

GUIDE
FOR APPLICANTS

Preparatory visits

DATE OF SUBMITTING THE APPLICATIONS

FROM February 26th, 2020 UNTILL THE ALLOCATION IS USED

(no later than 30 December 2020, 4.00 PM)

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1 GENERAL INFORMATION

The **European Economic Area Financial Mechanism (EEA FM) and Norwegian Financial Mechanism** represent the contribution of **Iceland, Liechtenstein and Norway** - three EFTA (European Free Trade Association) countries.

1.1 PROGRAMME OBJECTIVES

The overall objective of **the Education Programme** is to reduce economic and social disparities in the European Economic Area and to strengthen bilateral relations in the area of education between Poland, Iceland, Liechtenstein and Norway. The Programme is to contribute to the strengthening of human potential and the development of Poland's knowledge base.

The above Programme objectives will be implemented through:

- the professional development of staff working in formal and non-formal education,
- student and HEI staff mobility between Poland and the Donor States,
- institutional partnerships for the enhancement of quality and relevance of education at all levels.

Activities undertaken as part of the Education Programme should also **include the cross-cutting aspects** listed below, which raise project quality and effectiveness:

- sustainable development integrating the environmental, economic and social dimensions,
- equal opportunities for men and women,
- good governance involving the participation of a broad group of partners in the process of decision-making, making lawful decisions based on transparent rules, and zero tolerance towards corruption,
- social inclusion,

The priority areas of the Education Programme include:

- inclusive education,
- governance in the education sector,
- development of quality culture including internal quality assurance systems,
- development and promotion of the VET sector, including dual education systems, cooperation between vocational education and training institutions with employers,
- development of career guidance,
- child welfare education.

More information on the cross-cutting aspects to be found in the official documents of the Financial Mechanisms at www.education.org.pl.

1.2 FRSE PARTNERS IN THE EDUCATION PROGRAMME

The Education Programme institutional partners from the Donor States are:

- the Icelandic Centre for Research (RANNIS);
- the National Agency for International Education Affairs (AIBA) in Liechtenstein;
- the Norwegian Agency for International Cooperation and Quality Enhancement in Higher Education (Diku).

1.3 BILATERAL COOPERATION

The strengthening of bilateral relations with the Donor States, among other things through joint project implementation with entities from Norway, Iceland and Liechtenstein, is an important element of the Education Programme.

The Education Programme supports undertakings whose aim is to better prepare the staff and institutions of institutions for participation in international cooperation. For this reason, the proposals of the Preparatory Visits financed by the Bilateral Cooperation Fund under the EEA FM and NMF 2014-2021 should be focused on implementing these activities together with the entities from Donor States.

1.4 PROGRAMME DOCUMENTS

When implementing Preparatory visits initiative, the Project Promoter is obliged to comply with the principles published in the following programme documents:

1. The Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021 concluded between Iceland, Principality of Liechtenstein, Kingdom of Norway and the Republic of Poland on 20 December 2017 together with annexes.
2. The Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2014-2021 concluded between Kingdom of Norway and the Republic of Poland on 20 December 2017 together with annexes
3. The Regulation on the Implementation of the EEA Financial Mechanism 2014-2021 with annexes.
4. The Regulation on the Implementation of the Norwegian Financial Mechanism 2014-2021 with annexes
5. Any Programme Guidelines adopted by the Programme as part of the EEA Financial Mechanism 2014-2021, and by the EEA Financial Mechanism Committee.
6. Information and Communication Requirements EEA and Norway Grants 2014-2021.
7. Guidelines for Educational Programmes. Rules for the establishment and implementation of programmes falling under programme area 3 "Education, Scholarships, Apprenticeships and Youth Entrepreneurship"
8. Guidelines of the Ministry of Investment and Economic Development on public procurement under the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021.
9. Bilateral Guideline EEA and Norwegian Financial Mechanisms 2014–2021

2 GENERAL INFORMATION ABOUT PREPARATORY VISITS WITHIN BILATERAL FUNDS

2.1 DESCRIPTION OF INITIATIVES

Preparatory visits are the short visits of representatives of entities in the formal and non-formal education aimed at:

- establishing cooperation between institutions from Poland and from Donor States,
- preparing and planning a joint project under the Education Program:

- Professional staff development
- Mobility of Students and University Staff,
- Institutional Cooperation - vocational training (VET),
- Institutional Cooperation (excluding the VET sector).

