

Conditions of granting funding for departures of people with fewer opportunities (in a difficult financial situation and of recognised disability) qualified for a trip within the Erasmus program + - project KA131-2022

In the application competition KA131-2022, both "individual support" as well as additional funds granted in connection with the difficult financial situation of students going to study or internship as well as disability, from the funds of the Erasmus program+ program

Co-financing in the form of unit contributions (hereafter inclusive rate) may be granted:

- Students leaving for school and/or internship, with the right to receive a social scholarship confirmed by the University, in accordance with university regulations;
- Students with disabilities who have the disability certificate, going to school and/or internship;

Grant-aid is awarded by the university as a part of amount of endowment, which the university has at its disposal on the basis of a financial agreement for the execution of activities KA131-2022, signed with National Agency (NA).

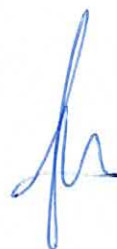
Co-financing in the form of actual costs (based on a separate application submitted to the NA) can be awarded to:

- Students with disabilities who have the disability certificate, going to school and/or internship;

The following persons will be entitled to receive a grant in the form of an inclusive rate:

1. Students in difficult financial situation going to school and/or internship (students receiving social scholarship at the home university):

Selection Criterion - belonging to this group will result from qualifying the student by home university to the group of students receiving a social scholarship. The university obliges the student to submit a document confirming the right to receive a social scholarship (copy of the decision).



1. Students with disabilities:

People **with certificate of disability belong to this target group of the project.**

Students with a certified degree of disability will be entitled to receive funding in the form of actual costs. Applications for additional funding will be submitted by mobility participants to the NA through the university's Erasmus + Coordinator. The amount allocated for expenses directly related to the disability (additional amount to the lump sum calculated according to the duration of the scholarship stay in the case of students) will be accounted for as actual costs, i.e. requiring documentation in the form of financial evidence. The costs should be tailored to the real needs related to the type of disability and realistically assessed.

Universities are obliged to respect the principal of equal opportunities and non-discrimination of students – candidates for scholarship trips.

The rules contained in the “Program Guide to Erasmus+”, that relate to additional financial support for mobility participants with disabilities, should be interpreted as follows:

1. A person with a disability, hereafter referred to as "participant in mobility" realising mobility in the Erasmus+ program under a financial agreement KA131-2022 in a category „inclusion support for participants" is allowed to receive additional sum (independently of inclusive rate¹). The amount of the additional amount will be determined **on the basis of a special request**, prepared by participant of mobility and submitted on their behalf by sending institution to National Agency. Model of the submitted application to National Agency is available on the internet site of the Erasmus+ program: <https://erasmusplus.org.pl/>

The application above must be sent to the NA as soon as the participant in mobility is qualified for the trip and not later than 5 weeks before the departure of a participant in mobility for a scholarship.

2. In a special application for co-financing of additional costs, directly related to the disability, a participant in mobility must **specify in detail the needs resulting from disability**, other than standard costs concerning travelling and livelihood during the stay abroad. **Every other cost will need a detailed justification**, determining the amount of expected expenses and providing the source on the basis of which the expected amount of expenses was calculated.
3. Granting additional financial measures for covering costs directly tied to the disability without which realisation of trip wouldn't be possible and which are not granted by the university/institution or are not financed by other sources, will occur in the following situations:
4. A disability requires special transport for the participant in mobility to the final destination (special transport costs).
5. Disability requires support of a participant in mobility by an accompanying person for part or the entire period of stay abroad (travel costs of the accompanying person and



costs related to the stay of the accompanying person - accommodation, meals, local transport, etc.). The stay of an accompanying person excludes the possibility of covering costs of a local caretaker at the same time.

6. Disability requires the support of a participant in mobility by a professional local caretaker (salary costs). The work of a professional local caretaker excludes the possibility of covering the costs of an accompanying person at the same time.
7. Disability requires using special educational materials by a participant in mobility in education/during work in the host institution (costs of special educational materials).
8. Disability requires special medical care for the participant in mobility on site (costs of medical care, rehabilitation, medicine without which the stay abroad would not be possible).

Granting funding in this category requires the submission of a medical certificate, which indicates the necessary scope of special medical care.

