

Project Management of Mobility Projects

KA152 – Mobility activities for young people “Youth Exchanges”

KA153 – Mobility projects for youth workers

Call 2026-1



Foundation for the
Management of European
Lifelong Learning Programmes

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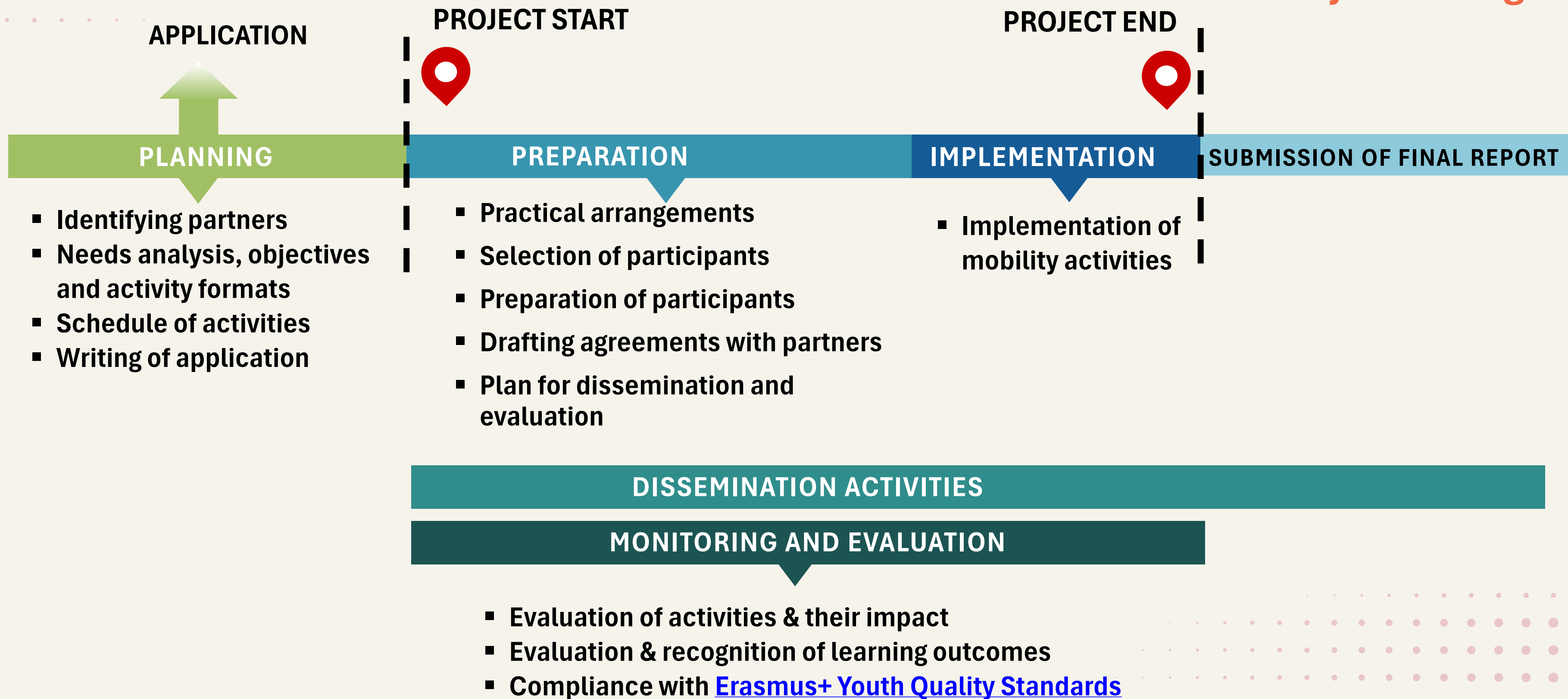
USEFUL LINKS & OTHER INFORMATION

This presentation is intended for informational purposes only. In the event of any discrepancy between the content of this presentation and the Erasmus+ Programme Guide, the Programme Guide shall prevail.

PROJECT MANAGEMENT

PROJECT MANAGEMENT

Project's stages



Which types of activities can be implemented?

Implement the types of activities approved and awarded in your Grant Agreement

KA152 – YOUTH EXCHANGES

KA153 – YOUTH WORKERS

**MAIN ACTIVITIES
(MANDATORY)**

YOUTH EXCHANGES

**PROFESSIONAL DEVELOPMENT
ACTIVITIES (PDAs)**

COMPLEMENTARY

PREPARATORY VISITS

**SYSTEM DEVELOPMENT AND
OUTREACH ACTIVITIES**

PROJECT MANAGEMENT

Which types of activities can be implemented?

When finalising your activity's schedule, pay attention to the eligibility criteria

	Duration	Number of participants	People per group	Age limitations	Location
YOUTH EXCHANGES (KA152)	5 – 21 days	16 – 60	4+ participants 1 leader Up to 2 facilitators	Participants 13 – 30 y.o. Leaders 18+ y.o.	Country of one of the organisations participating in the project
PDA_s (KA153)	2 – 60 days	Up to 50	No limitation	Participants at least 16 years old	Country of one of the organisations participating in the project
PREPARATORY VISITS	1 -2 days	1 – 2 per group representatives (1 participant) People that will participate in the main activity	1 – 2 per group	As per the main activity	Country of the main activity

Which types of activities can be implemented?

