

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

GRANT AGREEMENT for a:

Project with multiple beneficiaries under the ERASMUS+ Programme¹

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 '**coordinator**'

[full official name of the coordinator]

[official legal form] [if applicable]

[official registration No] [if applicable]

[official address in full]

[VAT number], [if applicable]

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

[OID number],

[Option 1 – ECHE]

Erasmus ID code [e.g. B BRUXEL01]:

[Option 2 – consortium]

Accreditation for the mobility consortium: [Accreditation reference number]

[Option 3 – VET mobility]

Erasmus+ VET Mobility Charter: [Accreditation reference number]

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

and the other beneficiaries as set out in Annex II, duly represented for the signature of the Agreement by the coordinator by virtue of the mandate[s] included in Annex V.

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.

The parties referred to above

HAVE AGREED

to the Special Conditions ('the Special Conditions') and the following Annexes:

- Annex I General conditions ('the General Conditions')
- Annex II Description of the Project [For Higher Education only in case of a valid consortium accreditation] and of the approved accreditation application for the mobility consortium; Estimated budget of the project; List of other beneficiaries
- Annex III Financial and contractual rules
- Annex IV Applicable rates
- Annex V Mandate[s] provided to the coordinator by the other beneficiary[ies]
- Annex VI Templates for agreements to be used between beneficiaries 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 the Annexes II, IV and VI

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

MUSTER

SPECIAL CONDITIONS

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ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT

I.1.1 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, [Key Action 1: Learning Mobility of Individuals/Key Action 2: Strategic Partnerships/Key Action 3: Youth Dialogue projects], as described in Annex II.

I.1.2 By signing the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

I.1.3 [NA to select and complete in case of: [Key Action 1: national consortia in higher education or national consortia in Vocational Education and Training (hereinafter: VET) holding an Erasmus+ VET Mobility Charter], [Key Action 2: strategic partnerships involving HEI beneficiaries]

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

ARTICLE I.2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

I.2.1 The Agreement enters into force on the date on which the last party signs it.

I.2.2 The Project runs for [insert number in bold ...] **months** starting on [insert date: ...] and finishing on [insert date: ...].

ARTICLE I.3 – MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1 The **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]

- (a) The beneficiaries are allowed to transfer up to 100% of the funds allocated for organisational support to any other budget categories;
- (b) The beneficiaries are allowed to transfer up to 100% of the funds between any of the budget categories of student mobility;
- (c) The beneficiaries are allowed to transfer up to 100% of the funds between any of the budget categories of staff mobility;
- (d) The beneficiaries are 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]

- (a) 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.
- (b) The beneficiaries are 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.
- (c) The beneficiaries are 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.

- (d) The beneficiaries are 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.
- (e) The beneficiaries are 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
- (f) Within a Partner Country the beneficiary may 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.
- (g) 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.
- (h) Mobility with region 14 is limited to outgoing Student Mobility for Traineeships in 'digital skills' from Programme Countries. It is not possible to use any flexibility provisions to organise incoming mobility from Partner to Programme Countries.

[Key Action 1 - SCHOOL EDUCATION/ADULT EDUCATION]

- (a) The beneficiaries are allowed to transfer up to 100% of the funds allocated for organisational support to other budget categories;
- (b) The beneficiaries are allowed to transfer up to 50% of the funds allocated for travel, individual support and course fees between these three budget categories.
- (c) The beneficiaries are 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]

- (a) Funds allocated to Organisational Support may not be increased.
- (b) 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.
- (c) The total funds initially allocated for ErasmusPro Advance Planning Visits (Travel and Individual Support) may be increased by a maximum of 20%.

- (d) The total funds initially allocated for staff mobility (Travel and Individual Support) may be increased by a maximum of 20%.
- (e) 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 1 – YOUTH – Mobility projects for young people and youth workers

- (a) The beneficiaries are allowed to transfer funds only between activities of the same type, the activity types being: Youth Exchanges with Programme Countries, Youth Exchanges with Partner Countries, mobility of youth workers between Programme Countries, mobility of youth workers with Partner Countries, Advance Planning Visit – Youth Exchanges;
- (b) In accordance with point a) above, the beneficiaries are allowed to transfer up to 100% of the funds allocated to travel and organisational support between these budget categories, for activities within the same activity type;
- (c) In accordance with point a) above, the beneficiaries are 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.]

