* **This document is the basic template for mono-beneficiary grant agreements between the National Agency (NA) and the beneficiary of a grant for a project under Erasmus+ Programme, where the beneficiary of the grant is a single organisation. Erasmus+ activities to which this template applies are:**
  + **Key Action 1: mobility projects in the fields of school education, vocational education and training, higher education and adult education**
  + **Key Action 2: Strategic partnerships exclusively between schools;**
  + **Key Action 3: Youth Dialogue projects, in case there is only one participating organisation**
* **The footnotes are internal instructions for NAs only and will be deleted in the actual grant agreements used.**
* **Options [*in italics in square brackets*] not used will be deleted by NAs.**
* **The template agreement date in the header must be kept across the document.**

**GRANT AGREEMENT for a:**

**Project with one beneficiary under the ERASMUS+ Programme[[1]](#footnote-2)**

**AGREEMENT NUMBER – [EPLUS LINK Generated No.]**

This Agreement (‘the Agreement’) is concluded between the following parties:

on the one part,

the **National Agency** (hereinafter referred to as "the NA")

[full official name of the NA]

[official legal form]

[official registration No]

[official address in full]

[VAT number],

represented for the purposes of signature of this Agreement by [function, forename and surname], and acting under delegation by the European Commission, hereinafter referred to as “the Commission”,

**and**

on the other part,

the **beneficiary**

[full official name of the beneficiary]

[official legal form] *[if applicable]*

[official registration No] *[if applicable]*

[official address in full]

[VAT number], *[if applicable]*

[OID number],

*[Option 1 – ECHE]*

Erasmus code [e.g. B BRUXEL01]: ……

*[Option 2 – VET mobility]*

Erasmus+ VET Mobility Charter: [Accreditation reference number]

represented for the purposes of signature of this Agreement by [function, forename and surname]

The parties referred to above

HAVE AGREED

to the Special Conditions (“the Special Conditions”) and the

following Annexes:

Annex I General Conditions

Annex II Description of the Project; Estimated budget of the project

Annex III Financial and contractual rules

Annex IV Applicable rates

Annex V Templates for agreements to be used between beneficiary and participants *[applicable only to Key Action 1]*

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex I ‘General Conditions’ take precedence over those in other Annexes. The provisions in Annex III take precedence over those in Annexes II, IV and V

Within Annex II, the part on the Estimated budget takes precedence over the part on the Description of the project.

**SPECIAL CONDITIONS**

Table of Contents

[ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT 3](#_Toc2341288)

[ARTICLE I.2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT 3](#_Toc2341289)

[ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT 3](#_Toc2341290)

[ARTICLE I.4 – REPORTING AND PAYMENT ARRANGEMENTS 6](#_Toc2341291)

[I.4.1 Payments to be made 7](#_Toc2341292)

[I.4.2 First pre-financing payment 7](#_Toc2341293)

[I.4.3 Interim reports and further pre-financing payments 9](#_Toc2341294)

[I.4.4 Final report and request for payment of the balance 12](#_Toc2341295)

[I.4.5 Payment of the balance 13](#_Toc2341296)

[I.4.6 Notification of amounts due 14](#_Toc2341297)

[I.4.7 Payments to the beneficiary 14](#_Toc2341298)

[I.4.8 Language of requests for payments and reports 14](#_Toc2341299)

[I.4.9 Currency for requests for payments and conversion into euro 14](#_Toc2341300)

[I.4.10 Currency for payments 15](#_Toc2341301)

[I.4.11 Date of payment 15](#_Toc2341302)

[I.4.12 Costs of payment transfers 15](#_Toc2341303)

[I.4.13 Interest on late payment 15](#_Toc2341304)

[ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS 16](#_Toc2341305)

[ARTICLE I.6 - PROCESSING OF PERSONAL DATA AND COMMUNICATION DETAILS OF THE PARTIES 16](#_Toc2341306)

[I.6.1 Communication details of the NA 17](#_Toc2341307)

[I.6.2 Communication details of the beneficiary 17](#_Toc2341308)

[ARTICLE I.7 - PROTECTION AND SAFETY OF PARTICIPANTS 17](#_Toc2341309)

[ARTICLE I.8 - ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS) 18](#_Toc2341310)

[ARTICLE I.9 - USE OF IT TOOLS 18](#_Toc2341311)

[I.9.1 Mobility Tool+ 18](#_Toc2341312)

[I.9.2 Erasmus+ Project Results Platform 18](#_Toc2341313)

[ARTICLE I.10 - ADDITIONAL PROVISIONS ON SUBCONTRACTING 19](#_Toc2341314)

[ARTICLE I.11 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING 19](#_Toc2341315)

[ARTICLE I.XX- SUPPORT TO PARTICIPANTS 19](#_Toc2341316)

[ARTICLE I.XX- MODIFICATIONS TO THE GRANT AGREEMENT WITHOUT AMENDMENT 21](#_Toc2341317)

[ARTICLE I.XX–PARENTAL/GUARDIAN CONSENT 22](#_Toc2341318)

[ARTICLE I.XX–YOUTH PASS CERTIFICATE 22](#_Toc2341319)

[ARTICLE I.XX– ADDITIONAL PROVISION ON MONITORING AND EVALUATION 22](#_Toc2341320)

[ARTICLE I.XX– ANY ADDITIONAL PROVISIONS REQUIRED BY THE NATIONAL LAW 23](#_Toc2341321)

[ARTICLE I.XX– BENEFICIARIES WHICH ARE INTERNATIONAL ORGANISATIONS 23](#_Toc2341322)

[ARTICLE I.XX– ONLINE LINGUISTIC SUPPORT (OLS) 23](#_Toc2341323)

[ARTICLE I.XX– SPECIFIC DEROGATIONS FROM ANNEX I GENERAL CONDITIONS 24](#_Toc2341324)

# – SUBJECT MATTER OF THE AGREEMENT

* 1. The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the Project entitled [NA to insert the title of the Project in bold] ("the Project") under the Erasmus+ Programme, [NA to delete items from the list as necessary depending on the action concerned: Key Action 1: Learning Mobility of Individuals/Key Action 2: School Exchange Partnerships/Key Action 3: Youth Dialogue projects], as described in Annex II.
  2. By signing the Agreement, the beneficiary accepts the grant and agrees to implement the Project, acting on its own responsibility.
  3. [NA to select and complete in case of higher education projects and VET mobility activities if the beneficiary is holding an Erasmus Charter for Higher Education or an Erasmus+ VET Mobility Charter].