When finalising your activity's schedule, pay attention to the eligibility criteria

APPLICABLE IN ALL ACTIVITY FORMATS:

- In each activity, it is mandatory for participants from the hosting organisation to take part.
- No activities can take place in Belarus or Russia
- Trainers, accompanying persons and facilitators are not to be considered as participants of the activity, but are eligible for support under certain budget categories (if approved during the application)

PROJECT MANAGEMENT

Activity's Design - Timetable

When designing the activity's schedule, take into consideration the following:

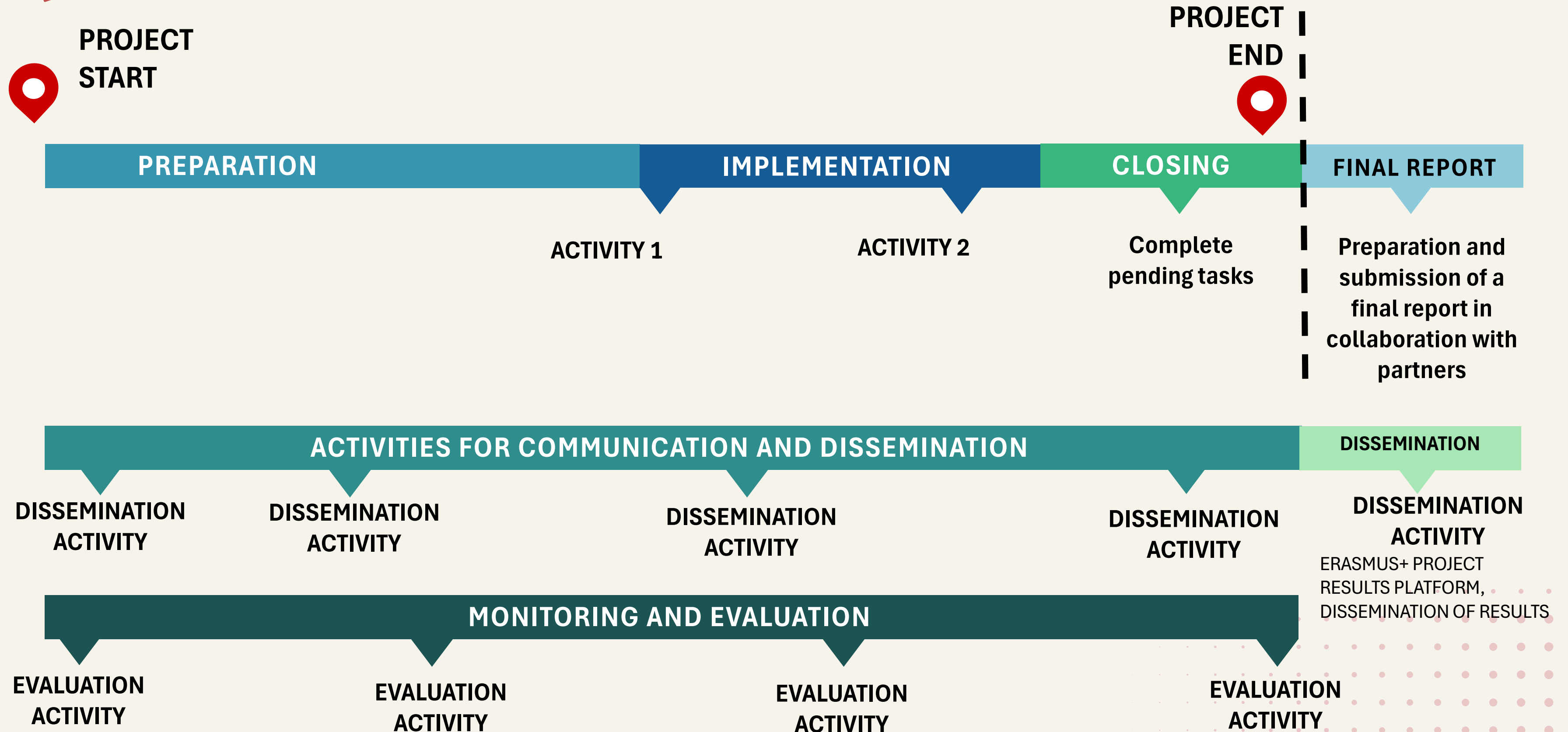
- ✓ Objectives of the action ([E+ Programme Guide](#): KA152 p.49, KA153 p.162)
- ✓ Policy context and EU strategies ([European Union Youth Strategy](#))
- ✓ Priorities of the Erasmus+ Programme ([E+ Programme Guide](#) pp.7-10)
- ✓ Only non formal and informal learning methods
- ✓ Project's objectives (as defined in the application)
- ✓ Methods and tools that meet the participants' needs

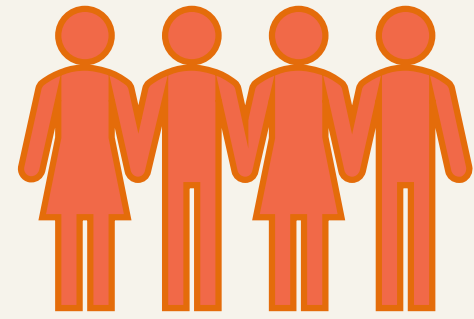
NOT ELIGIBLE: academic study trips; activities that aim to make financial profit; exchange activities that can be considered as tourism; festivals; holiday travel; performance tours, statutory meetings; training courses by adults for young people (→ only applies for KA152)