One Visit can last from 1 to 5 working days and a maximum of two days for travel. A maximum of 3 people from the institution can participate in one Preparatory Visit. Applicant should plan one Preparatory Visit to one hosting institution in application form. The institution may submit more than one application in the competition. Each application will be subject to individual formal and substantive assessment, and in the case of obtaining funding will be the subject of a separate contract.

The Preparatory Visit grant can be used to organize visits to all types of organizations that can be partners in a project in the field of mobility or institutional cooperation. Contact with the host institution must be made before submitting the application and confirmed by attaching an official invitation, of which the schedule of the visit is part. The justification of a Visit will be checked at the stage of substantive assessment of the application.

2.2 APPLICANTS

Polish public and non-public legal entities operating in the field of formal or non-formal education (excluding pre-school education) interested in project implementation in cooperation with the entities at list from one of the following states: Norway, Iceland or Liechtenstein are eligible to apply for grants for Preparatory visits. An individual participant of a preparatory visit may be a person employed (on the basis of an employment contract or mandate contract) at the applicant institution which visits and carries out the tasks set out in the application on behalf of the applicant institution.

Applicants must confirm that they are currently active in the field of formal or non-formal education (excluding pre-school education) and that for at least 12 months before submitting the application, they are active in the formal or non-formal education sector.

Hosting institution from Norway, Iceland or Liechtenstein is required.

Eligible institutions must comply with the following catalogue:

- a legal entity established in a Donor State,
- VET institution in Switzerland, under a special cooperation agreement with Liechtenstein.
- Swiss universities, in respect to students and staff of Liechtensteiner nationality.

2.3 DURATION OF THE PROJECT¹

Preparatory visit initiative may be implemented over a maximum period of 6 months.

² Under Art. 8.2 (5) of the Regulations, expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in the case of goods) or performed (in the case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility, if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

The minimum duration of a **Preparatory visit** is 1 days and maximum duration is 7 days. The duration of a visit may be extended by a maximum of 2 days spent on travelling.

3 FINANCIAL PRINCIPLES

3.1 ELIGIBILITY OF EXPENDITURES

Eligible expenses meet the criteria listed below:

- they are incurred² between the first and final dates of the eligibility period, as specified in the Project Contract,
- they are connected with the subject of the Project Contract and they are indicated in the detailed budget of the project,
- they are proportionate and indispensable for the implementation of the project,
- they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness,
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles, and
- they comply with the requirements of applicable tax and social legislation.

The following costs are not considered eligible:

- interest on debt, debt service charges and late payment charges,
- charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract ³,
- provisions for losses or potential future liabilities,
- exchange losses,
- recoverable VAT,
- costs that are covered by other sources,
- fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project,
- excessive or reckless expenditure.

3.2 PROJECT BUDGET

The project budget is the sum of all eligible expenses calculated on the basis of:

- a. standard scales of unit costs,
- b. real costs:
 - costs relating to disabled people's special needs.

² Under Art. 8.2 (5) of the Regulations, expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in the case of goods) or performed (in the case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility, if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

³ Such as: costs linked to opening a project bank account by the Project Promoter, its keeping and service, including costs of bank transfers linked to the project.

Annex 1 to this Guide contains a list of eligible unit costs. The need for incurring real costs will be examined at the stage of the quality assessment of the application.

The project budget is expressed in EUR. For the purposes of this application, converting PLN amounts into EUR necessitates using the monthly accounting exchange rate of the European Commission in the month during which the call for proposals was launched, that is:

EUR 1 = PLN 4,2873

Information about the accounting exchange rate is regularly posted by the European Commission at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

3.3 PROJECT GRANTS

The project grant rate is up to 100% of project eligible expenses.

The project budget is related to the duration of the individual participant's stay at the host institution. The grant amount is calculated on the basis of the following formula:

Grant = subsistence cost (number of working days x number of participants x flat rate) + travel costs + organizational support costs + costs related to the special needs of the individual participant (if applicable)

Own contribution must be made in cash only (financial contribution). In-kind contribution (for example voluntary work) will be deemed ineligible.

