

[Annex I: Addendum to the Grant Agreements]

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

SIGNED BETWEEN [...]

APPLICABLE TO PROJECTS ORGANISING VIRTUAL ACTIVITIES DUE TO COVID-19

The following rules are amending those in Articles I.3.3 of the Special Conditions and those in Articles I.2 and II.2 of Annex III where virtual activities need to be organised due to COVID-19. Reporting on virtual activities is required in line with the rules provided in the grant agreement.

Special conditions - Article I.3.3 Budget transfers without amendment

[FOR VOLUNTEERING PROJECTS, TRAINEESHIPS AND JOBS AND SOLIDARITY PROJECTS]

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:

- **with the exception of the implementation of virtual activities**, 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:

[FOR VOLUNTEERING PROJECTS, TRAINEESHIPS AND JOBS]

- (b) The beneficiary is allowed to transfer up to 10% of the funds allocated to budget category exceptional costs to any other budget category. The beneficiary is also allowed to transfer up to 10% of the funds from any budget category based on unit contributions to exceptional costs even if no funds were initially allocated to the Exceptional costs budget category in order to cover costs:
- to support the participation of participants with fewer opportunities or with special needs in virtual activities due to COVID-19, as per the rules provided in the European Solidarity Corps Guide;
 - related to buying and/or renting of equipment and/or services necessary for the implementation of virtual activities due to COVID-19.

[FOR SOLIDARITY PROJECTS]

The beneficiary is allowed to transfer up to 10% of the funds allocated to budget category exceptional costs to any other budget category. The beneficiary is also allowed to transfer up to 10% of the funds from any budget category based on unit contributions to exceptional costs even if no funds were initially allocated to the Exceptional costs budget category in order to cover costs:

- to support the participation of participants with fewer opportunities or with special needs in virtual activities due to COVID-19, as per the rules provided in the European Solidarity Corps Guide;
- related to buying and/or renting of equipment and/or services necessary for the implementation of virtual activities due to COVID-19.

Specific annual grant agreement - Article I.3.3 Budget transfers without amendment

The partner 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 Specific Agreement as specified in Article II.13, under the condition that the Project is implemented in accordance with the approved project application and overall objectives described in Annex II and the Framework Partnership Agreement, **with the exception of the implementation of virtual activities.**

Annex III - Article I.2. Calculation and supporting documents for unit contributions

[FOR TRAINEESHIPS AND JOBS]

C2. Organisational support – Activity Costs

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days, **including virtual activity days**, per participant (including accompanying persons) by the unit contribution applicable per day for the host country concerned, as specified in Annex IV of the Agreement. One travel day before the **physical** activity and one **physical** travel day following the activity can be included for the calculation of the grant, if relevant.
- (b) Supporting documents:
Proof of attendance of the activity in the form of a declaration signed by the participant and the organisation in which the activity took place, specifying the name of the participant, the name of the organisation in which the activity took place, the purpose of the activity, as well as the start and end date of the **physical and virtual** activity.

[FOR VOLUNTEERING]

B. Pocket Money

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days, **including virtual activity days**, per participant (excluding accompanying persons) by the unit contribution applicable per day for the host country concerned as specified in Annex IV of the Agreement. One travel day before the **physical** activity and one travel day following the **physical** activity can be included for the calculation of the grant if relevant.

(c) Supporting documents:

- proof of attendance of the activity in the form of a declaration signed by the participant and the organisation, specifying the place and start and end date of the **physical and virtual** activity, as well as the name of the participant;

[FOR VOLUNTEERING PROJECTS AND SPECIFIC GRANTS FOR ACTION UNDER VOLUNTEERING PARTNERSHIPS, TRAINEESHIPS AND JOBS]

D. Inclusion support

(a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days, **including virtual activity days**, per participant (excluding accompanying persons) by the unit contribution applicable per day for the host country concerned, as specified in Annex IV of the Agreement. One travel day before the **physical** activity and one travel day following the **physical** activity can be included for the calculation of the grant if relevant.

(c) Supporting documents: proof of implementation of the additional measures and activities undertaken to promote social inclusion will be required in the form of a description of these measures in the final report. The beneficiary will also be required to provide proof of attendance of the activity in the form of a declaration signed by the participant and the host organisation specifying the name of the participant, the name of the organisation, the purpose of the activity, as well as the start and end date of the **physical and virtual** activity.

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 activities is required in line with the rules provided in the grant agreement.

Annex III - Article I.2. Calculation and supporting documents for unit contributions

Travel [*For Traineeships and Jobs*] [and relocation allowance are] is not eligible for virtual activities. Online linguistic support (OLS) should be provided in all cases.

[FOR VOLUNTEERING PROJECTS AND SPECIFIC GRANTS FOR ACTION UNDER VOLUNTEERING PARTNERSHIPS]

C. Organisational support – Activity Costs

- (a) Calculation of the grant amount: The grant amount is calculated by multiplying the total number of days per participant in virtual activities by 35% of the unit contribution applicable per day for the host country concerned 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 host organisation specifying the name of the participant, the name of the host organization, the purpose of the activity, as well as the start and end date of the virtual activity.
- (d) Reporting:

The beneficiary must report in Mobility Tool+ on all virtual activities realised under the project.

Annex III - Article II.2. Calculation of actual cost

A. Exceptional costs linked to virtual activities

- (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 or special need support in virtual activities and of 75% of the eligible costs actually incurred for buying and/or renting of equipment and/or services..
- (b) Eligible costs:
 - Costs directly related to participants with fewer opportunities or special needs and required to implement virtual activities;
 - 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.

(d) Reporting:

- The beneficiary must report in Mobility Tool+ whether exceptional costs were incurred;
- In such case, the beneficiary must report in Mobility Tool+ the type of expenses as well as the real amount of related costs incurred.

SIGNATURES

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

For the NA
[forename/surname]

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

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