

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

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| National Agency | LU01, Luxembourg, Anefore |
| Field | VET - Vocational education and training |
| 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

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| Total budget available for allocation to accredited applicants ¹ : | At least 968 000 € |
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The available budget will be apportioned between the applicable allocation criteria in the following way²:

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| Basic grants and financial performance | At least 404 000 € |
| Qualitative performance and policy priorities | At least 269 000 € |

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

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| Inclusion support for participants and exceptional costs | 70 000 € |
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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.

¹ 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.

² 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 grant³

The maximum grant amount will be limited to 400'000 € 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 criteria⁴.

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 process⁵. 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.

The single basic grant for all applicants will be of 33'000 €, except for grant requests lower than the basic grant defined by the NA.

³ 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.

⁴ 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*).

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

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

Experienced applicants (those that have been accredited through the light accreditation procedure and have completed at least one grant agreement under the VET Mobility Charter) will receive a basic grant equal to their highest absorbed amount during the last three grant agreements completed under the VET Mobility Charter. The highest absorbed amount will be reduced by 20% if the applicant has not reached at least 80% of average absorption ((average of absorbed budget and realised mobilities of the awarded funds/ awarded mobilities)) during the same period. The NA will consider the number of granted and realised mobilities to calculate this average. The varying nature of mobilities leads to the fact that even if the beneficiaries have realised all the granted mobilities, they do not necessarily reach the highest possible budget absorption. Moreover, the NA foresees to consider the impact the COVID-19 pandemic has had on the beneficiaries' performance.

If the budget available for allocation in this phase is not sufficient to perform the allocation in the above way, then the experienced applicants will receive an amount reduced at the same rate, and not lower than the basic grant for a newly accredited applicant.

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) For newly accredited applicants, the base score will be equal to the evaluation score of the applicant's accreditation application. For applicants that have been re-accredited through the light accreditation procedure, the base score will be equal to the evaluation score of the last final report for projects implemented under the VET Mobility Charter (KA116). If no such report is available, the applicant's base score will be equal to the score of their VET Mobility Charter application.
- 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 learners (ErasmusPro): As from the third participant in long-term learning mobility +1 point per long-term learning mobility participant limited to a maximum of +3 points.
 - Involvement of invited experts: +1 point for at least one invited expert.

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 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.