The quality assessment of the application also applies to the project budget. The Programme Operator, acting on the strength of a resolution adopted by the FRSE management, makes a final decision as to the project grant amount in EUR.

PLEASE NOTE THAT

Funding the same expenses using two different sources (double funding) is prohibited.

3.4 CHANGES TO THE PROJECT BUDGET

The Project Promoter is under the obligation to notify the Programme Operator of any project change affecting the budget. Changes to the budget should be consulted with the project supervisor.

In the course of project implementation, reallocations of funds amounting up to 20% of the budget of the category to which they refer are permitted (both the category from which the funds are reallocated and the one which will consequently be increased).

No increase of the total project budget is possible.

Reallocations of funds between categories exceeding 20% of a relevant category necessitate consent from the Programme Operator.

3.5 VAT AND OTHER TAXES

3.5.1 Value Added Tax (VAT)

VAT as a cost may be refunded only when the Project Promoter or Host Institution cannot recover the tax under national legislation and when it is actually and finally incurred by the Project Promoter or Host Institution. The Project Promoter makes a VAT declaration when submitting the first financial report.

3.5.2 Personal income tax

Income from employment and related relationships as well as from civil law agreements earned by people participating in project implementation does not benefit from any tax exemptions specified in Art. 21 of the Personal Income Tax Act. As a consequence, income tax is applicable to such income on general principles. This means that the tax remitter is under the obligation to deduct a withholding tax under Art. 32 of the Personal Income Tax Act and in the case of income generated under civil law agreements - under Art. 41 (1) of the same Act.

3.6 PUBLIC PROCUREMENT

All expenses incurred as part of the project must be transparent, rational and effective.

The awarding of public contracts necessitates respecting the following rules:

- a. respect for fair competition, equal treatment of contractors, transparency,
- b. economically sound public funds management, including the rules of disbursing public funds in a purposeful and economical way enabling the performance of tasks in a timely manner, as well as the rules of using optimal methods and means to obtain the best cost-effectiveness ratio.

The fulfilment of the above requirements is ensured by the application of the Act of 29 January 2004 - Public Procurement Law (Journal of Laws 2018, item 1986, consolidated text), abbreviated to PPL, or by the application of the competition rule in accordance with the Guidelines of the Minister of Investment and Economic Development on awarding contracts under the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021.

3.7 PAYMENTS

The Project Grant is paid into indicated in the project contract bank account. .

Project grants are paid in the form of advance payments and the final balance payment:

- advance payment - 80% of the Project Grant will be paid within 45 days upon signing a Project Contract
- payment of the final balance – up to 20% of the Project Grant will be paid upon the approval of a Project Final Report, however, if the Beneficiary does not use all transferred funds, the Program Operator will request a return.

Payments to Project Promoters will be effected via Bank Gospodarstwa Krajowego, in accordance with the schedule of payments of European funds converted from EUR to PLN using the exchange rate of the European Commission valid in the month when the payment is made to the Project Promoter.

The exchange rate will be posted at: <http://ec.europa.eu/budg/inforeuro/index#!/convector>.

4 COOPERATION BETWEEN PROJECT PROMOTER AND PROJECT PARTNER/HOST INSTITUTION

The Project Promoter is a party to the Project Contract, is awarded funds and is accountable for their settlement to the Project Operator. The project grant amount is specified in the project contract, whereas financial flows are to be agreed between institutions.

When preparing the project Final Report, the Project Promoter must indicate all expenses incurred as a result of the implementation of the project, including costs incurred by the Project Partner/Host Institution.

Real costs incurred by the project partners may be confirmed by presenting the following documents:

- an invoice or other accounting document of equivalent probative value;
- a report of an independent auditor or a public official qualified to perform audits of accounting documents in which they state that the costs in question have been incurred in accordance with the regulations of the EEA and Norway FM 2014-2021 and national law.

The Project Promoter submits accounting documents only at the Programme Operator's request.

5 CALL FOR PROPOSALS

The call for proposals is active from ...02.2020 until the full allocation is used no later than 30 December 4.00 PM

Applications must be submitted via the online electronic submission system available at online.frse.org.pl. Once the call is closed, it will not be possible to submit an application form via the system.