EXAMPLE

PROJECT MANAGEMENT

Example of stages & activities in a project





PROJECT MANAGEMENT

Collaboration of participating organisations

All partners are responsible for:

- ✓ The proper implementation of the project and appropriate use of the budget
- ✓ Compliance with all regulations and the grant agreement
- ✓ Transmission of information and supporting documents to the project coordinator
- ✓ Selection of participants
- ✓ Contribution to the preparation of the final report

The coordinating organisation (applicant) is responsible for:

- ✓ Monitoring the implementation of the project in accordance with the grant agreement
- ✓ Communication with the National Agency
- ✓ Submission of reports
- ✓ Providing the necessary documents for National Agency and/or European Commission visits, checks and/or audits



PROJECT MANAGEMENT

Monitoring, Evaluation, Impact

EVALUATION

The following are examples of good practice. You are not required to follow all these steps, but you can evaluate your activities and project using the procedures you consider most appropriate for your own project or organisation / group.

WHAT IS EVALUATED

Each activity is evaluated individually as well as the **overall project** (**Learning outcomes, practical arrangements, project management**).

WHO IS INVOLVED

In order to have comprehensive information, all parties that had a role must participate (participants, participating organisations, mentors, trainers, etc.) → **EVERYONE**

WHEN

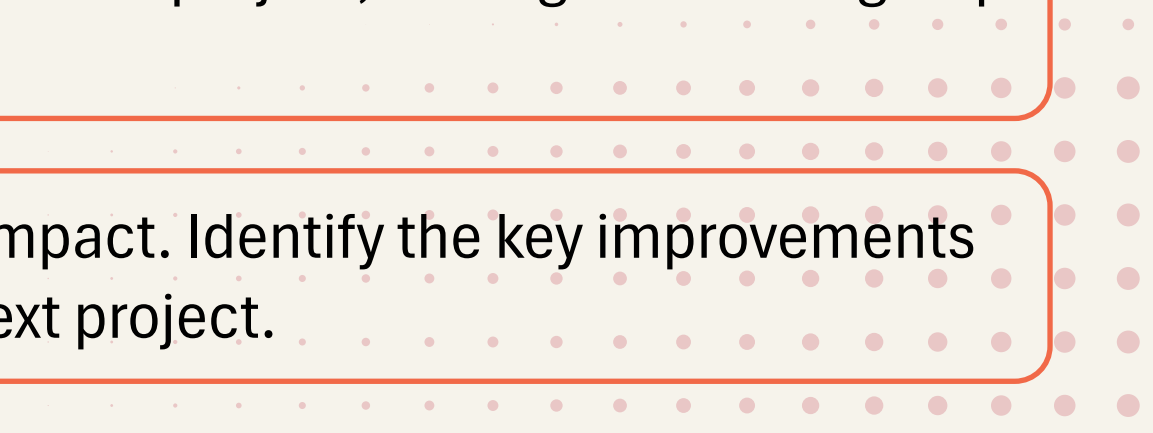
At various stages of the project. Monitoring throughout its duration.
Set a baseline at the beginning of the project (objectives / learning outcomes) and then evaluate comparing implementation to the baseline.

EVALUATION METHODS

The most appropriate methods are those meeting the needs of the project, the organisation / group and the participants

USE OF DATA

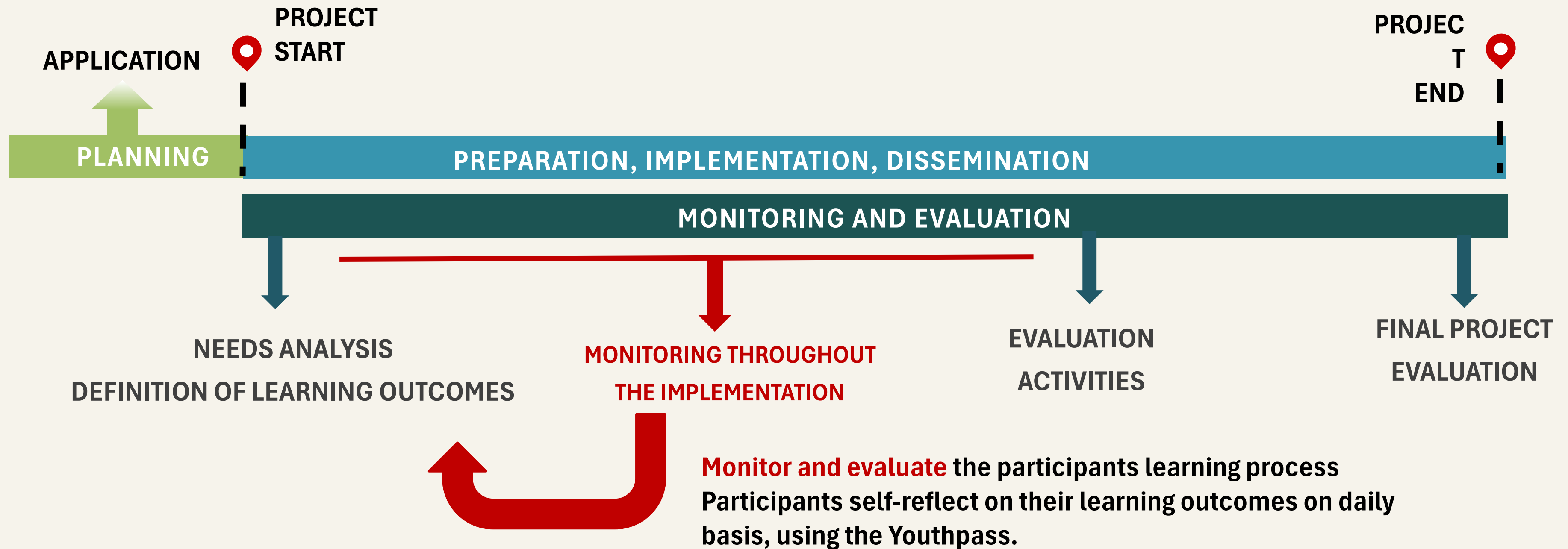
Record the evaluation's results and activity's and project's impact. Identify the key improvements that need to be made for the next activity (if applicable) or next project.



