Addendum to the KA1 grant agreement

ADDENDUM NO […] TO THE GRANT AGREEMENT NO […]

SIGNED BETWEEN […]

ADDITIONAL FINANCIAL AND CONTRACTUAL RULES ONLY APPLICABLE TO PROJECTS ORGANISING VIRTUAL ACTIVITIES DUE TO COVID-19

The following rules are additional to those in Articles I.2 and II.2 of Annex III and only apply to cases where virtual activities need to be organised due to COVID-19. Reporting on virtual mobilities and virtual events is required in line with the rules provided in the grant agreement.

Article I.2. Calculation and supporting documents for unit contributions

Travel, Individual Support and Course fees costs are not eligible for virtual activities. Online linguistic support (OLS) should be provided in all cases. Provisions for Project management and Coaching in Youth participation activities remain applicable.

- **C. Organisational support**

a) [VET, AE, SE, HE and Youth] Calculation of the grant amount: The grant amount is calculated by multiplying the total number of participations in virtual mobility activities by the unit contribution applicable as specified in Annex IV of the Agreement.

b) Triggering event: the event that conditions the entitlement to the grant is that the participant has undertaken the activity.

c) Supporting documents: Proof of attendance of the activity in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as the start and end date of the virtual activity.

[For Youth Participation Activities]

C1. Project management costs

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of months per project by the unit contribution applicable as specified in Annex IV of the Agreement.

(b) Triggering event: the event that conditions the entitlement to the grant is that the beneficiary has actually implemented the project.

(c) Supporting documents: proof of project implementation will be provided in the form of a description of the undertaken activities in the final report, including a timetable of each of the virtual activities and events implemented.

C3. Additional funding for virtual events in YPA projects (youth participation events support)

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of virtual participations in project events (i.e. regardless of whether the same participant will have virtually participated in one or more project events) by 15% of the unit contribution applicable as specified in Annex IV of the Agreement. The total number of participations considered for the calculation of Youth Participation events support includes the number of participants virtually present during the events, with the exception of staff of the participating organisation(s)/ members of the informal group(s) of young people and facilitators (but including decision makers, if relevant).

(b) Triggering event: the event that conditions the entitlement to the grant is that the participant has attended the activity virtually.

(c) Supporting documents: Proof of attendance of the activity in the form of a declaration signed by the participants and receiving organisation, specifying the name of the participant (and the name and address of the sending organisation of the participant, if relevant), the purpose of the activity, as well as its starting and end date of the virtual event. Detailed agenda of the event and any documents used or distributed during the event.

- **Article II.2. Calculation of actual cost**

A. Inclusion support for participants

The beneficiary is allowed to transfer funds allocated for any budget category to inclusion support, even if initially no funds were allocated for this category.

(a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.

(b) Eligible costs: costs directly related to participants with fewer opportunities and required to implement virtual activities.

(c) Supporting documents: invoices of the related costs specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

- **B. Exceptional costs**

Beneficiaries are allowed to transfer up to 10% of the funds from any budget category based on unit contributions to exceptional costs in order to cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual mobility activities due to COVID-19, even if no funds were initially allocated to the Exceptional costs budget category.

a) Calculation of the grant amount: the grant is a reimbursement of 75% of the eligible costs actually incurred for buying and/or renting of equipment and/or services.

b) Eligible costs: cover costs related to buying and/or renting of equipment and/or services necessary for the implementation of virtual mobility activities.

c) Supporting documents: proof of payment of the cost incurred on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

SIGNATURES

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