

International Programme / Interinstitutional Cooperation /Swiss-led Cooperation projects  
Call 2025

# Guidelines

## International Programme: Interinstitutional Cooperation /Swiss-led Cooperation projects

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In the event of any discrepancy between the different language versions of the guide, the German text shall prevail.

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Education sectors:  
School education, vocational training, youth, tertiary level, adult education

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# 1 Basics of the programme

Movetia is the national agency for the promotion of exchange and mobility in Switzerland. It was founded in 2017 by various federal offices and the Swiss Conference of Cantonal Ministers of Education (EDK) and is supported by the Swiss Foundation for the Promotion of Exchange and Mobility (SFAM). Movetia funds and facilitates mobility and cooperation activities in school education, vocational education and training, adult education, higher education, higher vocational education and training, as well as youth work. Its vision is to enable all young people to take part in an exchange and mobility project of short or long duration at least once during the course of their education.

These guidelines stipulate the programme-specific regulations, such as funding criteria, financing, as well as the application and reporting procedures for 'Cooperation Coordinated by Swiss Institutions', and form an integral part of the contract in the event of a positive funding decision.

The funding of cooperation projects is a federal measure to **ensure and improve the quality of Swiss education**<sup>1</sup>. The programme funds projects in all areas of education: School education, vocational training, higher education and higher vocational education, adult education and extracurricular youth work.

Promotion of international cooperation between Swiss and foreign educational institutions and actors in the form of **cooperation projects** allows for the **development of new knowledge and new practices, and also enables greater exchange of experiences.**

As part of the 'Cooperation Coordinated by Swiss Institutions', the 'International Programme' promotes international cooperation projects that offer clear added value for the quality of Swiss education. The Swiss institution is responsible for project management and the programme supports projects with partner institutions in Europe and beyond.

## 1.1 Political context and programme resources

In Switzerland, the Federal Act on International Cooperation and Mobility in Education ([BIZMB](#)) is the basis for promoting educational cooperation. The corresponding Ordinance on International Cooperation and Mobility in Education ([VIZBM](#)) regulates, among other things, the functions of the national agency Movetia and the funding requirements for mobility and cooperation projects.

In 2017, the confederation and the cantons adopted a common national [strategy on exchanges and mobility](#). This strategy is in line with the overarching objectives of the federal and cantonal education, culture and youth policies and aims to increase the recognition and promotion of exchanges and mobility. The ERI Dispatch sets out the objectives and measures for a four-year funding period and the Federal Council submits it to Parliament. The programme regulations for 'Cooperation Coordinated by Swiss Institutions' are based on this legal framework.

The funding for 'Cooperation Coordinated by Swiss Institutions' is provided by the federal government and awarded to applicants by Movetia on the basis of a competitive approach. The funded institutions and organisations or consortia manage the funds granted and use them exclusively for project purposes.

### 1.1.1 Educational policy objectives

'Cooperation Coordinated by Swiss Institutions' contribute to strengthening international educational cooperation and the internationalisation of the Swiss education system. They enable stakeholders in the Swiss education system and in youth work to network with peers worldwide and drive innovation. Through this international collaboration, the Swiss education system gains greater visibility and influence. At the same time, the exchange with education stakeholders abroad provides valuable impetus for the Swiss education system, contributing to its innovative development and improving quality.

In a globalised world characterised by increasing complexity, educational institutions worldwide are called upon to respond to current global challenges. Therefore, cross-border exchanges in different contexts are becoming increasingly important. Thematically, the 'Cooperation Coordinated by Swiss Institutions' also promote exchange on issues relating to national and international cooperation,

<sup>1</sup> The term 'education' hereinafter refers to both formal and informal education, e.g. including youth work.

sustainability, digitalisation and inclusion, based on the transversal themes in the ERI Dispatch. Through 'Cooperation Coordinated by Swiss Institutions', the federal government aims to enable Swiss education stakeholders to participate in this international discourse.

## 1.2 Objectives of the programme

In accordance with the Federal Act on International Cooperation and Mobility in Education ([BIZMB](#)), the following objectives apply to the 'international programme':

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### Institutional networks and communication<sup>2</sup>

- To establish new international partnerships or strengthen existing international partnerships (establishing international networks and building capacity).
  - To establish or strengthen Swiss partnerships, including partnerships between language regions (capacity building in Switzerland for international educational Cooperation).
  - To provide opportunities for the transnational exchange of knowledge and experience between institutions regarding shared challenges.
  - To ensure that (new) forms of international cooperation are institutionally established. Swiss employees and experts have the skills and networks to organise international education cooperation at their institution.
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### Development of educational offers