1. Disability requires special insurance for the participant in mobility (costs of special insurance).
2. Disability requires bearing other costs by the participant in mobility without which the scholarship trip wouldn't take place (this category must be documented in the form of a recommendation from a disability assessment body or a doctor). In the case of a mobility participant who is granted the right to live in a separate room in the disability assessment, the NA may subsidize a maximum of 50% of the cost of renting an apartment or room. Otherwise, additional funds for co-financing the rent of a flat or a room will not be granted.
4. Each application will be considered individually. The application must be approved by the university coordinator of the Erasmus + program and the Rector's Plenipotentiary for Persons with Disabilities.

If the NA, when assessing the application, has doubts as to the legitimacy of the expenditure, it may require the participant in mobility applying for a grant to provide additional justification, e.g. an appropriate medical certificate.

5. After the institution has examined the application submitted on behalf of the mobility participant to the NA, the NA will specify the types of costs for which the additional grant will be awarded and the amount of the grant. In the notification sent by the NA to the university, no later than 14 days from the date of receipt of the application (the deadline will be suspended if there is a need to supplement the information contained in the application), will specify the amount of funding awarded in the form of actual costs, which will only be accounted for if documented by financial evidence. This notification will constitute the decision to award a grant to the mobility participant named by name and surname. The decision issued by the NA will constitute the NA's commitment to the institution(Academy). The academy should inform the mobility participant applying for a disability grant about the amount of additional support (additional to the lump sum resulting from the planned duration of stay abroad).



If the university is unable to cover additional costs related to the mobility of a participant in mobility from the budget allocated by NA under the signed agreement for the implementation of activities KA131-2022, an appendix will be issued to increase the funding, indicating the amount of funding for a specific person. This amount is subjected to separate settlement, and in the event of not using it in full, the remaining funds will be returned.

6. The university will be obliged to settle participants with a disability certificate immediately after their stay abroad ends. It is recommended by NA to use the settlement card for people with disabilities, available on the Erasmus + website: <https://erasmusplus.org.pl/>, suggested by the NA. The university is responsible for the settlement of a disabled person.
7. The university will be required to report in the Beneficiary Module system whether additional funding in the category "inclusion support for participants" was granted to participants with fewer opportunities and / or to accompanying persons. In addition, the university will be required to report in the above-mentioned the system of the type of additional expenses as well as the actual amounts incurred due to the disability.

At the stage of preparing the final report, the university is not obliged to send documents confirming the costs incurred. The supporting documents will be checked during any additional controls in accordance with Annex III to the contract– financial and contractual rules (documentation control, on-the-spot control - at the beneficiary's premises, systems control).

8. The settlement of additional costs will be the settlement of actual costs, which means the need to document them with financial documents, which specify at least the name and address of the authority issuing the document, the amount and currency, and the date of issuing the document. The table below lists the types of documents (financial evidence) that will be necessary to consider the cost as eligible.

	A personal ticket with the price and date of travel.
Participant's in mobility journey	If there is no price on the ticket - the ticket and the invoice.
	If the ticket is not personal (e.g. when traveling by rail, bus)
and	- ticket and declaration that the trip was related to
	given mobility.
accompanying person's journey	

	In case of travelling by car – the resulting rate
	from the distance calculator, based on the statement.
	Accommodation and other living expenses related to the stay:
Accompanying person stay	based on actual costs.
	The stay of an accompanying person excludes the possibility of employment of
	a professional local caretaker at the same time.
	Invoice or bill *.
Professional local caretaker	The employment of a local caretaker excludes the possibility of
	covering the costs of the accompanying person at the same time.
Special educational materials -	
if they're not provided by	Invoice or bill*.
host university/institution	
Special medical care for	
a participant in mobility, including	Invoice or bill *.
rehabilitation, purchase of medicine	
Special insurance for	Invoice or bill *.
a participant in mobility	
Other costs put forward by	
a participant in mobility - if	
advised in certificate of disability	Invoice or bill *.
or by a doctor.	

*** according to the accounting rules, an invoice or bill should be issued to the mobility participant.**

All evidence of additional disability costs must be accompanied by proof of payment.

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