

What is a KA2 project?

Key Action 2: Co-operation for Innovation and Exchange of Good Practices is all about enabling organisations to work together in order to improve their provision for learners and share innovative practices.

KA2 is open to organisations across all sectors of education: Any public, private or not-for-profit organisation actively involved in education.

The overall programme objectives are to:

- modernise education, training and youth work.
- boost skills and employability.
- improve opportunities for young people.

The projects funded under this Key Action will focus on sharing, developing and transferring innovative practices in education, training and youth provision between participating countries. Key Action 2 aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

Concepts :

IMPACT

Effect that the activities carried out in a project and its results in participants, practices, organizations and systems. NA will evaluate it.

DISSEMINATION

Explain the project results as much as possible in order to impact on other organizations and to improve the image of the institution that carries it out.

EXPLOITATION

Transfer the results to others, to new areas or applications. It is others to use the project results.

SUSTAINABILITY

When some or all of the project's results are disseminated and exploited progressively beyond the end of the contract period and into the future. This is to ensure that the project results will be available after completion of the project and may even be updated.

Document results: provide visibility and transparency:

An activity we can have tangible and intangible results (both are measurable):

1. Tangible results:

- Approaches or models to solve problems.
- Practical tools: manuals, curricula, learning tools online, etc.
- Reports or evaluation studies.
- Best practice guidelines or case studies.
- Evaluation Reports.
- Newsletters and brochures.

Document results: provide visibility and transparency:

An activity we can have tangible and intangible results (both are measurable):

2. Intangible results:(measured through interviews, tests, observations, etc.):

- knowledge or experience acquired by the participants, target audience or any active agent of the educational community.
- Improvements in the skills and achievements.
- Increased cultural awareness.
- Better language skills.

Intellectual Outputs

They are defined as tangible results and included in the work plan, materials developed in the framework of a cooperation project and require a **professional finish**.

Facilitate access to materials via Internet, free of charge and with open licensing (OER – Open Educational Resources)

Multiplier Events

Multiplier Events are national or transnational conferences, seminars or events aimed at sharing and disseminating Intellectual Outputs produced by the project.

Only projects delivering Intellectual Outputs can include Multiplier Events, so these will not be applicable to all KA2 projects.

Need to register name, email, etc. of attendees.

Attendees of other schools. (No teachers or students of the participating schools).

Multiplier Events => Exploitation

The Role of the Beneficiary

- Responsible for project implementation, monitoring, reporting
- Ensuring a strong, committed partnership
- Ensuring project outcomes are consistent with those initially defined
- On-going evaluation
- Dissemination of results

Grant Agreement (GA)

The KA2 grant agreement is a multi-beneficiary agreement, which means that **all partners** in the consortium **are co-beneficiaries** to the agreement. The grant recipient is referred to as the Coordinator within the GA.

The agreement is split into two sections:

1. Part I Special Conditions which includes some important information that is specific to the project.
2. Part II General Conditions which contains the legal, administrative and financial provisions of the agreement. The annexes also form an integral part of the GA

GA: In Coordinator Language.

Structure:

- Part I: Special Conditions (Tailored)
- Part II: General Conditions (Fixed)
- Annexes (Integral part of Grant Agreement)

Part I: Special Conditions Key Articles of the Grant Agreement

Article I.4 – Reporting and Payments

- Reporting deadlines and requirements
- Timescales and conditions for payment (NA shall pay the amount due as the balance within [60] calendar days)
- Penalties for failing to meet the reporting deadlines
- Rules around currency conversion

any conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the daily exchange rate established by the European Central Bank and published on its website

(<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>) applicable on the day when the agreement is signed by the last of the two parties.

*For DroneTeam project is fixed it when Spanish National Agency - SEPIE signed GA.
(Croatian kuna, Polish zloty)*

Grant Agreement Annexes Annexes:

- Annex I: Description of the Project
- Annex II: Estimated budget
- Annex III: Financial and Contractual rules
- Annex IV: Templates beneficiary/participant agreements
- Annex V – Mandates
- Annex VI – List of other beneficiaries

Part 1: Special Conditions Specific GA

Article I.3.2 – Budget Transfers

- Not considered as an amendment of the agreement.
- Transfers to/from budget categories of unit contributions are percentage based.
- Unit contribution rates apply after budget transfer

Article I.4 – Reporting and Payments

- 1st pre-financing payment within 30 days of signed contract
- Payment of the balance/refund within 60 calendar days on receipt of the Final report

Article I.14 – Supporting Participants Beneficiaries can provide support for the budget categories: travel, course fees, linguistic support and individual support as outlined in Annex I and IV for participants in three ways:

1. Full transfer: the beneficiary transfers the full funds to the participants to make suitable arrangements
2. Contribution in kind: the beneficiary makes suitable arrangements on behalf of the participant
3. Form of a refund: the participant makes suitable arrangements themselves without pre-financing and then reimbursed by the beneficiary

Part 2: General Conditions Specific Articles of the GA

Article II.7 Visibility of Union Funding

- Beneficiaries are obligated to acknowledge the contribution of the European Union programme funding.
- Two Commission documents with guidance on displaying the European Union emblem.
- Example of standard text for a **Disclaimer**: “This publication has been produced with the support of the Erasmus+ Programme of the European Union. The contents of this publication are the sole responsibility of <name of the beneficiary> and can in no way be taken to reflect the views of the NA and the Commission.”

Article II.16 – Eligible Costs

General provisions:

- Activity within eligible period - project start & end date
- Necessary for implementing the Project
- No overlap between unit costs and actual costs

Article II.20 Checks and Audits Article II.21 Monitoring and Evaluation

- Beneficiaries subjected to technical and Financial checks or audits in relation to the use of the grant. (by NA, EC, mandated bodies, OLAF)
- Beneficiaries obligated to keep documents for:
- **5 years if grant amount more than €60,000**
- 3 years if grant amount not more than €60,000

Ineligible costs

- Activity outside the contract period
- Losses on exchange rates
- Bank charges and interest
- Placements to countries not participating in the programme
- Activities not covered your contract i.e. target group, partners
- Double funding