- To strengthen the quality of the work, activities and practices of the institutions involved.
  - To implement innovative approaches in the field of education at the institutions involved:
    - o Implement new forms of learning and teaching (e.g. project work in international teams, international language tandems, distance learning, transdisciplinary learning).
    - o Develop new organisational practices or structures, such as to promote inclusion, inter- and transdisciplinarity, diversity (e.g. procedures to support underrepresented target groups in education and youth work, digital teaching, recognition of non-formal and informal learning, support for educational and career transitions, sustainable schools).
    - o Make exchange and mobility formats more environmentally friendly, more equitable and optimise the use of digital forms of collaboration.
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### Strengthening and further development of the quality and competitiveness of the Swiss educational system, including youth work

- To increase visibility and strengthen the position and reputation of the involved institutions or educational offers.
  - To develop joint (quality) standards.
  - To set national or international standards/benchmarks.
  - To increase visibility and strengthen the position and reputation of the Swiss educational system (e.g. Swiss degrees).
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The projects funded by the programme can emphasise different objectives (depending on the needs of the institutions and organisations) and do not need to contribute to all programme objectives.

## 2 Funding criteria

### 2.1 Funded project formats and contents

'Cooperation Coordinated by Swiss Institutions' enable institutions in Switzerland to work together with institutions abroad. The focus here is on the development of the institutions and their activities and offerings, rather than on developing the skills of individuals.

Expertise and experience are exchanged in international networks in order to develop innovative approaches in education, from which all participating institutions and in particular the Swiss educational sector benefit. The participating institutions work together to develop innovative concepts, methods and instruments, exchange best practices and utilise synergies.

<sup>2</sup> This objective focuses on educational sectors and institutions that are not yet internationally networked or only very marginally so compared to other players in the Swiss education system.

The projects must aim to have an **impact** on at least one of the following levels:

- Institution/organisation or
- Education and training programmes or
- Local, regional, national or international education/youth work ecosystem.

Projects within the framework of development cooperation that focus on the transfer of Swiss expertise abroad are not eligible for funding.

The specific structure and design of the individual cooperation projects should be aligned with the needs of the institutions or the educational area. The cooperation can be used, for example, to assess the standards and performance of the home institution with other institutions, to make qualified decisions on institutional development, address common themes or challenges, and even to work together to develop new practices or products.

The following are possible activities that can be jointly implemented in the project:

- Exchange of knowledge and experience on a topic that affects the participating institutions or the respective educational sector or extracurricular youth work;
- Developing, refining and, if necessary, trialling learning modules or educational units (to be implemented transnationally or not), which can ideally also be implemented after the end of the project;
- Developing products that are relevant to the institution or sector and disseminating or embedding them in the relevant stakeholder groups.

‘Cooperation Coordinated by Swiss Institutions’ **does not specify a thematic focus** for the projects. Projects should generally be aligned with the general funding objectives (see 1.2) and be relevant to the Swiss education system. The orientation towards the federal and cantonal education policy goals is encouraged and is positively evaluated. You can find more information about national political priorities for education [here](#) and for youth work [here \(German, French and Italian only\)](#).

**Mobilities** and **stays abroad** can be organised as part of a cooperation project, but do not have to be. In many cases, these activities are helpful in terms of networking and working on project results. It is important to bear in mind that mobilities and stays abroad should not only have a positive effect on the individuals involved in terms of skills development, but must also serve to achieve the project objectives. If no mobilities are planned, we recommend that you provide good reasons for this in your application.

## 2.2 Institutions eligible to apply

The following Swiss institutions are eligible to apply for funding for ‘Cooperation Coordinated by Swiss Institutions’: public and private institutions and organisations in school education, vocational education and training, higher vocational education and training, adult education and extracurricular youth work, institutions active in several areas or transversally (e.g. career guidance services, municipal or cantonal administrations, chambers of commerce).

Any employees of the applicant Swiss institution may implement a project – including those who were hired as part of the project for which the institution is requesting funding – as can persons who have volunteered for this institution over a longer period of time.

In order to ensure that the projects are institutionally incorporated, the funding must be officially applied for by the management of the respective institution or by the person responsible for allocating the pledged personal contributions (e.g. head of department, head of office, school management member, etc.).

A project must be submitted by **a single** Swiss institution, whereby the institution may also represent a Swiss consortium. The Swiss institution must submit the application on behalf of all institutions involved in the project. Individuals are not authorised to apply for funding.

## 2.3 Partner institutions

‘Cooperation Coordinated by Swiss Institutions’ are open to partner institutions from all over the world that are active in education and extracurricular youth work or carry out transversal activities across different educational sectors.

As a general rule, the composition of the participating institutions must ensure that the benefits for the participating Swiss institutions and the Swiss education system are clear. Development aid projects are not funded.