Applications will be assessed in on-going procedure, in the order they are received. Formal and quality check will be made by the Program Operator employees. All applications that will be positively assessed in terms of form and content will receive funding if the available funds allows it. The grant will be determined by the order in which the application is submitted in the online system and the positive formal and quality assessment.

The call is dedicated to entities that plan to implement the joint project in cooperation with institutions from Norway, Iceland or Liechtenstein within the Education Program.

Please note:

The recommended start date for the Preparatory Visit should be at least 8 weeks after the date of submission of the application.

5.1 APPLICATION FORM

Before completing the application, please read this Guide in detail. The application should be completed and sent in the online system available at online.frse.org.pl.

Applicants complete the application in Polish, the project summary should be completed in both Polish and English.

The substantive content of the application should be logical and understandable, the plan of the visit should be realistic, and its description clear and comprehensive.

Before submitting the application, the Applicant should independently verify the scope, quality, consistency and completeness of the information it contains and the completeness of the annexes. Applicant should verify the scope, quality, consistency and completeness of the information it contains as well as completeness of the annexes Before submitting the application.

5.2 APPLICATIONS SIGNED BY LEGAL REPRESENTATIVES

The signing of an application form occurs by attaching a scanned copy of the "Declaration" bearing the signature of the Applicant's legal representative (or representatives), in accordance with a document confirming the manner of their legal representation. The template of the "Declaration" is published on the website of Programme Operator. Should the application form be signed by a person other than the Applicant's legal representative, a proper letter of authorisation to sign the application form and - perhaps - the Project Contract is to be attached.

The document confirming legal representation is e.g. a current excerpt from the relevant register (e.g. statute, excerpt from the university register, KRS, printout from CEIDG or other document confirming the institution's existence and its legal representation depending on the legal form - in the case of, if the institution does not have a National Court Register). If the application is signed by a person other than the legal representative of the Applicant, additionally, please attach the correct personal authorization to sign the application and, possibly, the contract and to act on behalf of the applicant institution for Preparatory visits.

5.3 ATTACHMENTS TO THE APPLICATION

The proposal must include the following annexes:

- Declaration of the legal representative of the Applicant (scan).
- Invitation from the Host Institution signed by its legal representative (scan).
- Valid incorporation/registration document or other document containing information on legal representation of the Applicant, with the exception of documents available in electronic form in public registers (scan) - if applicable.
- Valid document confirming the scope of the Applicant's activity, except for documents available in electronic form in public registers (scan) - if applicable
- Authorization to sign the proposal by a person other than the legal representative (scan) - if applicable.
- Declaration regarding the use of grant for non-commercial purposes (scan).

5.4 INVITATION AND PROGRAMME OF THE VISIT

The official invitation and visit schedule are an important element of QUALITY assessment. The operator does not impose an invitation template.

The invitation should contain at least the following information:

- contact details of the institution that prepared the letter,
- a brief description of the institution and its role in the project,
- readiness to receive an individual participant for the duration of the visit with an indication of the planned dates of the visit,
- description of the planned visit schedule,
- place and date (this should be the current date),
- signature of the contact person / guardian or legal representative of the host institution.

The content of the invitation should be consistent with the application.

5.5 ASSESSMENT OF APPLICATIONS

The Programme Operator is responsible for the assessment of submitted applications. Each application will undergo formal and quality assessment. Only applications which have successfully undergone formal assessment will have quality assessment. At the stage of formal assessment, Programme Operator may require that the Applicant provides missing annexes.

Applications will be assessed on-going until the funds allocated to the competition are used, but no later than by December 30, 2020 by 4 PM.

5.5.1 Formal assessment

Each application will be subject to formal assessment in line with the requirements specified in *Call for Proposals*. The eligibility checklist constitutes Annex No. 2 to this Guide.

Formal assessment will be carried out by the Programme Operator's employees.

Notification of the necessity to complete the application will be emailed to the *contact person* indicated in the application form. Therefore, it is vital that the email address indicated there is active and current. The deadline for providing information missing in the proposal is seven calendar days of the dispatch of the request to provide missing information.