The [HE/VET] beneficiary shall comply with [the Erasmus Charter for Higher Education][the commitments made when applying for the Erasmus+ VET Mobility Charter and those in the VET Quality Commitment].

# – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

* 1. The Agreement enters into force on the date on which the last party signs it.
  2. The Project runs for [insert number in bold …] **months** starting on [insert date: **…**] and finishing on [insert date: …].

# - MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1The maximum amount of the grant is EUR[**…**].

I.3.2 In accordance with the estimated budget specified in Annex II and with the eligible costs and the financial rules specified in Annex III, the grant takes the form of [NA to keep all forms of grants in this article without any change in order to avoid cross-referencing problems]:

a) the reimbursement of the eligible costs of the action (‘reimbursement of eligible costs’) which are:

(i) actually incurred

(ii) declared on the basis of unit costs

(iii) reimbursement of costs declared on the basis of lump sum: not applicable

(iv) reimbursement of costs declared on the basis of flat-rate: not applicable

(v) reimbursement of costs declared on the basis of the partner’s usual cost accounting practices: not applicable

b) unit contribution: not applicable

c) lump sum contribution: not applicable

d) flat-rate contribution: not applicable

e) financing not linked to costs: not applicable

I.3.3 **Budget transfers without amendment**

The beneficiary is allowed to transfer funds between the different budget categories resulting in a change of the estimated budget and the related activities described in Annex II, without requesting an amendment of the Agreement as specified in Article II.13, under the condition that:

* [For ALL except HE between Programme Countries: the Project is implemented in accordance with the approved project application and overall objectives described in Annex II],
* and the following specific rules are respected:

[NA to select applicable section for the Key Action and field concerned by the grant agreement]

[Key Action 1 - HIGHER EDUCATION mobility between Programme Countries

1. The beneficiary is allowed to transfer up to 100% of the funds allocated for organisational support to any other budget categories;
2. The beneficiary is allowed to transfer up to 100% of the funds between any of the budget categories of student mobility;
3. The beneficiary is allowed to transfer up to 100% of the funds between any of the budget categories of staff mobility;
4. The beneficiary is allowed to transfer up to 100% of the funds from any of the budget categories of staff mobility to any of the budget categories of student mobility;]

[Key Action 1- HIGHER EDUCATION mobility between Programme and Partner Countries

1. The funds can only be used for cooperation with the Partner Countries indicated in Annex II and under no circumstances will it be possible to transfer any funds from any budget category to Organisational Support or between Partner Countries.
2. The beneficiary is allowed to transfer up to 50% of the funds allocated for organisational support to individual support, travel and special needs support for student mobility (for studies and traineeships) and/or staff mobility.
3. The beneficiary is allowed to transfer up to 100% of funds allocated for individual support to travel support, and vice versa, . This is possible both within and between student mobility (for studies and traineeships) and staff mobility as long as they continue being used for cooperation with the same Partner Country.
4. The beneficiary is allowed to transfer up to 100% of the funds allocated for travel and individual support for staff mobility to travel and individual support for student mobility (for studies and traineeships) taking place with the same Partner Country, and vice versa
5. The beneficiary is allowed to transfer up to 100% of the funds allocated for travel and individual support for staff mobility for teaching to travel and individual support for staff mobility for training taking place with the same Partner Country, and vice versa
6. Within a Partner Country the beneficiary is allowed to modify the direction of mobility flows provided that the type and direction of mobility is eligible with the specific Partner Country. All the changes considered together may not exceed 40% of the total project budget allocated in Annex II.
7. In the case of mobility with countries in regions 6, 7, 8, 9, 10 and 11, it is not possible to transfer funds between incoming and outgoing flows for short, first and second cycle outgoing student mobility. In these countries it is not possible either to transfer funds from staff mobility or third cycle student mobility towards short, first and second cycle outgoing student mobility and vice versa.

[Key Action 1 - SCHOOL EDUCATION/ADULT EDUCATION

1. The beneficiary is allowed to transfer up to 100% of the funds allocated for organisational support to other budget categories;
2. The beneficiary is allowed to transfer up to 50% of the funds allocated for travel, individual support and course fees between these three budget categories.
3. The beneficiary is allowed to transfer funds allocated for any budget category to special needs support and exceptional costs covering financial guarantee or expensive travel costs, even if initially no funds were allocated for these categories as specified in Annex II.]

[Key Action 1 - VOCATIONAL EDUCATION AND TRAINING

1. Funds allocated to Organisational Support may not be increased.
2. A maximum of 20% of the total funds initially allocated for ErasmusPro activities (Organisational Support, Travel and Individual Support, including funds allocated to Advance Planning Visits) may be transferred to other types of activities.
3. The total funds initially allocated for ErasmusPro Advance Planning Visits (Travel and Individual Support) may be increased by a maximum of 20%.
4. The total funds initially allocated for staff mobility (Travel and Individual Support) may be increased by a maximum of 20%.
5. Funds allocated for Special Needs Support and Exceptional Costs for support to learners with fewer opportunities may not be transferred to another budget category.

[Key Action 2 – SCHOOL EXCHANGE PARTNERSHIPS

1. Funds allocated to Project Management and Implementation and Exceptional Costs (apart from Exceptional Costs for expensive travel and financial guarantee) may not be increased.
2. Funds allocated for Special Needs Support may not be transferred to another budget category.