EXAMPLE

PROJECT MANAGEMENT

Monitoring, Evaluation, Impact



IMPACTTOOL : You may use the digital tool of E+ to monitor and evaluate the impact of implemented activities.

Monitor and evaluate the participants learning process
Participants self-reflect on their learning outcomes on daily basis, using the Youthpass.

Monitor and evaluate the project's / activity's quality. Reflect on the defined objectives & Erasmus Youth Quality Standards.

PROJECT MANAGEMENT

Monitoring, Evaluation, Impact

Youthpass

- A European recognition tool for documenting the learning outcomes acquired during activities implemented within the framework of Erasmus+ / Youth and European Solidarity Corps programmes.
- It is based on 8 Key Competences.
- Youthpass holders may describe what they have done as well as what they have learned during a project, to describe and reflect on the skills they acquired, and to use it in the context of a job interview, at school, or as confirmation of participation in a project.

It is a contractual obligation of the beneficiaries (ANNEX 5) to inform participants of their right to obtain the Youthpass certificate. Beneficiaries must support participants in evaluating their learning experiences and are obliged to provide the Youthpass certificate to each participant individually, upon completion of an activity.

PROJECT MANAGEMENT

Budget

Annex 1 - KA1 - Agreement
Date: 2025-12-30
Budget version number: 000

Grant Agreement – Annex I

Total budget / budget by category /budget by activity type

Budget

Activity category 'Learners mobility' budget

Budget by Activity Type

Activity Type	Individual support for participants	Standard travel	Green travel	Preparatory visits	Exceptional costs	Inclusion support for participants	Inclusion support for organisations	Organisational Support	Total grant
Youth exchanges - Member States and associated countries	18 270,00	7 596,00	0,00	0,00	0,00	0,00	1 375,00	3 000,00	30 241,00
Total	18 270,00	7 596,00	0,00	0,00	0,00	0,00	1 375,00	3 000,00	30 241,00

Budget by Activity

Activity Type	Activity	Standard travel	Green travel	Organisational Support	Individual support	Inclusion support for participants	Inclusion support for organisations	Exceptional costs	Total grant
Youth exchanges - Member States and associated countries	A1	7 596,00	0,00	3 000,00	18 270,00	0,00	1 375,00	0,00	30 241,00
Total		7 596,00	0,00	3 000,00	18 270,00	0,00	1 375,00	0,00	30 241,00

FINANCIAL MECHANISMS

Unit costs = Fixed amount

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

Real costs = reimbursement based on the actual expenses incurred

- Inclusion support for participants
- Exceptional costs (Expensive travel costs, visa and visa – related costs, residence permits, vaccinations, medical certifications)

Unit Costs

Organisational support

- Preparation & management expenses
- Dissemination & evaluation activities
- Any other costs related to the project that do not fall under other categories, e.g. **participant insurance**

Travel support

- Travel tickets, including to and from the airport
[Erasmus+ Distance Calculator](#)

Inclusion support for participants

- Preparation costs related to the participation of individuals with fewer opportunities

Individual support

- Anything related to subsistence during the activity, e.g. accommodation, meals, local transport

Preparatory visits

- Costs of visit, incl. travel & individual expenses

PROJECT MANAGEMENT

How to use each budget category

Real Costs

Exceptional costs 100%

- For visas and visa related expenses, residence permits, vaccinations, medical certificates etc.

Inclusion support for participants 100%

- Costs related to the needs of individuals with fewer opportunities during the activity

Exceptional costs for expensive travel 80%

- Replaces travel costs
- ATTENTION to the eligibility

PROJECT MANAGEMENT

How to use each budget category

UNIT COST

Organisational support for the inclusion of participants with fewer opportunities in mobilities.

- A cost related to the **preparation** of mobility activities for participants with fewer opportunities.
- **Allocation rule:** based on the number of participants with fewer opportunities.
- Usually, the budget covers the organisation's expenses **prior to the mobility**, such as training of accompanying persons on participants' safety and health matters.

REAL COST

Support for the inclusion of participants with fewer opportunities

- A cost that directly concerns participants with fewer opportunities, their accompanying persons, and coordinators **during** the project's activities and events.
- **Allocation rule:** Approval by the National Agency. Reimbursement on the basis of supporting documents (receipts).
- Usually, the budget covers the participant's expenses **during the activity**, such as the rental of equipment to facilitate participation based on the participant's needs.