The results of formal evaluations are posted at www.education.org.pl.

Applications meeting the formal requirements undergo quality assessment.

5.5.2 Quality assessment

The quality assessment of applications will be performed by two Programme Operator employees in accordance with the criteria specified in the *Call for Proposals*. The template of quality checklist together with scoring constitute Annex 3 to this Guide.

The grant will be awarded if the funds are available to initiatives scored more points than the threshold set for quality assessment (60%) in descending order by points scored i.e. at least 30 points.

As part of quality assessment, the Programme Operator also verifies the budget for the correctness of calculations. If any errors are found in the calculation of the project grant amount applied for, and the application scores enough points to be accepted in terms of quality assessment, the Applicant will be requested to sign a contract containing a budget correction.

5.6 INFORMATION ABOUT THE RESULTS OF THE CALL FOR PROPOSALS

Prior to the commencement of any activities included in the project grant application, the Programme Operator will inform all Applicants about the results of the grant awarding procedure and in the case of applications approved for project grants - about the awarded grant amount. This information will be provided in writing and by e-mail prior to stating planned activities. The decision of granting is made by the Management of FRSE on the basis of a resolution with the frequency depending on the number of applications submitted.

The Programme Operator will inform applicants whose applications have been rejected of the reasons for rejection.

6 CONTRACT OF THE INITIATIVE

6.1 CONCLUDING THE CONTRACT

The Programme Operator and the Project Promoter will sign the project contract providing details relating to the obligations of the Parties, conditions of grant payments as well as reporting and project accounting rules. Such contracts will be prepared by the Programme Operator in two original copies, one copy for each Party.

Please note that

Non-public sector applicants will be asked to provide the original copy or an authenticated copy of a current (not older than 3 months) letter of confirmation from the Social Insurance Institution and the Tax Office that all the taxes and social insurance contributions have been paid to date. As obtaining such documents involves waiting, Applicants should approach the relevant institution as early as at the stage of submitting project grant applications.

Before signing a project contract, Programme Operator will verify if the Applicant is not excluded from the possibility of receiving support. In particular, the Programme Operator will confirm the possibility of granting *de minimis* aid.

Simultaneously, the Programme Operator can ask the Applicant for additional documents and information if they are deemed necessary for signing the Project Contract.

The Programme Operator reserves the right to withdraw from signing the Project Contract with the Applicant in the following cases:

- documents provided by the Applicant contain false statements,
- the Applicant refuses to provide the required documents,
- it is not possible to provide *de minimis* aid.

6.2 EXPENDITURE ELIGIBILITY PERIOD

Expenditure eligibility periods will be specified in initiative contract concluded with Project Promoters and will depend on the schedule presented in application forms. The start date cannot be earlier than the date of publication of the results of the call for proposals.

- The start date of eligibility - the start date of cost eligibility period specified in the Project Contract: it is from this moment that the Project Promoter is allowed to incur expenses linked to the project.
- The final date of eligibility - the end date specified in the Project Contract.

Any project activities undertaken and costs incurred outside the dates indicated in the Project Contract will be deemed ineligible.

6.3 REPORTING

Under the Project Contract, each Project Promoter is obliged to submit their Final Report and a balance payment application not later than within 15 working days of project Final.

Such reports should be completed online by visiting online.frse.org.pl and using the template prepared by the Programme Operator and posted at www.education.org.pl *Project implementation/reports templates*. The Final Report is composed of content-related and financial parts and together with its annexes, it constitutes the basis for the final settlement of project accounts.

The content-related part of the report contains a description of activities undertaken with particular emphasis on the outcomes achieved.

The financial part of the report provides information for the final calculation of the project grant amount and of the payment of the final balance to be transferred to the Project Promoter's (institution's) bank account indicated in the Project Contract, provided that the Programme Operator's approves the Final Report

All amounts quoted in Final Reports should be given in EUR. In the case of real costs incurred in PLN or other currency, converting them into EUR necessitates using the monthly accounting exchange rate of the European Commission valid on the day of the call for proposals and posted on its webpage:

1 EUR = PLN

<http://ec.europa.eu/budget/graphs/inforeuro.html>.

Costs linked to exchange differences and exchange losses are not eligible expenses.