**[**Key Action 3 – YOUTH DIALOGUE PROJECTS

1. The beneficiary is allowed to transfer funds only between activities of the same type, the activity types being transnational/international meetings and national meetings;
2. The beneficiary is allowed to transfer up to 100% of the funds allocated to travel, organisational support between these budget categories for activities within the same activity type;
3. The beneficiary is allowed to transfer up to 10% of the funds allocated to Exceptional costs and Special needs support to any other budget category, for activities within the same activity type.]

# – REPORTING AND PAYMENT ARRANGEMENTS

The following reporting and payment provisions[[2]](#footnote-3) shall apply:

## ***I.4.1*** **Payments to be made**

The NA must make the following payments to the beneficiary:

- a first pre-financing payment;

- [*NA to select if a further pre-financing payment is foreseen*] (a) further pre-financing payment(s), on the basis of the request for further pre-financing payment referred to in Article I.4.3;

- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

## ***I.4.2*** **First pre-financing payment**

The aim of the pre-financing is to provide the beneficiary with a float. The pre-financing remains the property of the NA until the payment of the balance.

[Option if the NA requires a pre-financing guarantee: The first pre-financing payment is done when the NA receives financial guarantee that fulfils the following conditions:

1. it is provided by a bank or an approved financial institution or, if requested by the beneficiary and accepted by the NA, by a third party;
2. the guarantor stands as first-call guarantor and does not require the NA to first have recourse against the principal debtor (i.e. the beneficiary); and
3. it explicitly remains in force until the pre-financing is cleared against payment of the balance by the NA. If the payment of the balance takes the form of a recovery, the financial guarantee must remain in force until three months after the debit note is notified to the beneficiary.

The NA must release the guarantee within the following month.]

[NA to choose between the following options:

**Option 1: One pre-financing payment in one instalment, with or without a progress report.**

*[Optional for: Key Action 1 and Key Action 2] [Obligatory for Key Action 3 - Youth]*

The NA must make the pre-financing payment to the beneficiary within 30 calendar days following the entry into force of the Agreement [or, if applicable: from when the NA receives the financial guarantee of EUR […][[3]](#footnote-4)]corresponding to 80% [For KA 1 – VET and KA 2 - School Exchange Partnerships: 80% or 90%] of the maximum grant amount specified in Article I.3.1 except if Article II.24 applies.

**Option 2: One pre-financing payment in two instalments, with or without a progress report.**

*[Optional for: Key Action 1 and Key Action 2].*

The NA must pay the first pre-financing to the beneficiary in two instalments as follows:

* Within 30 calendar days following the entry into force of the Agreement [or, if applicable: following the receipt of a financial guarantee of EUR […][[4]](#footnote-5)] a first payment of EUR […] corresponding to [NA to set a percentage between 40 and 60%] [40-60]% [Optional for KA1 - VET and KA2 - School Exchange Partnerships: 40-70%]of the maximum grant amount specified in Article I.3.1, except if Article II.24 applies;
* By [NA to insert date] a second payment of EUR […] corresponding to [NA to set a percentage between 40 and 20%, which if added up with the percentage set for the first payment should reach 80% of the amount in Article I.3.1] [40-20]% of the maximum grant amount specified in Article I.3.1, except if Article II.24 applies.

**Option 3: Two pre-financing payments.**

*[Obligatory for Key Action 2 projects with 100% pre-financing] [Optional for Key Action 1 – VET, HE between Programme Countries and HE between Programme and Partner countries]*

The NA must make a first pre-financing payment to the beneficiary within 30 calendar days following the entry into force of the Agreement [or, if applicable: from when the NA receives the financial guarantee of EUR […][[5]](#footnote-6)] corresponding to [40%] [For KA1 - HE between Programme Countries: 80%] [For KA1 – VET and HE between Programme and Partner Countries, and KA2 – School Exchange Partnerships: 40 or 80%] of the maximum grant amount specified in Article I.3.1, except if Article II.24 applies.

The NA must make a second pre-financing payment to the beneficiary within 60 calendar days from when the NA receives the request for second pre-financing payment referred to in Article I.4.3 [or if applicable from when it receives the financial guarantee of EUR [insert amount], except if Article II.24 applies.

**Option 4: NA to include a special clause in case pre-financing is split in several instalments.**

*[Possible for any action in any field, based on risk assessment and financial capacity checks]*

By [NA to insert date], the NA must pay to the beneficiary [NA to complete as necessary].

## ***I.4.3 Interim reports and further pre-financing payments***

[NA to choose between the following five options:

**Option 1: Two pre-financing payments with one or two interim reports.**

*Applicable for option 3 in I.4.2*

By [NA to insert date][[6]](#footnote-7), the beneficiary must complete an interim report on the implementation of the Project covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

In so far as the interim report demonstrates that the beneficiary has used at least 70% of the amount of first pre-financing payment, the interim report must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR […] corresponding to [40 or 20]% [For KA1 - HE between Programme Countries: 20%] of the total maximum amount specified in Article I.3.1.

Where the interim report shows that less than 70% of the previous pre-financing payment(s) paid has been used to cover costs of the Project, [NA to select and complete as appropriate:

*either* [the amount of the new pre-financing to be paid must be reduced by the difference between the 70% threshold and the amount used. The beneficiary must submit a further interim report including a request for payment for the remaining part of the pre-financing amounting to a total of maximum [80%] [For KA1 - VET and KA2 - School Exchange Partnerships: 80% or 100%] of the maximum grant amount specified in Article I.3.1 [by [date to be specified by NA]]/[once at least 70 % of the amount of first pre-financing payment has been used.]

*Or* [the beneficiary must submit a further interim report [NA to select one of the two following options: [by [date to be specified by NA]]/[once at least 70 % of the amount of first pre-financing payment has been used], which must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR […] corresponding to [40 or 20]% [For KA1 - HE between Programme Countries: 20%] of the maximum amount specified in Article I.3.1.].

