



**RULES OF BUDGET ALLOCATION FOR ACCREDITED APPLICANTS  
UNDER ERASMUS+ KEY ACTION 1**

National Agency	LU01, Luxembourg, Anefore
Field	School education
Call year	2022

This document defines detailed rules of budget allocation for accredited applicants, in line with the framework established in the Erasmus+ Programme Guide:

The quality of the applicant's Erasmus Plan has been assessed at the accreditation application stage and therefore no qualitative assessment will take place at budget allocation stage. Any eligible grant application will receive funding.

The awarded grant amount will depend on a number of elements:

- the total budget available for allocation to accredited applicants
- the requested activities
- the basic and maximum grant
- the following allocation criteria: financial performance, qualitative performance, policy priorities, and geographical balance (if applied by the National Agency)

Detailed rules on basic and maximum grant, scoring of the allocation criteria, weighting of each criterion, the allocation method, and the budget available for accredited projects will be published by the National Agency ahead of the call deadline.

## 1. AVAILABLE BUDGET

Total budget available for allocation to accredited applicants <sup>1</sup> :	At least 532 000 €
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The available budget will be apportioned between the applicable allocation criteria in the following way<sup>2</sup>:

Basic grants and financial performance	At least 192 000 €
Qualitative performance and policy priorities	At least 192 000 €

In addition, the following amount will be reserved for budget categories based on reimbursement of real costs:

Inclusion support for participants and exceptional costs	20 000 €
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In case of need, the National Agency may further increase the reserved amount. If part of the reserved funds is left unused, the National Agency may distribute them through a second allocation exercise.

## 2. ESTIMATING THE BUDGET REQUIRED TO IMPLEMENT THE REQUESTED ACTIVITIES

The National Agency will calculate the budget required to implement activities requested by each applicant. The estimation of the required budget will be done on the basis of unit costs defined in the Programme Guide and historical data on grants for similar activities.

A standardised estimation cannot be performed for costs that are highly dependent on each specific case, namely inclusion support for participants and exceptional costs. Requests for these types of costs will be assessed based on the description, justification and estimated amount provided by the applicant as part of the application. In addition, beneficiaries can make further requests for these types of costs during the first 12 months of project implementation by submitting a written request to the National Agency. A limit on the total amount of additional funds that can be requested may apply, as defined in the relevant grant agreement.

In all cases, the awarded grant shall not be higher than the estimated budget required to implement all activities requested by the applicant.

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<sup>1</sup> The final allocated budget may be lower than the specified amount if all applicants have been awarded the maximum amount according to the rules set out in this document. If additional funding becomes available, the National Agency may increase the available budget.

<sup>2</sup> Exceptionally, the specified amounts may be lowered if the budget required for inclusion support and exceptional costs is higher than originally foreseen; if all applicants have already been allocated the maximum amounts according to the rules set out in this document; or if a minor correction is required due to rounding rules.

### 2.1. Maximum grant<sup>3</sup>

The maximum grant amount will be limited to 70'000 € per applicant. the maximum grant rules will apply only if the total demand for budget surpasses the total available funds as defined in section 1.

As an exception, costs for inclusion support for participants and exceptional costs will not count towards the limits set by the rules on maximum grant.

### 2.2. Competitive allocation

If the total budget available for allocation to accredited applicants is not sufficient to provide each applicant with the budget required to implement their requested activities (taking into account the rules on maximum grant defined in this section 2.1), then a competitive allocation will take place as described below in section 3. However, if the total available budget is sufficient to fully address requests of all applicants, then the budget allocation rules described in section 3 will not apply.

## 3. BUDGET ALLOCATION RULES

Budget allocation will take place in multiple phases. In each phase, the available budget will be divided between eligible applicants based on the described criteria<sup>4</sup>.

Applicants that receive the full budget required to implement their requested activities (or that reach their maximum grant) will not participate in further allocation. Any surplus funds will be divided among other applicants based on the allocation rules as specified for each phase. All allocated amounts will be rounded to the nearest whole Euro.

### 3.1. First phase: basic grants and financial performance

A basic grant will be provided to each applicant at the beginning of the allocation process<sup>5</sup>. The purpose of the basic grant is to allow all accredited organisations to implement a minimum number of mobility activities and progress towards the objectives of their Erasmus Plan.

For organisations that have already completed grant agreements under their accreditation, the amount of the basic grant will be linked to their past financial performance to ensure stable and reliable funding for good performers. In this context, financial performance refers to the applicants' ability to fully use the awarded funds, as demonstrated by their results in previous grant agreements.

In Call 2022, criteria on financial performance will not apply because eligible organisations have been newly accredited or have not yet finished their first accredited projects. However, in view of the future calls, applicants should make sure to request an appropriate number of activities according to what they are able to implement.

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<sup>3</sup> In addition to the general rules on maximum grants, the awarded grant for applicants under observation may be further limited by the National Agency in accordance with the specific decision on establishment of observation measures.

<sup>4</sup> When calculating the applicants' performance, the National Agency may exclude from consideration past projects that have been negatively affected by the COVID-19 pandemic or other events outside of the beneficiary's control (*force majeure*).

<sup>5</sup> Exceptionally, if the basic grant is higher than the maximum grant, then the basic grant will be capped accordingly.

Failing to use up the awarded funds during the duration of the grant agreement (maximum 24 months) can lead to low financial performance and therefore a lower grant in future calls.

The single basic grant for all applicants will be of 12'000 €, except for grant requests lower than the basic grant defined by the NA.

The National Agency may increase the basic grant after the submission deadline, in case sufficient funds are available.

### **3.2. Second phase: qualitative performance and policy priorities**

The purpose of the qualitative performance criterion is to ensure that accredited applicants deliver good quality activities and gradually progress towards the objectives of their Erasmus Plan. In addition, applicants may score higher if proposing to implement priority activities.

Budget assigned to this phase will be divided among the applicants in proportion to their score and the estimated budget required to implement their requested activities.

The score of each applicant is calculated in two steps:

- a) The applicant's base score will be equal to the evaluation score of the applicant's accreditation application<sup>6</sup>.
- b) A bonus to the base score will be applied according to the following criteria:
  - Involvement of participants with fewer opportunities: +1 point per % of participants with fewer opportunities out of total participants limited to a maximum of +5 points.
  - Implementing long-term learning mobility of pupils: +1 point per long-term mobility participant limited to a maximum of +5 points.

## **4. TOTAL AWARDED GRANT AND TARGETS FOR DELIVERY**

For each applicant, the total awarded grant will be the sum of amounts they have received in each allocation phase. If any requests for inclusion support for participants and exceptional costs have been approved by the National Agency, these amounts will be added to the total awarded grant.

Before issuing a grant agreement, the National Agency will calculate appropriate targets for delivery. If the applicant has been awarded the full budget required to implement their requested activities, then the activities requested in the application will become the targets for delivery. If the awarded grant is lower than the full budget required to implement the activities requested in the application, then the targets will also be lowered proportionally to ensure that the applicant is able to deliver them with the awarded budget.

The National Agency can make limited modifications to the proportional adjustment in order to allow for a better fit between the awarded budget and target activities, to ensure coherence with the approved Erasmus Plan, to provide

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<sup>6</sup> In future calls, qualitative performance will be measured using evaluation results of contract and accreditation reports submitted by the beneficiary.

adequate support for priority activities, to maintain at least one participant in each activity type and category requested by the applicant, and to comply with any limitations defined in the Programme Guide.

Beneficiaries are able to implement the target activities with a wide flexibility, while remaining within the scope of their approved Erasmus Plan. Delivery of agreed activities and targets will be evaluated at the final report stage.