,250
10,001–Max	1,595

- **Subsistence costs**

Subsistence costs are covered for up to two travel days that beneficiaries may incur, where necessary and not covered by the organisers. In cases where subsistence costs during the working days of the seminar are not covered by the organiser, these costs are also included under this category.

**Table with the maximum eligible amount per person per day for subsistence costs:**

<b>Host Country of Workshop/Seminar</b>	<b>Amount (in euros)</b>	<b>Host Country of Workshop/Seminar</b>	<b>Amount (in euros)</b>
Albania	151	Latvia	168
Armenia	185	Lebanon	224

<b>Host Country of Workshop/Seminar</b>	<b>Amount (in euros)</b>	<b>Host Country of Workshop/Seminar</b>	<b>Amount (in euros)</b>
Austria	228	Liechtenstein	215
Azerbaijan	206	Lithuania	163
Belgium	239	Luxembourg	261
Bosnia and Herzegovina	155	Malta	229
Bulgaria	167	Moldova	213
Croatia	179	Netherlands	236
Czech Republic	177	North Macedonia	145
Denmark	282	Norway	225
Estonia	187	Poland	170
Finland	259	Portugal	192
France	268	Romania	171
Germany	216	Serbia	165
Georgia	214	Slovakia	172
Greece	189	Slovenia	197
Hungary	169	Spain	205
Iceland	275	Sweden	275
Ireland	247	Tunisia	159
Italy	212	Turkey	171
Jordan	200	Ukraine	202