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the beneficiary the further pre-financing payment within [[60] /[or earlier if required by the rules applicable to the NA: […]] calendar days on receipt of the interim report.

Where the [NA to specify: first/second] interim report shows that the beneficiary will not be able to use the maximum grant amount as specified in Article I.3.1 within the contractual period defined in Article I.2.2, the NA will issue an amendment reducing the maximum grant amount accordingly and, in case the reduced maximum grant amount is less than the amount of pre-financing transferred to the beneficiary until that date, recover the excess amount of pre-financing from the beneficiary in accordance with Article II.26.

**Option 2: Two pre-financing payments with a progress report and one or two interim reports.**

*If Article I.4.2 option 3 is selected.*

By [NA to insert date][[7]](#footnote-8), the beneficiary must complete a progress report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

By [NA to insert date] or once at least 70% of the first pre-financing payment has been used to cover costs of the Project, the beneficiary must complete an interim report on the implementation of the Project, covering the reporting period from [NA to insert date of the interim report] to [date to be specified by NA].

In so far as the interim report demonstrates that the beneficiary has used at least 70% of the amount of first pre-financing payment, the interim report must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR […] corresponding to [40%] [For KA1 - HE between Programme Countries: 20%] [For KA1 - HE between Programme and Partner Countries: NA to select 20% when 80%-20%-0% framework OR 40% for 40%-40%-20% framework: [20% or 40%] [For KA1 – VET and KA2 - School Exchange Partnerships: 20% or 40%] of the total maximum amount specified in Article I.3.1.

Where the interim report shows that less than 70% of the first pre-financing payment paid has been used to cover costs of the Project, [NA to select and complete as appropriate: *either* [the amount of the new pre-financing to be paid must be reduced by the difference between the 70% threshold and the amount used. The beneficiary must submit a further interim report including a request for payment for the remaining part of the pre-financing amounting to a total of maximum [80%] [For KA1 – VET and KA2 - School Exchange Partnerships: 80% or 100%] of the maximum grant amount specified in Article I.3.1 [by [date to be specified by NA]]/[once at least 70 % of the amount of first pre-financing payment has been used.]

*Or* [the beneficiary must submit a further interim report [NA to select one of the two following options: [by [date to be specified by NA]]/[once at least 70 % of the amount of first pre-financing payment has been used], which must be considered as a request for a further pre-financing payment and must specify the amount requested up to EUR […] corresponding to [40%] [For KA1 - HE between Programme Countries: 20%] [For KA1 – VET and HE between Programme and Partner Countries, and KA2 – School Exchange Partnerships: [40 or 20%] of the maximum amount specified in Article I.3.1.].

Without prejudice to Articles II.24.1 and II.24.2 and following approval of the report by the NA, the NA must pay to the beneficiary the further pre-financing payment within [[60] /[or earlier if required by the rules applicable to the NA: […]] calendar days on receipt of the interim report.

**Option 3: No further pre-financing payment, no interim but a progress report is requested**

*If Article I.4.2 options 1 or 2 are selected.*

*[Obligatory for Key Action 2 projects of more than 2 years].[Optional for Key Action 1 - HE between Programme Countries, and Key Action 2 projects of less than 2 years].*

By [NA to insert date], the beneficiary must complete a progress report on the implementation of the Project, covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to [date to be specified by NA].

**Option 4: No further pre-financing payment, no interim and no progress report.**

*If Article I.4.2 options 1 or 2 are selected.*

*[Obligatory for: Key Action 1 - VET, AE, SE and Key Action 3 - Youth].[Optional for Key Action 1 - HE between Programme Countries, and Key Action 2 projects of less than 2 years.]*

Not applicable.

**Option 5: Precautionary measures**

*If Article I.4.2 option 4 is selected*

By [NA to insert date], the beneficiary must [NA to complete as necessary].

## ***I.4.4*** Final report and request for payment of the balance

[For Key Action 2 - School Exchange Partnerships, if beneficiary is coordinator:   
Within 60 days after the end date of the Project specified in Article I.2.2, the beneficiary must complete a final report on the implementation of the Project, including the activities conducted by partner organisations taking part in the Project, and upload all project results in the Erasmus+ Project Results Platform, as specified in article I.9.2. Partner organisations involved in the Project must contribute to the final report by reporting on costs incurred for activities conducted by them.

With regards to activities conducted by the beneficiary, the report must contain the information needed to justify the amount requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contributions or the eligible costs actually incurred in accordance with Annex III.]

[For Key Action 2 - School Exchange Partnerships, if beneficiary is partner organisation:

Within 60 days after the end date of the Project specified in Article I.2.2, the beneficiary must contribute to the final report on the implementation of the part of the Project for which it is responsible. The beneficiary's' contribution to the report must contain information needed to justify the amount requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contributions or the eligible costs actually incurred in accordance with Annex III, as well as a short description of the beneficiary's participation in the project activities.

The Project coordinator must complete a comprehensive final report on the implementation of the Project, including the activities conducted by partner organisations taking part in the Project, and upload all project results in the Erasmus+ Project Results platform, as specified in article I.9.2. The beneficiary must provide to the coordinator any information necessary to complete the final report and to upload the project results.]

[For Key Action 1 - HE/AE/VET/SE and KA3 – Youth:

Within [60] [or shorter period to be specified by the NA] calendar days after the end date of the Project specified in Article I.2.2, the beneficiary must complete a final report on the implementation of the Project. This report must contain the information needed to justify the amount requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contributions or the eligible costs actually incurred in accordance with Annex III.]

The final report is considered as the beneficiary’s request for payment of the balance of the grant. [For KA2 - School Exchange Partnerships: The submission of the final report must be considered complete once contributions from all Project organisations have been submitted].

The beneficiary must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

## ***I.4.5*** Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiary for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the NA must pay the balance within [60] [or earlier if required by the rules applicable to the NA: […]] calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

[For KA2 - School Exchange Partnerships: In line with Article II.24.2, the NA may extend the deadline for payment of the balance if all active partner organisations have not submitted their contributions to the final report of the partnership.]