[Key Action 2 – STRATEGIC PARTNERSHIPS

- (a) The beneficiaries are allowed to transfer up to 20% of the funds allocated for each of the following budget categories: Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.
- (b) Any budget transfer cannot result in an increase of more than 20% of the amount awarded to that budget category as specified in Annex II.
- (c) The beneficiaries are allowed to transfer funds allocated for any budget category to the budget category Special needs support, even if no funds are allocated for Special needs support as specified in Annex II. In such case the maximum increase of 20% of the budget category Special needs support does not apply.
- (d) By derogation to point (a) of the present Article, the beneficiaries are allowed to transfer funds allocated for any budget category except Special needs support to the budget category Exceptional costs covering financial guarantee or expensive travel costs, in so far as required by the NA in Article I.4.2 and even if no funds are allocated for Exceptional costs as specified in Annex II. In such case the maximum increase of 20% of the budget category Exceptional costs does not apply.]

[Key Action 3 – YOUTH DIALOGUE PROJECTS

- (a) The beneficiary is allowed to transfer funds only between activities of the same type, the activity types being transnational/international meetings and national meetings;
- (b) 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;
- (c) 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.]

ARTICLE I.4 – REPORTING AND PAYMENT ARRANGEMENTS

The following reporting and payment provisions² shall apply:

I.4.1 Payments to be made

The NA must make the following payments to the coordinator:

- 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.

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 Mobility 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:

- a) 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
- b) 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.

I.4.2 First pre-financing payment

The aim of the pre-financing is to provide the beneficiaries 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:

- (a) it is provided by a bank or an approved financial institution or, if requested by the coordinator and accepted by the NA, by a third party;
- (b) 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 concerned); and
- (c) 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 coordinator.

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 (maximum 2 years duration)][Obligatory for Key Action 3- Youth]

The NA must make the pre-financing payment to the coordinator 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] corresponding to 80% [For KA 1 – VET: 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 (maximum 2 years duration)].

The NA must pay the first pre-financing to the coordinator 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] a first payment of EUR [...] corresponding to [NA to set a percentage between 40 and 60%] [40-60]%

³ [the amount equal to the pre-financing to be paid].

⁴ [the amount equal to the pre-financing to be paid].

[Optional for KA 1 – VET: 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 of more than two years] [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 coordinator 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] corresponding to [40%] [For KA1 - HE between Programme Countries: 80%] [For KA1 – VET and HE between Programme and Partner Countries: 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:

[Optional 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 coordinator [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

⁵ [the amount equal to the pre-financing to be paid].

By [NA to insert date]⁶, the coordinator 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 coordinator 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 KA 1 - 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 coordinator 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 KA 1 – VET: 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 coordinator 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 [40-20]% [For KA 1 - 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 coordinator 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 beneficiaries 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 coordinator until that date, recover the excess amount of pre-financing from the coordinator in accordance with Article II.26.

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

If Article I.4.2 option 3 is selected.

⁶ [the coordinator has to be given reasonable period of time in order to complete the interim report after the reporting period ends]

By [NA to insert date]⁷, the coordinator 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 coordinator 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 coordinator 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% for framework OR 40% for 40%-40%-0% framework: [20% or 40%]] [For KA1 - VET: 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 coordinator 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: 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 coordinator 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%] [KA1 - HE between Programme Countries: 20%] [For KA1 - VET and HE between Programme and Partner Countries: [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 coordinator 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.

⁷ [the coordinator has to be given reasonable period of time in order to complete the progress report after the reporting period ends]

[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 coordinator 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, Youth – Mobility projects for young people and youth workers 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 coordinator must [NA to complete as necessary].

