

## **1. UNIT CONTRIBUTIONS**

Not applicable.

### **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.

#### b) Triggering event

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

#### c) Supporting documents

The supporting document is a description of these activities in the final report.

#### d) Reporting:

The beneficiary must report in the European Solidarity Corps reporting and management tool (Beneficiary Module) on all activities realised under the project.

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 eligible if the beneficiary has used the services of a coach for the purposes 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 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 people with fewer opportunities or with special needs on equal terms as others (members of the group implementing the project or/and target group of the project).

c) Supporting documents:

In the case of costs to support the participation of people with fewer opportunities (members of the group implementing the project or/and target group of the project): 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.