MODIFICATIONS & AMENDMENTS

Your Grant Agreement allows **modifications** to the scope and budget → changes communicated to & approved by the National Agency, **without a formal amendment**

Your Grant Agreement has limitations on the changes allowed. When specified in the GA (i.e. budget flexibility) or whenever an important part of the GA needs to change, a GA **amendment** is required → **formal change to the Grant Agreement**, approved and signed by the National Agency

Modifications & amendments can only be made to **ongoing** projects

PROJECT MANAGEMENT

Budget – Amendments and Modifications

2. BUDGET FLEXIBILITY (— ARTICLE 5.5)

With regard to Article 5.5, it is **not allowed to transfer funds between the following *types of activities***: Youth exchanges with EU Member States and third countries associated to the Programme, Youth exchanges with third countries not associated to the Programme, Professional development activities between EU Member States and third countries associated to the Programme, Professional development activities with third countries not associated to the Programme, Preparatory visit, System development and outreach activities.

With regard to Article 5.5, an amendment is required if, within the same activity type, **budget transfers from budget categories *Exceptional costs* and *Inclusion support for participants* exceed 15% of the funds allocated to each of these categories.**

With regard to Article 5.5, it is **not allowed to transfer any funds to the budget category *Organisational support* without requesting an amendment.**

5.5 Budget flexibility

The budget breakdown may be adjusted — without an amendment (see Article 39) — by transfers (between budget categories), **as long as this does not imply any substantive or important change to the description of the action in Annex 1.**

However:

- other changes require an amendment or simplified approval, if specifically provided for in Annex 5.

PROJECT MANAGEMENT

Budget

Final Grant Agreement Amount (20%) - Financial assessment of the final report

- ✓ The final amount is determined based on the **eligible** activities and mobilities implemented.
- ✓ The final amount cannot exceed the amount **awarded in the Grant Agreement**.

Possible reduction of the final payment due to:

- ✓ Ineligible mobilities, activities, or participants
- ✓ Non-submission of supporting documents / data
- ✓ Low score on final report
- ✓ **Poor, partial, or delayed implementation of the project**

➡ Implementing activities with significant deviations from the approved project, without prior notification and approval from the National Agency, puts the eligibility of the final budget at risk. Any substantial change must be approved in advanced.

➡ The final report must be submitted within 60 days of the project's end date. Failure to meet this deadline may result in a reduction of the final payment (20% of the grant).

EXAMPLE

PROJECT MANAGEMENT

Budget

Possible recovery of amounts from the 80% advance payment:

- ✓ if not all mobilities or activities have been implemented and the budget has not been used, or if there are ineligible mobilities. For example:

Awarded Grant Agreement Amount	Reported Amount requested in the final report	NA Validated Budget Eligible amount after assessment	% NA Validated / Awarded
20 690,00 €	15 333,00 €	15 333,00 €	74,11%
			Absorption percentage

Prefinancing = 80% → 20 690 €
*80% = 16 552€

Eligible amount after quality
and financial assessment of the
final report = 15 333 €

→ Amount due by the
beneficiary
16 552 – 15 333 = 1 219 €

Payments are always made to the organisation's bank account, which is annexed to the Grant Agreement (**IBAN certificate**). If the bank account is changed, the National Agency must be notified and proceed with an amendment of the GA. ORS must also be updated by the beneficiary.

PROJECT MANAGEMENT

Modifications and Amendments

- ✓ Implement your activities as approved to avoid potential **impact on your budget**.
- ✓ **Inform the National Agency** of any modification and proceed after their written approval.
- ✓ Consult your Grant Agreement (Annex 5, Article 5.5) for any **budget transfers**. Where there is a restriction, a Grant Agreement amendment will be required.

AMENDMENTS

- ✓ Replacement or withdrawal of a partner (affects Annex 4 and Annex 1)
- ✓ Replacement of the legal representative
- ✓ Change of bank account / IBAN certificate
- ✓ Budget transfers requiring an amendment
- ✓ Change in the project duration
- ✓ Change in the legal status of the organisation

MODIFICATIONS WITHOUT AMENDMENT

**notify and wait for the written approval of the NA*

- ✓ Modification to the content / methods of the activity programme
- ✓ Modification to the implementation dates of activities within the project timeline
- ✓ Modification to the group composition (groups must remain eligible throughout the duration of the project)

PROJECT MANAGEMENT

Modifications and Amendments

Ensure that all **eligibility criteria** are met after every modification or amendment

Examples:

Replacement of partner

- The new partner must belong to the **same country category** as the partner being replaced (Partner from an EU - Programme country / third country associated to the Programme **OR** a third country not associated with the Programme)
- Prefer a country with the **same distance** as the country being replaced so that your budget is not affected
- The new partner **must be able to take on the duties and roles** of the previous partner

Participants (number per group)

- (KA152 only) Each national group must consist of **at least 4 participants + 1 leader**
- The number of participants cannot be fewer than 16 or more than 60.

Project duration

- The duration cannot be shorter than 3 months or longer than 24 months.

PROJECT MANAGEMENT

Modifications and Amendments

Request an amendment

1. Contact the responsible youth officer **in writing** as soon as possible and **prior** to the scheduled implementation of the activities.
2. In your email, include at least:
 - **Project code, name and OID of the beneficiary organisation**
 - Explain the modification or amendment you wish to make
 - **Justify** the reason for the change
3. The officer will send you templates to be completed along with relevant instructions.

- 
- ✓ Try to **avoid changes**, as your application has been assessed, scored and funded based on specific data. Any change may affect the success of your project.
 - ✓ The National Agency **may reject** your request if it considers that the scope of the project and/or its successful outcome is affected.
 - ✓ All modifications and amendments must be reported and adequately justified in your final report.