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the beneficiary’s consent, against any other amount owed by the beneficiary to the NA, up to the maximum amount of the grant.]

I.4.6 Notification of amounts due

The NA must send a *formal notification* to the beneficiary:

1. informing it of the amount due; and
2. specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the NA must also specify the final amount of the grant determined in accordance with Article II.25.

## ***I.4.7*** **Payments to the beneficiary**

The NA must make payments to the beneficiary.

Payments to the beneficiary discharge the NA from its payment obligation.

## I.4.8 Language of requests for payments and reports

[For KA1 and KA3: All requests for payments and reports must be submitted in [NA to specify the language].

[For KA2 - School Exchange Partnerships: All requests for payments and reports must be submitted in the language of the application, as specified in Annex II or in [NA to specify the language].

## I.4.9 **Currency for requests for payments and conversion into euro**

Request for payment must be drafted in […].

The beneficiary with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>), determined over the corresponding reporting period.

The beneficiary with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

[If the NA prefers to apply an alternative conversion rate to that specified above or the national law establishes different obligations:

Any conversion into euro of costs incurred in other currencies must be made by the beneficiary at [the monthly exchange rate established by the Commission and published on its website][[8]](#footnote-9)[the daily exchange rates published in the C series of the Official Journal of the European Union][[9]](#footnote-10) applicable on the day when the [request for payment is submitted]/ [cost was incurred]/ [bank account of the beneficiary is credited]/[agreement is signed by the last of the two parties]].

[If NA chooses the above option "[bank account of the beneficiary is credited]" and more than one pre-financing payments is foreseen: If Article I.4.3 provides for a second or more pre-financing payments, the conversion rate must apply for all costs incurred in the period from the date of transfer of the related pre-financing payment until the date of transfer of the next pre-financing payment.]

## ***I.4.10* Currency for payments**

The NA must make payments in […].

## ***I.4.11*** **Date of payment**

Payments by the NA are considered to have been carried out on the date when they are debited to its account unless the national law provides otherwise.

## ***I.4.12*** **Costs of payment transfers**

Costs of the payment transfers are borne as follows:

1. the NA bears the costs of transfer charged by its bank;
2. the beneficiary bears the costs of transfer charged by its bank;
3. the party causing a repetition of a transfer bears all costs of repeated transfers.

## ***I.4.13*** **Interest on late payment**

If the NA does not pay within the time limit for payment, the beneficiary is entitled to late-payment interest. The interest payable is determined according to the provisions laid down in the national law applicable to the Agreement or in the rules of the NA. In the absence of such provisions, the interest payable is determined according with the rate applied by the European Central Bank for its main refinancing operations in euros (‘the reference rate’), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

If the NA suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payment as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.4.11. The NA does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the beneficiary only if the beneficiary requests it within two months of receiving late payment.

# – BANK ACCOUNT FOR PAYMENTS

All payments must be made to the beneficiary's bank account as indicated below:

Name of bank: […]   
Precise denomination of the account holder: […]   
Full account number (including bank codes): […]   
[IBAN code: […]][[10]](#footnote-11)

# - PROCESSING OF PERSONAL DATA AND COMMUNICATION DETAILS OF THE PARTIES

For the purpose of Article II.7, the data controller is:

Head of Unit B4

Directorate B – Youth, Education & Erasmus+

Directorate‑General for Education, Youth, Sport and Culture

European Commission

B-1049 Brussels

Belgium

[Only applicable for grant agreements with non-EU/EEA beneficiaries: The localisation of and access to the personal data processed outside EU and EEA by the beneficiaries shall comply with the provisions laid down in Regulation 2018/1725].

## I.6.1 Communication details of the NA[[11]](#footnote-12)11

Any communication addressed to the NA must be sent to the following address:

[Name of the NA]

[Post code, town and country]

E-mail address: [insert functional mailbox of the NA]

[If applicable: Any communication addressed to the NA for the purposes of [NA to specify the purposes for which the system must apply] must be submitted through the [following] electronic exchange system set up by the NA: […]. In this case, the second subparagraph of Article II.3.1 and the second subparagraph of Article II.3.2 must not apply.]

## I.6.2 Communication details of the beneficiary[[12]](#footnote-13)

Any communication from the NA to the beneficiary must be sent to the following address*:*

[Full name]

[Function]

[Name of the entity]

[Full official address]

E-mail address: [complete]

[If applicable: Any communication from the NA to the beneficiary for the purposes of [NA to specify the purposes for which the system must apply] must be submitted through the [following] electronic exchange system set up by the NA: […]. In this case, the second subparagraph of Article II.3.1 and the second subparagraph of Article II.3.2 must not apply.]

# - PROTECTION AND SAFETY OF PARTICIPANTS

The beneficiary shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiary must ensure that insurance coverage is provided to participants involved in mobility activities.

# - ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provision of Article II.9.3, if the beneficiary produces educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses[[13]](#footnote-14).

# - USE OF IT TOOLS

## I.9.1 Mobility Tool+

The beneficiary must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken under the Project, [For KA1 - HE/VET: including activities with a zero grant from EU funds] and to complete and submit the Progress Report, Interim report (if available in Mobility Tool+ and for the cases specified in article I.4.3) and Final report.

[For Key Action 1- HE:

The beneficiary shall report in Mobility Tool+ the start and end date, the place of origin and the place of the venue for each mobility activity realised under the project.]

[For Key Action 1- HE, SE, AE, VET:

At least once a month during the mobility project, the beneficiary shall encode and update any new information regarding the participants and the mobility activities.]

## I.9.2 Erasmus+ Project Results Platform

[For Key Action 1 and Key Action 3:

The beneficiary may use the Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects) to disseminate project results, in accordance with the instructions provided therein].

[For Key Action 2 –School Exchange Partnerships**:**

[If beneficiary is the coordinator:

The coordinator must input the deliverables of the Project in the Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects/), in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in Erasmus+ Project Results Platform by the time of its submission.]

