

Swiss Programme for Erasmus+ 2024 (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

During the activity, do not forget to register on the participation list all the participants who actually took part in the project. It is important that only the actual participants and not the planned participants are listed on the participants list, as this is how the travel, subsistence and organization costs are calculated. The person responsible for the project certifies with his/her signature that the information on the list is correct. You can find the official template for the list on [www.movetia.ch/en/youth/reporting](http://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 list of participants signed by the person responsible for the project and, if applicable, receipts for costs for special needs have to 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. For the payment of any contributions for linguistic support, evidence must be submitted that this has actually taken place.

An interim report is necessary only if this is expressly mentioned in the grant agreement.

### 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 Team Youth Work ([youth@movetia.ch](mailto:youth@movetia.ch)). You will find the agreement amendment request form on [www.movetia.ch/en/youth/reporting](http://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.

### Newsletter

We advise you to subscribe to our [newsletter youth work](#). This way, you will receive all the important information about our programmes during the year.

### Public relations work and Movetia logo

We should like to encourage you to actively approach media and post on social networks 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. At the latest with the final report, please send us all information that you have provided to the media and all contributions and articles that have been published either in newspapers/radios/... or 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 received funding from Movetia. You can find the Movetia logo on <https://www.movetia.ch/en/programmes/dissemination>. The Erasmus+ logo must not be used.

### 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.

### 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](http://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.