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

Within [60] [or shorter period to be specified by the NA] days after the end date of the Project specified in Article I.2.2, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in article I.9.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator 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 beneficiaries 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 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.

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 coordinator's consent, against any other amount owed by the coordinator to the NA, up to the maximum contribution indicated for that coordinator, in the estimated budget in Annex II.

I.4.6 Notification of amounts due

The NA must send a formal notification to the coordinator:

- (a) informing it of the amount due; and
- (b) 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 from the NA to the coordinator

The NA must make payments to the coordinator.

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

I.4.8 Payments from the coordinator to the other beneficiaries

The coordinator must make all payments to the other beneficiaries by bank transfer and keep appropriate evidence of the amounts transferred to each beneficiary for any checks and audits as referred to in Article II.27.

I.4.9 Language of requests for payments and reports

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

I.4.10 Currency for requests for payments and conversion into euro

Request for payment must be drafted in [...].

Beneficiaries 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.

Beneficiaries 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 beneficiaries at [the monthly exchange rate established by the Commission and published on its website⁸] [the daily exchange rates published in the C series of the Official Journal of the European Union]⁹ applicable on the day when the [request for payment is submitted]/ [cost was incurred]/ [bank account of the coordinator is credited]/[agreement is signed by the last of the two parties]].

[If NA chooses the above option "[bank account of the coordinator 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.4.11 Currency for payments

The NA must make payments in [...]

I.4.12 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.

⁸ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

⁹ <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

I.4.13 Costs of payment transfers

Costs of the payment transfers are borne as follows:

- (a) the NA bears the costs of transfer charged by its bank;
- (b) the coordinator bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

I.4.14 Interest on late payment

If the NA does not pay within the time limit for payment, the beneficiaries are 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.4.12. 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 coordinator only if the coordinator requests it within two months of receiving late payment.

ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS

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

Name of bank: [...]

Precise denomination of the account holder: [...]

Full account number (including bank codes): [...]

[IBAN code: [...]]¹⁰

¹⁰ BIC or SWIFT code applies to for countries where the IBAN code does not apply.

ARTICLE I.6 – 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 NA¹¹

Any communication addressed to the NA must be sent by the coordinator 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 will 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 beneficiaries¹²

Any communication from the NA to the beneficiaries must be sent to the coordinator at the following address:

[Full name of the coordinator]
[Function]
[Name of the entity]
[Full official address]
E-mail address: [complete]

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".

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".

[If applicable: Any communication from the NA to the beneficiaries for the purposes of [NA to specify the purposes for which the system will 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.]

ARTICLE I.7 – PROTECTION AND SAFETY OF PARTICIPANTS

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

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

ARTICLE I.8 – 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 beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses¹¹.

ARTICLE I.9 – USE OF IT TOOLS

I.9.1 Mobility Tool+

The coordinator must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken under the Project, [For KA 1 - 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 coordinator 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 beneficiaries shall encode and update any new information regarding the participants and the mobility activities.]

I.9.2 Erasmus+ Project Results Platform

¹¹Open 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).

[For Key Action 1 and Key Action 3:

The coordinator 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:

The coordinator shall 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 the Erasmus+ Project Results Platform by the time of its submission.]

ARTICLE I.10 – 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 to the provisions set out in Article II.11, the beneficiaries must not subcontract any activities funded from the budget category Intellectual outputs.

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.]

ARTICLE I.11 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES

The financial responsibility of each beneficiary other than the coordinator is limited to the amount received by the beneficiary concerned.

ARTICLE I.12 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING

Without prejudice to Article II.8, the beneficiaries shall acknowledge the support received under the Erasmus+ programme in all communication and promotional material, including on websites and social media. The guidelines for the beneficiaries 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 (except Youth) and Key Action 2 in case Transnational learning/teaching/training activities are awarded:

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

- (a) the maximum amount of financial support. This amount may not exceed EUR 60 000 for each participant;
- (b) the criteria for determining the exact amount of the support;
- (c) the activities for which the participant may receive support, on the basis of a fixed list;
- (d) the definition of the persons or categories of persons which may receive support;
- (e) the criteria for giving the support.]