6.4 ATTACHMENTS TO THE FINAL REPORT

- A declaration confirming the contents of the report signed by a legal representative,
- In the case of real costs, the Project Promoter may be asked to provide accounting documents confirming that these expenses have been incurred.

6.5 UNFINISHED PROJECTS AND THE TERMINATION OF THE PROJECT CONTRACT

Should the Project Promoter withdraw from the project before the end of the implementation period, they should notify the Programme Operator without delay and give valid reasons. Depending on the project outcomes, the Programme Operator will make a decision as to the project grant amount that has to be reimbursed.

7 PROJECT MONITORING AND AUDITS

7.1 MONITORING AND AUDITS

All projects awarded grants under the Education Programme are monitored. Initiatives monitoring is intended to verify whether such project grants are spent in accordance with initiatives contracts.

In Preparatory visits, the Operator uses "on desk" monitoring consisting in the analysis of final reports submitted by project promoters.

8 Project promoter must provide all explanations and submit for financial and substantive control documents regarding the implemented visit financed upon Operator's request. DOCUMENT ARCHIVING

The Project Promoter is obliged to keep documentation linked to the project for five years from the date when the Final Strategic Report was approved by the Donor States. The Project Promoter will be notified of this in a separate letter.

9 INFORMATION AND PROMOTION

In accordance with the Regulations on the Implementation of the EEA FM 2014- 2021 and Regulation on the Implementation of NMF 2014-2021 , entities involved in Financial Mechanisms projects and initiatives are under the obligation to carry out informational and promotional activities. These activities are intended to increase public awareness of EEA and Norway Grants and their mission, opportunities for bilateral cooperation with entities from Liechtenstein, Iceland or Norway and the implementation, outcomes and impact of projects implemented using EEA and Norway funds. Annex 3 to the Regulations - Information and Communication Requirements - provides detailed requirements in this respect.

Purpose and scope of information activities should be in line with the scale of initiative.

Guidance provided in those documents places the Project Promoter under the obligation to develop and implement a communication and promotion plan. All project documents and promotional materials (training materials, brochures, leaflets, posters, gadgets) should contain information about the source of the grant and the importance of bilateral cooperation.

Any information material is to contain a standard text indicating the source of funding, for example: Preparatory visit benefits from a EUR (*amount – use a rounded figure*) grant from Iceland, Liechtenstein and Norway through the EEA Grants and Norway Grant. The aim of the initiative (*use the relevant term*) is to (*describe the objective*). Optional standard texts are indicated in the Communication and Design Manual EEA and Norway Grants 2014-2021.

The Communication and Design Manual EEA Funds and Norwegian Funds 2014-2021 contains strategic communication guidelines, technical requirements concerning design, as well as recommendations linked to PR: https://www.eog.gov.pl/media/69204/Podrecznik_komunikacji_EOG_Nor_PL.pdf.

10 CONTACT WITH THE PROGRAMME OPERATOR

All parties interested in the Programme and prospective Applicants may phone to obtain information about the rules of call for preparatory visits from Monday to Friday between 9.00 AM and 4.00 PM.

Having previously asked for an appointment, it is also possible to obtain information directly in the Programme Operator's seat or request written information.

Programme Operator will respond immediately to written inquiries submitted by traditional mail or email, i.e. not later than within 7 working days from the receipt of the inquiry, provided that the inquiry is received no later than 7 days before the deadline for submission of proposals.

That type of consultation may not involve individual guidance concerning the contents of the application.

Contact:

Foundation for the Development of the Education System
Al. Jerozolimskie 142A
02-305 Warszawa
W: www.education.org.pl
E: edukacja.eog@frse.org.pl
T: 22 46 31 650