PROJECT MANAGEMENT

Modifications and Amendments

FORCE MAJEURE

Grant agreement / section 4 / article 35

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was **unforeseeable, exceptional situation** and **beyond the parties’ control**,
- was not due to error or negligence on their part (or on the part of other participating entities involved in the action), and
- proves to be inevitable in spite of exercising all due diligence

Any situation constituting force majeure **must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.**



Cases of force majeure must be communicated **immediately** and not at the time of submitting the final report.

PROJECT MANAGEMENT

Modifications and Amendments

FORCE MAJEURE

Supporting documents

- Communication with service providers and **obtaining written confirmation** of reimbursement or non-reimbursement (insurance company, airline or travel agency, accommodation providers, etc.)
- **Confirmation of the force majeure situation** (e.g. medical reasons – medical certificate, flight cancellation – notification from the airline, academic obstacle – certificate from the educational institution, etc.)
- **Receipts for all expenses** related to the force majeure situation (e.g. tickets, hotel, etc.)



 **Important:** The National Agency must first assess whether each individual case meets the force majeure requirements under the regulations and the grant agreement, before it is approved as such. No request is automatically accepted.

MANAGEMENT TOOLS & GUIDELINES



MANAGEMENT TOOLS & GUIDES

TOOL / GUIDE

HOW TO USE

PROGRAMME GUIDE

Eligible activities | Eligible participants | Eligible participating countries etc.

ERASMUS+ YOUTH QUALITY STANDARDS

Guidelines for the implementation of activities & mobilities

DIGITAL TOOLS GUIDES

Guide for Beneficiary Module (BM) | Guide for EU Login etc.

BENEFICIARY MODULE (online project management tool)

Automatic generation and submission of the participant report
Automatic budget updated (reported budget)
Writing and submission of the final report and uploading of annexes / supporting documents



MANAGEMENT TOOLS & GUIDES

BENEFICIARY MODULE

Access and user guide for the Beneficiary Module (BM) platform

- Access to Beneficiary Module platform [here](#).
- Platform guide [here](#) → short videos on how to use the platform, recording mobilities, and more.

Beneficiary guides

ONLINE DOCUMENTATION

EU Login required (see section above)

- [Beneficiary Guides - Project implementation phase](#)
- [MT+ Data Export Guide](#)
- [Blended intensive programme in KA131](#)
- [Manage the final beneficiary report](#)
- [My projects](#)
- [Project list](#)
- [Revalidate Mobilities in Beneficiary module](#)
- [View mobility activity import error logs](#)
- [Project details](#)
- [eLearning videos for the Beneficiary module](#)
- [Data Dictionary and Mobility Import-Export templates](#)
- [Introduction to export and import of mobility activities](#)
- [How to export a list of mobility activities using an XLS file](#)
- [Latest data dictionary updates](#)

PDF FILES

Topic-specific resources

- [Beneficiary Guides - Project implementation phase](#)
- [Blended intensive programme in KA131](#)
- [Manage the final beneficiary report](#)
- [My projects](#)
- [Project list](#)
- [Revalidate Mobilities in Beneficiary module](#)
- [View mobility activity import error logs](#)

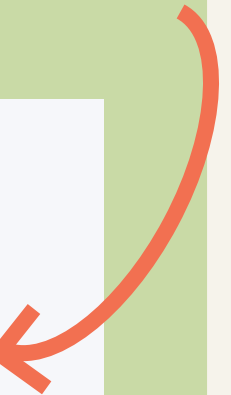
Consolidated Resource Package

- [Beneficiary module Guide - Part 1/3](#)
- [Beneficiary module Guide - Part 2/3](#)
- [Beneficiary module Guide - Part 3/3](#)
- [MT+ Data Export Guide](#)

ONLINE VIDEOS

No login required

- [Beneficiary module basics](#)
- [How to add a mobility activity in Beneficiary module](#)
- [How to export a list of mobility activities using an XLSX file](#)
- [How to link BIP \(Blended intensive programme\) to a mobility activity](#)
- [How to submit the beneficiary report in Beneficiary module](#)
- [How to manage contacts in Beneficiary module](#)
- [Introduction to export and import of mobility activities](#)
- [Introduction to managing participating organisations](#)
- [Management of HEI organisations](#)
- [Managing the final beneficiary report](#)
- [Navigation and basic functionality in Beneficiary module](#)



MANAGEMENT TOOLS & GUIDES

BENEFICIARY MODULE

Basic project information

Project Activities and Budget Details ⓘ

Grant Agreement No. : 2023-3-CY02-KA152-YOU

NA : CY01 - Foundation for the Management of European Lifelong Learning Programmes - Organisation OID - Legal name: : f

Participant reports submission rate: individual reports :
Programme : Erasmus+
Key Action : Learning Mobility of Individuals
Call : 2023

Start of Project : 01/03/2024 (Brussel times)
End of Project : 31/08/2025 (Brussel times)
Last updated : 04/12/2024 02:30:40

Project list

Data export

Awarded/Reported Budget : 25 154 € / 0 €

Project ongoing

Deadline: 30 oct. 2025

237 days left !