[If beneficiary is a partner: The beneficiary must provide the necessary information to the Project coordinator in order to input the deliverables of the Project in Erasmus+ Project Results Platform (http://ec.europa.eu/programmes/erasmus-plus/projects/), in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in Erasmus+ Project Results Platform by the time of its submission.]]

# - ADDITIONAL PROVISIONS ON SUBCONTRACTING

[NA to keep only the text applicable to the Key Action concerned by the Grant Agreement]

[For Key action 1 and Key Action 3:

By way of derogation, the provisions set out in points (c) and (d) of Article II.11.1 are not applicable.]

[For Key action 2:

By way of derogation, the provisions set out in points (c) and (d) of Article II.11.1 are not applicable to any of the budget categories except Exceptional costs.]

# – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING

Without prejudice to Article II.8, the beneficiary shall acknowledge the support received under the Erasmus+ programme in all communication and promotional materials, including on websites and social media. The guidelines for the beneficiary and other third parties are available at <http://eacea.ec.europa.eu/about-eacea/visual-identity_en>

# ARTICLE I.XX- SUPPORT TO PARTICIPANTS

*[For Key Action 1 and Key Action 2 in case Transnational learning/teaching/training activities are awarded – for all fields*

If, while implementing the Project, the beneficiary has to give support to participants, the beneficiary shall provide such support in accordance with the conditions specified in Annex II and Annex V (if applicable). The following information must be stated at least:

1. the maximum amount of financial support. This amount must not exceed EUR 60 000 for each participant;
2. the criteria for determining the exact amount of the support;
3. the activities for which the participant may receive support, on the basis of a fixed list;
4. the definition of the persons or categories of persons which may receive support
5. the criteria for giving the support].

*[For HE mobility between Programme and Partner Countries:*

The beneficiary shall manage the entire budget for mobility between Programme and Partner Countries including all associated costs with incoming and outgoing student and staff mobility.

If the participant receives other financial support than Erasmus+ EU funds, information regarding this support may be included in the participant's grant agreement according to the instructions provided in the template of the grant agreement to be signed with the participant.]

*[For Key Action 1:*

In accordance with the documents provided in Annex V, if applicable, the beneficiary must:

* Either transfer the financial support for the budget categories [NA to select the applicable budget categories depending on the field and type of participants: travel/individual support/linguistic support/course] fees in full to the participants of mobility activities, applying the rates for unit contributions as specified in Annex IV;
* Or provide the support for the budget categories [NA to select the applicable budget categories depending on the field and type of participants: [travel/individual support/linguistic support/course] fees to participants of mobility activities in the form of provision of the required [travel/subsistence/linguistic support services/courses.]] In such case, the beneficiary must ensure that the provision of [NA to select applicable services: travel/ subsistence/linguistic support services/courses] will meet the necessary quality and safety standards. [For KA1 - HE between Programme Countries: This option is allowed only for staff mobility activities, and for student mobility activities from outermost Programme Countries and regions and Overseas Countries and Territories (OCTs).] [For KA1 – HE between Programme and Partner Countries: This option is allowed only for student travel and staff mobility activities.]

*[For Key Action 2 and Key Action 3:*

The beneficiary must:

* Either transfer the financial support for the budget categories [NA to select the applicable budget categories depending on the Project: travel/individual support/linguistic support] in full to the participants of Transnational learning/teaching/training activities, applying the rates for unit contributions as specified in Annex IV;
* Or provide the support for the budget categories [NA to select the applicable budget categories depending on the Project: travel/individual support/linguistic support] to participants of Transnational learning/teaching/training activities in the form of provision of the required travel/subsistence/linguistic support services. In such case, the beneficiary must ensure that the provision of travel, subsistence and linguistic support services will meet the necessary quality and safety standards.]

*[For all Key Actions:*

The beneficiary may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case, the conditions applicable to each option must be applied for the budget categories to which the respective option is applied.]

# ARTICLE I.XX- MODIFICATIONS TO THE GRANT AGREEMENT WITHOUT AMENDMENT

*[For Key Action 1 - HE mobility between Programme and Partner Countries:*

The beneficiary may modify the grant agreement without requesting an amendment, in the following situations:

1. The funding for a given set of mobility flows with a Partner Country is granted for a given number of participants and is specified in Annex II. The beneficiary is free to set the duration of mobilities, as long as the minimum and maximum durations set out in the Programme Guide, and any possible secondary criteria published by the NA, are respected.
2. Within a given set of mobility flows with a Partner Country, the beneficiary may organise mobilities for a different number of participants than specified in Annex II, provided that the minimum and maximum durations set out in the Programme Guide, and any possible secondary criteria published by the NA, are respected.
3. Within a given set of mobility flows with a Partner Country, the beneficiary may organise mobilities for a different activity type than specified in Annex II, provided that this type of mobility is eligible for the given Partner Country. Namely in the case of mobility with countries in regions 6, 7, 8, 9, 10 and 11, it is only possible to organise outgoing student mobility for short, first and second cycle as long as student mobility for studies or traineeships in those study levels was already foreseen.
4. When there are changes regarding non-academic organisations for traineeships or for staff mobility, there is no need for an amendment but the beneficiary shall report them via Mobility Tool+ before mobilities start.]

# ARTICLE I.XX–PARENTAL/GUARDIAN CONSENT

*[For Key Action 1 - VET mobility of learners, Key Action 2 in the field of school education in case the grant covers pupil mobility and Key Action 3 - Youth:*

The beneficiary must obtain the Parental/Guardian consent for participants of minor age prior to their participation in any mobility activity.]

# ARTICLE I.XX–YOUTH PASS CERTIFICATE

*[For Key Action 3 - Youth:*

**I.XX.1** The beneficiary must inform the participants involved in the Project about their right to receive a Youthpass certificate.