The applicant institution in Switzerland must participate in the project together with at least one foreign institution. There is no maximum number of Swiss or foreign partner institutions. One or more cooperation agreements must be submitted together with the application. The cooperation agreements must outline how the involved institutions will contribute to the project. When projects are evaluated, priority is given to those projects in which foreign partners contribute substantial financial resources to the project.

## 2.4 Evaluation, selection and exclusion criteria

Movetia formally reviews the applications, evaluates them on the basis of the criteria set out below and submits them to the State Secretariat for Education, Research and Innovation (SERI) for a final decision.

### Evaluation and selection criteria

The evaluation criteria are divided into four categories.

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#### Evaluation category and Evaluation weighting

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**Project relevance (30%)** The evaluation will determine the extent to which:

- the project objectives are aligned with the needs of the applicant institution, its own sector or the Swiss education system;
- the project objectives are relevant in relation to the programme objectives (see programme objectives, 1.2);
- the project is relevant in relation to Switzerland's education/youth policy goals;
- the project offers added value to the Swiss educational system in one or more of the following areas:
  - o Institutions from different language regions in Switzerland are involved in the project.
  - o Institutions at different educational levels or from different educational fields are involved in the project (e.g. primary school and youth organisation).
  - o The project can serve as a model or 'lighthouse'.

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**Quality of project design and implementation (20%)** The evaluation will determine the extent to which:

- the project objectives are clearly defined and their achievability is plausibly presented;
- there are compelling links between the project objectives, activities and products;
- the project plan (e.g. schedule, responsibilities) is compelling;
- logical measurement criteria are defined to evaluate the quality of the project;
- the cost-benefit ratio of the project seems justified overall.

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**Project team and agreement (20%)** The evaluation will determine the extent to which:

- the composition of the project team (participating institutions and persons) seems convincing and reasonable with regard to the achievement of the objectives;
- the benefits of international cooperation are verifiable (compared to no cooperation or a national project);
- the level of detail of the cooperation agreements is appropriate and compelling;
- the actors involved want to work together as equal partners.

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## Impact and results (30%)

The evaluation will determine the extent to which:

- longer-term effects on the institutions involved, Switzerland or other relevant areas are convincingly described and to what extent such effects are achievable (e.g. further international activities, informed decisions, integration of results into regular work ...);
- a convincing dissemination plan during and after the project describes the activities planned and for which target groups.

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Movetia evaluates the submitted project applications based on these criteria. The projects with the highest ranking in each area are awarded funding.

Should the sums applied for exceed the available funds, further aspects will be taken into account, such as:

- thematic relevance to the transversal priorities of the ERI Dispatch;
- support for newcomers;
- the most diverse types of institution possible (e.g. schools at different educational levels) and language regions, degree of commercialisation of the institution, whereby non-commercial institutions and organisations are prioritised;
- high degree of financial participation in the project by the foreign partner institutions.

## Exclusion criteria

Applicants will be excluded from funding for 'Cooperation Coordinated by Swiss Institutions' if they violate the declaration on honour (part of the application). This legally binding document regulates the legal and financial requirements for eligibility for funding.

Furthermore, no projects will be funded that

- encourage racist, xenophobic, antisemitic ideas or discrimination against minorities,
- have a negative impact on gender equality,
- have links to extremist organisations in terms of content or organisation,
- incite violence or glorify violence,
- are implemented by sects or sect-like organisations (we rely on the information from [relinfo.ch](http://relinfo.ch) and [infosekta.ch](http://infosekta.ch) for the analysis of possible controversies).

The following projects/activity types will also not be funded:

- Development cooperation projects that focus on the transfer of Swiss expertise abroad
- Statutory meetings of organisations
- Political assemblies in the sense of regular, partisan political events
- Spiritual activities
- Tournaments and for-profit festivals
- Exchange activities that can be categorised as tourism
- For-profit activities

# 3 Funding

## 3.1 Funding principles

Movetia co-funds approved projects. **Movetia** covers **up to 60%** of the total costs of the project. The **institutions involved in the project** contribute **at least 40%** in the form of own or third-party funding. Own funds are funds provided by the participating institutions themselves. Institutions participating in the project can claim own contributions, including unpaid voluntary work, as long as they contribute to achieving the project objectives and are appropriate.

Third-party funds are funds that are obtained from another source. These must be reported separately.

A project can only be supported by a funding programme in the area of cooperation and cannot, for example, be additionally supported with funds from an associated participation in a cooperation partnership with Erasmus+. However, it is possible to obtain mobility funding from the Swiss Erasmus+ programme to supplement the project, but these funds do not count as third-party or own funds.