Actions ⋮

Content menu

Details

Participating organisations

Associated persons

Activities

Mobility Activities

Fewer Opportunities

Budget

Reports

Import-export

Filter

Details

Context

Information

National agency

Beneficiary organisation

Details

Context Information

Programme: Erasmus+
Key Action: Learning Mobility of Individuals
Action Type: Mobility of young people
Call: 2023
Round: Round 3
Start of Project: 01/03/2024
End of Project: 31/08/2025
Project Duration (months): 18 months

Project Information

Grant Agreement No. : 2023-3-CY02-KA152-YOU000172501

Awarded: approved budget
Reported: used budget (based on the reported mobilities)

Activities: Firstly complete the activities section
Mobility activities: Then complete the mobilities section (information per participant)

Navigate through the various sections to fill in the information

Complete the details BEFORE the implementation of the activities

MANAGEMENT TOOLS & GUIDES

BENEFICIARY MODULE

Submission of activities and mobilities

- Firstly complete the activities section

Content menu
<

- Details
- Participating organisations
- Associated persons
- Activities**
- Mobility Activities
- Fewer Opportunities
- Budget
- Reports
- Import-export

Activity

+ Create

Search
Bulk Actions
 More Filters
Columns Selector ▾

Activity ID ⇅	Activity Type	Activity Title	Venue/Country of the activity	Start date ⇅	End date ⇅	Number of Mobility Activities	[reload]
A1	Youth exchanges - Member States and associated countries		Cyprus	13-10-2025	18-10-2025	52	✖ 👁 ✎

Items per page: 30 ▾
Showing range 1–1 from 1

⏪ ⏩ 1 ⏪ ⏩

MANAGEMENT TOOLS & GUIDES

BENEFICIARY MODULE

Submission of activities and mobilities

- All mobilities must be **submitted** and **saved** on the platform before their start date.
- If the mobilities remain in draft status, the relevant budget will not appear in the reported (used) budget, providing invalid information.
- **You can modify the information** on the platform at any time before the project completion date, even if the information was saved.

Details

Participating organisations

Associated persons

Activities

Mobility Activities

Fewer Opportunities

Budget

Reports

Import-export

Individual mobility activities

Participant reports

By using Revalidate button all rules on the project will be recalculated. ?

List of mobility activities (52)

Request new revalidation

+ Create

Participant reports submission rate : 100 %

Search

Bulk Actions

More Filters

Columns Selector

Mobility activity ID	Mobility activity status	Activity type	Activity ID	Entry type	First name	Last name	Participant email	Send email [reload]
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- Register your activities and mobilities in a timely manner in order to monitor the utilisation of your budget.

MANAGEMENT TOOLS & GUIDES

BENEFICIARY MODULE

Participants reports

- Their completion & submission is a **contractual obligation** of the beneficiary organisation / group
- Enter the **personal email address of each participant** (mobilities section) so that they receive the participant report, immediately after the implementation of the activity (KA153 – all participants / KA152 – leaders only)
- Before the final report submission, **100% of the participants' reports** must have been submitted

The screenshot displays the 'Mobility Activities' section of the Beneficiary Module. On the left, a sidebar lists 'Activities', 'Mobility Activities' (selected), 'Fewer Opportunities', 'Budget', and 'Reports'. The main area shows a 'List of mobility activities (52)' with a 'Participant reports submission rate : 100 %' highlighted in yellow. A search bar and buttons for 'Search', 'Bulk Actions', 'More Filters', and 'Columns Selector' are present. Below this, a modal titled 'Project Activities and Budget Details' is open, showing information for 'Grant Agreement No. : 2024-3-CY01-KA152-YOU'. The modal includes a yellow-highlighted 'Participant reports submission rate: individual reports : 100 %', budget details ('Awarded/Reported Budget : 50 421 € / 51 541 €'), project acronym ('NA : CY01 - Foundation for the Management of European Lifelong Learning Programmes'), organisation ('Organisation OID :'), programme ('Programme : Erasmus+'), key action ('Key Action : Learning Mobility of Individuals'), call ('Call : 2024'), deadline ('Deadline : 29 Apr 2026 33 days left !'), and other project details.

Activities

Mobility Activities

Fewer Opportunities

Budget

Reports

List of mobility activities (52)

Participant reports submission rate : 100 %

Request new revalidation

+ Create

Search

Bulk Actions

More Filters

Columns Selector

Mobil

Project Activities and Budget Details

Grant Agreement No. : 2024-3-CY01-KA152-YOU

Participant reports submission rate: individual reports : 100 %

Awarded/Reported Budget : 50 421 € / 51 541 €

NA : CY01 - Foundation for the Management of European Lifelong Learning Programmes

Organisation OID :

Programme : Erasmus+

Key Action : Learning Mobility of Individuals

Call : 2024

Deadline : 29 Apr 2026 33 days left !

Project Acronym :

Legal name

Start of Project : 01/03/2025 (Brussel times)

End of Project : 28/02/2026 (Brussel times)

Last updated : 27/01/2025 13:45:03

OTHER OBLIGATIONS OF THE BENEFICIARY

CONTRACTUAL OBLIGATIONS

Final Report

FINAL REPORT:

- It is submitted electronically via the Beneficiary Module along with the supporting documents (annexes), after the participant reports have been submitted.
- It is assessed and scored. If it receives a score below 60/100, a deduction from the final payment is likely to be applied.



CONTRACTUAL OBLIGATIONS

Final report assessment

Final Report

The mere implementation of the activities does not guarantee full payment of the awarded grant.

Quality, compliance with regulations and **adequate documentation** are equally critical.