**I.XX.2** The beneficiary is responsible for the assessment of non-formal learning experiences acquired by the participants involved in the Project and has the obligation to provide a Youthpass certificate to each individual participant requiring it at the end of the activity.]

# ARTICLE I.XX– ADDITIONAL PROVISION ON MONITORING AND EVALUATION

*[For holders of an Erasmus+ VET Mobility Charter:*

The NA will monitor the correct implementation of the VET Mobility Charter by the beneficiary.

In case the monitoring reveals weaknesses, the beneficiary must establish and implement an action plan within the timeframe specified by the NA. In the absence of adequate and timely remedial actions by the beneficiary, the NA may withdraw the accreditation in accordance with the provisions set in the Charter with reference to the call on which the Charter was awarded.]

[For HE:

The NA and the Commission will monitor the correct implementation of the Erasmus Charter for Higher Education by the beneficiary [For mobility between Programme and Partner Countries: and the respect of the quality commitments defined in their applicable inter-institutional agreement(s)].

In case the monitoring reveals weaknesses, the beneficiary must establish and implement an action plan within the timeframe specified by the NA or the Commission. In the absence of adequate and timely remedial actions by the beneficiary, the NA may recommend to the European Commission to suspend or withdraw the Erasmus Charter for Higher Education in accordance with the provisions set in the Charter.]

# ARTICLE I.XX– ANY ADDITIONAL PROVISIONS REQUIRED BY THE NATIONAL LAW

[The NA may include any additional compulsory legal provision required by the national law].

# ARTICLE I.XX– BENEFICIARIES WHICH ARE INTERNATIONAL ORGANISATIONS

[to be included only if the beneficiary is an international organisation][[14]](#footnote-15)

[NA to consult the Commission to check the arrangements in place for each type of international organisation in relation to EU funding]

# ARTICLE I.XX– ONLINE LINGUISTIC SUPPORT (OLS)

*[This Article applies only to Key Action 1 in Higher Education for mobilities between Programme Countries, and in VET learners* for mobilities for which the main language of instruction or work is Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish (or additional languages once they become available in the Online Linguistic Support (OLS) tool)]

Licences for OLS language assessment are allocated for [For HE: all participants in student mobility between Programme Countries, including zero-grant students] [For VET: all participants in learner mobility of at least nineteen days] who will use one of the above languages as their main language of instruction or work (with the exception of native speakers). They must carry out an online assessment before the mobility period as a compulsory part of their mobility. [For HE: The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.]

The Project is awarded [NA to complete number: X] licences for OLS language assessments.

The Project is awarded [NA to complete number: X] licences for OLS language courses.

The beneficiary must use the awarded licences in accordance with the provisions set out in Annex III.

Any request for an adjustment in the number of licences for OLS language assessments or in the number of licences for OLS language courses must be sent by the beneficiary to the NA. The acceptance of the request by the NA must not require an amendment of the Agreement within the meaning of Article II.13.

# ARTICLE I.XX– SPECIFIC DEROGATIONS FROM ANNEX I GENERAL CONDITIONS

1. For the purposes of this Agreement, in Annex I General Conditions the term "the Commission" must be read as "the NA", the term "action" must be read as "project" and the term "unit cost" must be read as "unit contribution", except where otherwise provided.

For the purposes of this Agreement, in Annex I General Conditions the notion "financial statement" must be read as "the budgetary part of the report", except where otherwise provided.

In Article II.4.1, Article II.8.2, Article II.27.1, Article II.27.3, the first paragraph of Article II.27.4, first paragraph of Article II.27.8 and in the Article II.27.9 the reference to "the Commission" must be read as reference to "the NA and the Commission".

In Article II.12 the term "financial support" must be read as "support" and the term "third parties" must be read as "participants".

2. For the purposes of this Agreement, the following clauses of Annex I General Conditions are not applicable: Article II.2.d (ii), Article II.12.2, Article II.13.4, Article II.18.3, Article II.19.2, Article II.19.3, Article II.20.3, Article II.21, point ii) of Article II.25.3(a) and Article II.27.7.

For the purpose of this Agreement, the terms "*affiliated entities*", "*interim payment*", "*lump sum*", *"flat rate"* do not apply when mentioned in the General Conditions.

3. Article II.7.1 must be read as follows:

"**II.7.1 Processing of personal data by the NA and the Commission**

Any personal data included in the Agreement must be processed by the NA and the Commission in accordance with Regulation (EU) No 2018/1725.[[15]](#footnote-16)

Such data must be processed by the data controller identified in Article I.6 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

The beneficiaries have the right to access, rectify or erase their own personal data and the right to restrict or, where applicable, the right to data portability or the right to object to data processing in accordance with Regulation (EU) No 2018/1725. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article I.6.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor.

4. In Article II.9.3, the title and letter (a) of the first paragraph must be read as follows:

**"II.9.3 Rights of use of the results and of pre-existing rights by the NA and the Union**

The beneficiary grants the NA and the Union the following rights to use the results of the project:

(a) for its own purposes and in particular to make available to persons working for the NA, Union institutions, agencies and bodies and to Member States’ institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies."

For the rest of this article, the references to the "Union" must be read as reference to "the NA and/or the Union".

5. The second paragraph of Article II.10.1 must be read as follows:

"The beneficiary must ensure that the NA, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiary' contractors."

6. Article II.18 must be read as follows:

**"II.18.1** The Agreement is governed by [*insert the national law of the NA*].

**II.18.2** The competent court determined in accordance with the applicable national law has sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

***[****For NAs that issue acts considered administrative acts according to the national law:]*An action may be brought against an act of the NA within [specify deadline according to the national law] before [insert reference to the competent national court] according to [insert reference to the relevant provisions of the national law]."

7. Article II.19.1 must be read as follows:

"The conditions for the eligibility of costs are defined in sections I.1 and II.1 of Annex III."

8. Article II.20.1 must be read as follows:

"The conditions for declaring costs and contributions are defined in section I.2 and II.2 of Annex III."