[For HE mobility between Programme and Partner Countries:

The beneficiaries 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 (except Youth):

In accordance with the documents provided in Annex VI, if applicable, the beneficiaries 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 beneficiaries 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 KA 1 - 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 KA 1 - HE between Programme and Partner Countries: This option is allowed only for student travel and staff mobility activities.]

[For Key Action 1 – Youth, Key Action 2 and Key Action 3:

The beneficiaries 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 and linguistic support services. In such case, the beneficiaries 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 beneficiaries 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 HE mobility between Programme and Partner Countries:

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

- (a) 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 beneficiaries are 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.
- (b) Within a given set of mobility flows with a Partner Country, the beneficiaries 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.
- (c) 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.

- (d) 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 – Youth Exchanges and VET mobility of learners, Key Action 2 - Strategic Partnerships and Key Action 3 - Youth:

The beneficiaries 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 all actions in the Youth field:

I.XX.1 The beneficiaries must inform the participants involved in the Project about their right to receive a Y outhpass certificate.

I.XX.2 The beneficiaries are responsible for the assessment of non-formal learning experiences acquired by the participants involved in the Project and have the obligation to provide a Y outhpass 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 Erasmus+ VET Mobility Charter:

The NA monitors the correct implementation of the VET Mobility Charter by the beneficiaries.

In case the monitoring reveals weaknesses, the beneficiary concerned 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 concerned, 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 monitor the correct implementation of the Erasmus Charter for Higher Education and/or the consortium accreditation by the beneficiaries [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 concerned 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 concerned, the NA may withdraw the consortium accreditation or recommend to the Commission to suspend or withdraw the Erasmus Charter for Higher Education in accordance with the provisions set in the consortium accreditation or Erasmus Charter for Higher Education respectively.]

ARTICLE I.XX – BENEFICIARIES LOCATED IN PARTNER COUNTRIES

[For HE in case of Strategic Partnerships that involve one or more participating organisations located in a partner country:

The organisations located in partner countries commit to respect the same principles as the beneficiaries located in programme countries regarding the Erasmus Charter for Higher Education, wherever applicable.]

ARTICLE I.XX – BENEFICIARIES WHICH ARE INTERNATIONAL ORGANISATIONS

[to be included only if any of the beneficiaries is an international organisation¹²]

[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 – 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 – ONLINE LINGUISTIC SUPPORT (OLS)

[This Article applies only to Key Action 1 in Higher Education for mobilities between Programme Countries, and 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

¹² 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.

their mobility. [For HE: The completion of the online assessment before departure is a prerequisite 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 beneficiaries 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 coordinator 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.7.1, 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.2.2 (b) (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 2018/1725.¹³

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 beneficiaries grant 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 beneficiaries 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 beneficiaries' contractors."

6. A new letter (l) is added to Article II.17.3.1 which reads:

"(l) if there is a complaint made by all other beneficiaries that the coordinator does not implement the Project as specified in Annex II or fails to comply with another substantial obligation incumbent on it under the terms of the Agreement."

¹³ 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.

7. 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]."

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

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

9. 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."

10. 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."

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

"Beneficiaries are 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."

12. 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."

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

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

14. 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

- (b) 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;

15. 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."

16. The third paragraph of Article II.26.3 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:

- (a) 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;

- (b) by drawing on the financial guarantee where provided for in accordance with Article I.4.2 ('drawing on the financial guarantee');
- (c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (Annex II as last amended);
- (d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions."

17. 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 beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

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

"Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the NA or by the Commission or by any other outside body authorised by the NA. Where appropriate, the NA or the Commission may request that a beneficiary provides such information directly.

Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the NA may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit contribution insufficiently substantiated by information provided by the beneficiary as undue."

SIGNATURES

For the coordinator
[function/forename/surname]

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

For the NA
[forename/surname]

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