

## ANNEX 2

### APPLICABLE RULES TO ELIGIBLE COSTS

#### 1. UNIT CONTRIBUTIONS

**Place of origin:** the place of legal residence of the participant

**Sustainable means of transport:** bike, bus, car-pooling, and train. The National Agency may accept other means of transport as sustainable based on established practice and on a case-by-case basis.

Travel unit contribution for sustainable means of transport (green travel) is eligible if sustainable means of transport have been used for the majority of the round trip.

**Unit contribution per distance band:** the amount paid for a return travel between the place of origin and the place of arrival.

**Venue:** the place where the host organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

Travel time will not be considered when determining compliance with minimum eligible duration of activities specified in the Programme Guide.

#### 1.1 TRAVEL

Not applicable.

#### 1.2 POCKET MONEY

Not applicable.

#### 1.3 ORGANISATIONAL SUPPORT

Not applicable.

#### 1.4 MANAGEMENT COSTS

##### a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of months per project by the unit contribution applicable as specified in Annex 3 of the Agreement.

##### a) Triggering event:

The project management costs are paid only if the group of young people has actually implemented the project in the specified period.

##### b) Supporting documents:

Proof of activities implemented will be provided in the form of a description of these activities in the final report.

c) Reporting:

The beneficiary must report on the solidarity project and provide information on the implemented project activities in the final report.

The beneficiary must request the participants to fill in the standard on-line questionnaire provided by the European Commission (the participant report).

## **1.5 COACHING COSTS**

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the working days of the coach by the unit contribution applicable for the country concerned as specified in Annex 3 of the Agreement. A cap limiting the amount awarded for coaching costs will be set at maximum 12 days per project.

b) Triggering event:

The coaching costs are only paid if the beneficiary has used the services of a coach for the purposed described in Annex 3 of the Agreement.

c) Supporting documents:

Proof of involvement of the coach in the project will be provided in the form of a description of the undertaken activities in the final report.

Proof of the time spent on the project by the coach will be provided in the form of a time sheet including the name of the coach, the dates and the total number of days of work of the coach for the project, duly signed by the coach and the legal representative of the beneficiary.

d) Reporting:

The beneficiary must report on the role/involvement of the coach in the project, and include information on the number of days of coaching received, in the final report.

## **1.6 INCLUSION SUPPORT**

Not applicable.

## **1.7 LANGUAGE LEARNING SUPPORT**

Not applicable

## **1.8 PREPARATORY VISITS**

Not applicable.

## **2 ACTUAL COSTS**

### **2.1. EXCEPTIONAL COSTS**

#### a) Calculation of the grant amount:

The grant is a reimbursement of 100% of the eligible costs actually incurred for the participation of young people with fewer opportunities (members of the group implementing the project or/and target group of the project).

#### b) Eligible costs:

Costs to support the participation of young people with fewer opportunities or with special needs on equal terms as others.

#### c) Supporting documents:

In the case of costs to support the participation of young people with fewer opportunities: proof of payment of the related costs 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.

#### d) Reporting

The beneficiary must report on the solidarity project and provide information on the type of expenses related to the participation of young people with fewer opportunities (members of the group implementing the project and/or target group of the project) as well as the real amount of related costs incurred.