ASSESSMENT CRITERIA

- ✓ Quality of activity implementation
- ✓ Achievement of objectives and outcomes
- ✓ Impact on participants and the organisation
- ✓ European dimension and values

Risk Factors

→ Significant deviation without justification

Changes to the number of participants, duration, or content of activities without notifying the National Agency

→ Compliance with E+ Youth Quality Standards

The Erasmus+ Youth Quality Standards define minimum quality requirements for each mobility, including preparation, implementation, and recognition.

→ Ineligible or insufficiently documented supporting evidence

Costs not accompanied by appropriate supporting documents are not recognized as eligible expenditure.

Check your Grant Agreement, ANNEX 2 – ADDITIONAL INFORMATION RELATED TO THE ELIGIBILITY OF COSTS for the Supporting documents of each budget category



CONTRACTUAL OBLIGATIONS

Final Report

SUPPORTING DOCUMENTS THAT MUST BE SUBMIT WITH THE FINAL REPORT

Declaration on Honour → Template generated from the Beneficiary Module and it is applicable only to the final report. Must be dated and signed by the legal representative.

Timetable of the activities implemented → Template from the National Agency upon request. This template is not mandatory; you may use other templates as long as all appropriate information is included. The timetable must be updated with the final activities that took place (if there were any changes compared to what was submitted at the application stage).

Agenda → for preparatory visits (*No specific template available*)

Participants' list → Template from the National Agency upon request. This template is not mandatory; you may use other templates as long as all appropriate information is included: at least project number, date and location of the activity, participant details and signatures.

Proof of payment → For expenses reimbursed on the basis of real costs. Receipts must include at least the name of the issuing organisation, description of the item / service, date of issue, amount and currency. Receipts, paid invoices and bank transfers are accepted.

CONTRACTUAL OBLIGATIONS

Final Report

TIPS FOR WRITING THE FINAL REPORT:

- If you have completed your activities ahead of schedule, make use of the remaining period until the project end date to **disseminate the results** of your project and carry out **evaluation activities**.
- Describe what you implemented in **simple** and **clear language**. Complete the text in the **language** you feel most comfortable with (Greek or English).
- Do not copy the application!
- **Avoid general statements**. Answer only the relevant question.
- All **participant reports** must be completed and submitted, under the responsibility of the beneficiary organisation. If a large percentage of the participant reports is missing, the National Agency may reduce the amount of organisational costs.

CONTRACTUAL OBLIGATIONS

Record Keeping

BENEFICIARIES ARE OBLIGED TO KEEP THEIR RECORDS FOR:

3 years if the project grant is up to 60 000 €

5 years if the project grant is more than 60 000 €

→ From the closure of the project, i.e. the date of the final payment.

Keep records on a computer / folder **within the organisation** and not at an individual level.
Record-keeping should allow other colleagues to take over in the event of your departure.
This also ensures **transparency** across all your processes.

CONTRACTUAL OBLIGATIONS

Record Keeping



Project Archive

**MUST INCLUDE
AT LEAST:**

- OID Number & EU Login Account credentials
- Application / Letter of approval & important correspondence with the NA and other bodies
- Grant agreement / amendments
- Written procedures & participant selection criteria
- Receipts / proof of transfers made to partners & participants
- Boarding passes (copies & original if available)
- Receipts & invoices for every important purchase of goods or services (e.g. flight tickets, hotels, expenses from the organisational support budget)
- **Supporting documents per budget category as described in your GA Annex: Financial & contractual rules**
- Final report, annexes and supporting documents
- Supporting documents for participants declared under the fewer opportunities category
- Evidence of dissemination and communication of the project (where available)

CONTRACTUAL OBLIGATIONS

Checks, reviews, audits & investigations

DESK CHECKS are conducted during or after the final report stage

ON-THE-SPOT CHECKS

On-the-spot check during implementation – to verify the reality and eligibility of all project activities and participants

On-the-spot check after completion of the project – after the project and usually after the verification of the final report

SYSTEM CHECKS are conducted to establish the beneficiary's compliance with the implementation standards committed to in the framework of the Erasmus+ Programme

FINAL REPORT CHECK is carried out for all projects

MONITORING VISITS are advisory in nature and aim to support beneficiaries in the effective management of their project. They are not audits or formal inspections, but rather an opportunity for guidance and constructive feedback.

The beneficiary:

- must enable the National Agency **to verify the reality and eligibility of all project activities and participants** by all documentary means in order to rule out double funding or other irregularities.
- must **provide to the National Agency physical or electronic copies of supporting documents** specified in Annex 2, unless the National Agency makes a request for originals to be delivered. the beneficiary may be requested by the National Agency to provide additional supporting documents or evidence, other than those in Annex 2 and that are typically require.

USEFUL LINKS & OTHER INFORMATION

Tools, presentations, guidelines

- [Erasmus+ Programme Guide](#)
- [Erasmus+ & European Solidarity Corps](#)
- [Beneficiary Module](#)
- [Erasmus Youth Quality Standards](#)
- [Organisation Registration System \(ORS\)](#)
- [Erasmus+ Distance Calculator](#)
- [Inclusion & Diversity Strategy 2021 – 2027 of the National Agency](#)
- [Erasmus+ Guidelines for communication and dissemination](#)
- [IMPACTTOOL](#)
- [National Agency](#)

CONTACT THE NATIONAL AGENCY

Prefer **written communication** with your officer.

Please include at least the following:

- ✓ Project number (Grant Agreement Number)
- ✓ Beneficiary organisation name
- ✓ Name of the sender
- ✓ If you refer to a technical issue, screenshots of the issue



CONTACT DETAILS

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