

Swiss Programme for Erasmus+ 2019 (Youth in Action)

Project Implementation – Quick Guide

We are pleased that your project is being supported by the Youth in Action programme. In order to assist you with planning and implementation, we have put together some important information for you. Please read it through carefully.

List of all participants

Please remember to ensure that all project participants sign the list of all participants during the activity. Flat-rate allowances for travel and organisation can be claimed only with their original signature. You can find the template for the list on www.movetia.ch/en/youth/reporting.

Reporting

The final report is due 60 days after the end of the project. It should be submitted online via my.movetia. We will e-mail you the link to the form around three months before the end of the project. The signed list of participants and, if applicable, receipts for extraordinary costs and costs for special needs should be submitted with the final report. In addition, in the case of EVS projects, the signed reports of the volunteers also have to be submitted.

An interim report is necessary only if this is expressly mentioned in the grant agreement. If you have to submit an interim report, around one month before the due date of the report, you will be sent a link to the form by e-mail. The interim report should be submitted, together with receipts for the project expenditure, online via my.movetia.

Payment of the approved grant

The contractually agreed grant is usually paid out in two tranches. The first tranche of 80% is transferred within 30 days after the contract is signed. The second tranche of 20% is transferred within 60 days following submission of the complete final report. If not all of the funds have been used up (e.g. because fewer participants than planned take part in the project), the project promoter must repay the remaining balance to Movetia.

In exceptional cases, the agreement will stipulate payment in three tranches (40/40/20%). In this case, the second tranche is paid out following submission of an interim report.

Changes to the project

If you make any changes to your project (e.g. change of partner, change of person with signing authority, postponement of date, etc.), please remember to inform us in writing and in good time. In certain cases, a request to amend the agreement is required. If in doubt, please get in touch with the named contact person. You will find the agreement amendment request form on www.movetia.ch/en/youth/reporting.

Project visits

Movetia is under an obligation to visit projects a certain number of times. The purpose of these visits is to check the progress of the project and to facilitate an exchange of views and ideas between the project promoter and the Youth in Action team. If your project is selected for a visit, this will be agreed with the contact person for the project around one month in advance. Following the visit, you will receive a report from Movetia.

Public relations work and Movetia logo

We should like to encourage you to actively approach media and networks with your project in order to spread the message, objectives and results of your project. The final report requires the inclusion of details about the dissemination of your project results. This is, therefore, an important and integral part of your project with the Youth in Action programme. Contact radio stations, regional newspapers or local television channels, make enquiries to youth magazines or trade journals and post on Websites and blogs. By the end of the project at the latest, please send us all information that you are providing or have provided to the media and all contributions that have been published or posted or articles that you have published or posted in your own media.

The grant agreement stipulates that, as project promoter, you should, in any communications and any publications regarding the project, indicate that the project receives funding from Movetia. You can find the Movetia logo on www.movetia.ch/en/youth/reporting. The Erasmus+ logo must not be used.

Please send us, to youth@movetia.ch, the 10-20 best photographs of the project.

Flat-rate travel allowances

All participants are, in principle, entitled to reimbursement of their travel costs. Please also pay out travel costs to participants who have a GA travelcard, in accordance with SBB fares.

Visa

When participants up to 25 years of age from third countries (non-EU, non-EEA, non-Swiss nationals) can prove that they are taking part in projects in Switzerland as representatives of charitable non-profit-making organisations, the visa costs are waived for them. You can find information about this on the Website of the [Swiss Federal Department of Foreign Affairs \(FDFA\)](http://www.eda.admin.ch).

Tips and further information

We have put together various hints and tips for you around planning and implementing a project. Have a look at our Website: www.movetia.ch/en/youth/tips

We wish you every success with your project and will be pleased to help you with any further questions.