11 Annex 1 Tables of costs

No	Cost category	Description	Cost type	Unit rate	Amount calculation rules	Settlement, reporting, supporting documents	Additional information								
1.	Participants' travel	The grant is intended to cover participants' expenses on travelling from the place of residence to the place of the preparatory visit in a Donor State.	Standard scales of unit costs	<table border="1"> <tr> <td>€ 180,00</td> <td>Distance between 100 and 499 km</td> </tr> <tr> <td>€ 275,00</td> <td>Distance between 500 and 1999 km</td> </tr> <tr> <td>€ 360,00</td> <td>Distance between 2000 and 2999 km</td> </tr> <tr> <td>€ 530,00</td> <td>Distance between 3000 and 3999 km</td> </tr> </table>	€ 180,00	Distance between 100 and 499 km	€ 275,00	Distance between 500 and 1999 km	€ 360,00	Distance between 2000 and 2999 km	€ 530,00	Distance between 3000 and 3999 km	The grant is calculated as the product of the number of participants and the relevant rate depending on the distance shown by the distance calculator posted on http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en .	<p>Settlement:</p> <p>Actual participation in the visit forms the basis for costs approval.</p> <p>Reporting:</p> <p>In the Final Report, the Project Promoter describes the objective and programme of their study visit and lists the participants and dates. No confirmation documents have to be submitted.</p>	
€ 180,00	Distance between 100 and 499 km														
€ 275,00	Distance between 500 and 1999 km														
€ 360,00	Distance between 2000 and 2999 km														
€ 530,00	Distance between 3000 and 3999 km														
2.	Participants' subsistence	The grant is intended to cover subsistence costs during the preparatory visit.	Standard scales of unit costs	Daily rate : € 200,00	The grant is calculated as the product of the number of participants, length of the visit in days (a maximum of 7 working days and 2 days for travelling - in duly justified cases) and the daily rate. Example: 5 participants x 7 days (5 days for the visit + 2 days for travelling) x EUR 200 = EUR 7000	<p>Supporting documents:</p> <p>A daily attendance sheet specifying the place and time of the meeting, full name, institution and participants' signatures as well as the full name, position and signature of the person confirming attendance from the institution organising the meeting is a required document of confirmation. No receipts and invoices confirming expenses actually incurred are required to prove expenses to the</p>	Preparatory Visit days involving instruction where attendance is recorded on the attendance sheet and in duly justified cases - two additional days for travel - are eligible.								
3.	Organisational support - host	The grant is intended to cover costs incurred by	Standard scales of	Visit day : € 400,00	The grant is calculated as the product of the										

	institution	the host institution and linked to the organisation of the preparatory visit. For example: staff remuneration, preparation of materials, local travel, and other costs indispensable for staging the visit.	unit costs		number of visit days (without travel days) and the applicable rate. A maximum of EUR 2800 is allowed.	Programme Operator. Costs should be incurred and documented in accordance with the provisions of national legislation applicable to the institution.	
4.	Organisational support - sending institution	The grant is intended to cover costs incurred by the sending institution and linked to the organisation of the preparatory visit. For example: office supplies, telephone calls, promotional activities before the visit, dissemination activities, remuneration of staff dealing with the organisation of the visit, and other costs indispensable for staging the visit.	Standard scales of unit costs	Visit day : € 300,00	The grant is calculated as the product of the number of visit days (without travel days) and the rate. A maximum of EUR 2100.		
5.	Supporting project participants with special needs	Meeting the costs incurred to enable those with special needs to participate in mobilities, for disabled persons. The participation of a personal assistant may be funded. .	Real costs	Actually incurred eligible expenses are reimbursed in 100%.	The grant is based on an estimate of real costs indispensable to enable people with special needs to participate. This amount is capped by the maximum project grant amount	Settlement: Assistance to participants with special needs requires accounting for actual expenses confirmed in financial documentation. With the exception of costs incurred by a personal assistant participating in a mobility, for which there is a lump sum not	Costs must be described and justified in the application form. Costs are reimbursed only after the Programme Operator's approval.

					<p>exceeding the participant's cost of participation.</p> <p>Reporting:</p> <p>The Project Promoter reports their expenses providing the name and description of a cost, date when it was incurred and the amount. Scanned documents confirming incurred expenses will be submitted to the Programme Operator at their request.</p> <p>Supporting documents:</p> <p>Original or authenticated copies of supporting documents (invoices and proofs of payment) should be kept in the project documentation. In the case of personal assistant costs, a declaration of the nature of their participation in support is required.</p>	
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12 Annex 2 - Template of the Eligibility checklist with scoring

13 Annex 3 - Template of the Quality checklist with scoring