9. Article II.20.2 must be read as follows:

"The conditions for records and other documentation to support the costs and contributions declared are defined in section I.2 and II.2 of Annex III."

10. The first paragraph of Article II.22 must be read as follows:

"The beneficiary is allowed to adjust the estimated budget set out in Annex II by transfers between the different budget categories, if the *project* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13, if the conditions provided for in Article I.3.3 are met."

11. Article II.23(b) must be read as follows:

"(b) still fails to submit such a request within further 30 calendar days following a written reminder sent by the NA."

12. The first paragraph of Article II.24.1.3 must be read as follows:

"During the period of suspension of payments the beneficiary is not entitled to submit any requests for payments and supporting documents referred to in Articles I.4.3 and I.4.4".

13. Article II.25.1(b) must be read as follows:

" **II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the financing not linked to costs, unit, flat-rate and lump sum contributions**

1. If, as provided for in Article I.3.2(a) (ii) to (v), the grant takes the form of the reimbursement of eligible unit costs, lump sum costs or flat rate costs, the reimbursement rate specified in that Article is applied to the those eligible costs as approved by the Commission for the corresponding categories of costs, beneficiaries and affiliated entities;

14. The second paragraph of Article II.25.4 must be read as follows:

"The amount of the reduction will be proportionate to the degree to which the *project* has been implemented improperly or to the seriousness of the breach, as provided for in section IV of Annex III."

15. The third paragraph of Article II.26.2 must be read as follows:

"If payment has not been made by the date specified in the debit note, the NA will recover the amount due:

1. by offsetting it, without the beneficiary’s prior consent, against any amounts owed to the beneficiary by the NA (‘offsetting’);

In exceptional circumstances, to safeguard the financial interests of the Union, the NA may offset before the due date.

An action may be brought against such offsetting before the competent court determined in Article II.18.2;

1. by drawing on the financial guarantee where provided for in accordance with Article I.4.2 (‘drawing on the financial guarantee’);
2. by taking legal action as provided for in Article II.18.2 or in the Special Conditions."

16. The third paragraph of Article II.27.2 must be read as follows:

"The periods set out in the first and second subparagraphs are longer if a longer duration is required by national law, or if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In the latter cases, the beneficiary must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed."

17. Article II.27.3 must be read as follows:

"The beneficiary must provide any information, including information in electronic format, requested by the NA or Commission or by any other outside body authorised by the Commission.

If the beneficiary does not comply with the obligation set out in the first subparagraph, the NA may consider:

1. any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
2. any unit, lump sum or flat-rate contribution insufficiently substantiated by information provided by the beneficiary as undue."

SIGNATURES

For the beneficiary For the NA  
[*function*/forename/surname] [forename/surname]

[signature] [signature]  
Done at [place], [date] Done at [place], [date]

1. **Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC** [↑](#footnote-ref-2)
2. 1. Normal payment schedule for grant agreements of **maximum two years included**: normally one pre-financing payment of 80% and a balance payment of 20%.

   In the case of Key Action 1 Higher Education between Programme Countries, the balance payment will be normally replaced by a further pre-financing based on an interim report. However, in case of lack of sufficient payment appropriations, the NA may:

   reduce the first pre-financing to a percentage between 60 and 80% and apply a balance payment of 40-20% of the maximum grant amount, or

   split the first pre-financing into two payments without interim report , whereby the total of both payments amounts to 80% of the maximum grant amount and a balance payment of 20% of the maximum grant amount.

   2. Normal payment schedule for grant agreements of **more than two years**: one pre-financing of 40% upon signature of the agreement, one further pre-financing of 40% based on an interim report and a balance payment of 20% of the maximum grant amount.

   In the case of Key Action 1 Higher Education Mobility between Programme and Partner Countries, normal payment schedules for grant agreements include several pre-financing payments and redistribution of funds among beneficiaries based on the interim report that triggers the further pre-financing payment:

   a) two pre-financing payments and a balance payment [40% - 40% - 20%].

   b) two pre-financing payments for the full grant [80% - 20% - 0%]

   The NA may choose to split payments into a single pre-financing payment and a balance payment [80% -0% - 20%]. However, there should be progress reports and, depending on project implementation, it is still recommended to organise redistributions of funds for better budget absorption. [↑](#footnote-ref-3)
3. [the amount equal to the pre-financing to be paid]. [↑](#footnote-ref-4)
4. [the amount equal to the pre-financing to be paid]. [↑](#footnote-ref-5)
5. [the amount equal to the pre-financing to be paid]. [↑](#footnote-ref-6)
6. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends] [↑](#footnote-ref-7)
7. [the beneficiary has to be given reasonable period of time in order to complete the interim report after the reporting period ends] [↑](#footnote-ref-8)
8. http://ec.europa.eu/budget/contracts\_grants/info\_contracts/inforeuro/inforeuro\_en.cfm [↑](#footnote-ref-9)
9. <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html> [↑](#footnote-ref-10)
10. BIC or SWIFT code applies to for countries where the IBAN code does not apply. [↑](#footnote-ref-11)
11. 11 Both options in this paragraph could be used at the same time if communications for different purposes (e.g. reporting, amendment requests, questions) are to be addressed either through the following address or through the electronic exchange system. In this case, please use the expression "for the purposes of" in both options. If only one of the options is used, please delete "for the purposes of". [↑](#footnote-ref-12)
12. Both options in this paragraph could be used at the same time if communications for different purposes (e.g. information on payment, questions) are to be addressed either through the following address or through the electronic exchange system. In this case, please use the expression "for the purposes of" in both options. If only one of the options is used, please delete "for the purposes of". [↑](#footnote-ref-13)
13. Open licence – a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work.  An open licence must be associated to each resource produced.  An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR). [↑](#footnote-ref-14)
14. International organisations are international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations or other non-profit organisations assimilated to international organisations by a Commission decision. [↑](#footnote-ref-15)
15. Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. [↑](#footnote-ref-16)