## 3.2 Funding contributions and amounts

Movetia aims to make the application process, the evaluation of submitted applications and the awarding of funding accessible and transparent. The amounts for which applications can be submitted are predefined as follows:

- 15,000 CHF
- 30,000 CHF
- 60,000 CHF
- 100,000 CHF (does not apply to applications for higher education and higher vocational training)
- 150,000 CHF (does not apply to applications for higher education and higher vocational training)

## 3.3 Eligible costs

### Eligible cost categories

Staff, travel and other material costs that are directly connected to the project are eligible because they are considered necessary to carry out project activities.

Only costs that are considered necessary and appropriate, are directly related to the project activities, and are covered by the Swiss and partner institutions can be included in the final invoice. These are costs that are proportionate with the project in question and therefore can be attributed to the project in the cost analysis.

Costs that fall under the basic equipment for institutions or are covered by financial contributions from other participating institutions are also not eligible for funding.

### Eligible staff and travel costs

Staff and travel costs are limited to a maximum amount based on the Ordinance on International Cooperation and Mobility in Education (VIZMB). Staff costs will be credited, up to a maximum of 800 CHF per person per day. The gross wages actually paid to the employees for the time spent on the project and the employer's contributions actually paid are eligible. These should be appropriate to the respective institutional context. Enter the number of days worked per person and the costs incurred per day for this person in the application.

No additional overhead costs may be requested beyond these costs.

The working time of employees of the institutions involved in the project who are in a fixed-term or permanent paid employment relationship or in a long-term unpaid commitment with the applicant institution can be counted. As soon as paid or unpaid working days are to be counted in the project, an employment contract or, in the case of unpaid work, a declaration signed by the applicant regarding the use of unpaid work during the project must be kept.

When travelling within Europe, a maximum of 500 CHF can be credited for transport, outside Europe up to 1,300 CHF. Only reasonable transport costs actually incurred are creditable.

### Other material costs

Material costs include 1) travel, accommodation and catering costs and 2) other goods, work or services required for the implementation of the Swiss participation.

In the case of accommodation and catering costs, the costs should be in line with the cost regulations of your institution (e.g. mid-range hotel, meal allowances).

In principle, the financing of equipment is not provided for.

However, goods and services that are necessary for the realisation of the project, such as consumables and materials (e.g. office supplies), communication and dissemination materials (e.g. translation and printing, graphic design) or costs for invited speakers are eligible.

### Procurement and subcontracting

Procurements are made according to the best price-performance ratio or the lowest price, whereby conflicts of interest are to be avoided. Subcontracts may only be awarded for limited parts of the project provided they are justified, specified in the project application and authorised by Movetia. The subsidised institutions are responsible for project implementation and to ensure that the contractual conditions also apply to subcontractors, but that they have no claims against Movetia.

### Special needs

If persons with disabilities or with physical, mental or chronic illnesses participate, associated costs related to international mobility can be claimed, e.g. for special transport of persons in wheelchairs or deaf interpreters.

These costs can be claimed throughout the duration of the project with a requirement [notification](#) (if the participants with special needs are known). A maximum of 12,000 CHF per person can be applied for. The final invoice is based on actual costs according to receipts. This funding is granted in addition to project funding.

## 3.4 Utilisation of funds

The maximum amount of funding is specified in the contract. Funding is provided in the form of predefined funding amounts (see 3.2). The funding amounts must be used during the project term specified in the contract for the activities approved in the funding decision as part of 'Cooperation Coordinated by Swiss Institutions' and may only be used for costs incurred as a result of the project.

The funding allocated to the institutions or consortia in the contract cannot be transferred to any future projects. If the funding awarded is not spent as planned in the budget and/or is not co-financed with at least 40% additional funds, the remaining funds must be reimbursed to Movetia (see 4.8).

### Transfer of funds and tasks (transfers)

Within the project, funds can be moved between cost categories within a work package without amending the contract, provided that these costs and funds are used to fulfil the contractually agreed objectives. However, if subcontracting proves necessary, Movetia should be contacted, as an amendment to the funding agreement will then be required.

The project organiser can also adjust the budget estimated in the funding contract by making transfers between the various work packages. Transfers between work packages require an amendment to the contract, which must be requested from Movetia using a form if more than 20% of the amount earmarked for a particular work package is to be transferred. The 'Request for contract amendment' form provided for this purpose must be used, which is available on our website.

The funding provided to the institutions or consortia in the contract cannot be transferred to any future projects.

### Conversion of costs incurred in other currencies into Swiss francs

When converting costs incurred in other currencies into Swiss francs, the subsidised institutions must use the mid-month exchange rate published by the Swiss National Bank on its website<sup>3</sup>. Contrary to what is stated in the General Terms and Conditions, the mid-month rate of the month in which the costs were incurred applies for cooperation projects.

## 3.5 Payment modalities

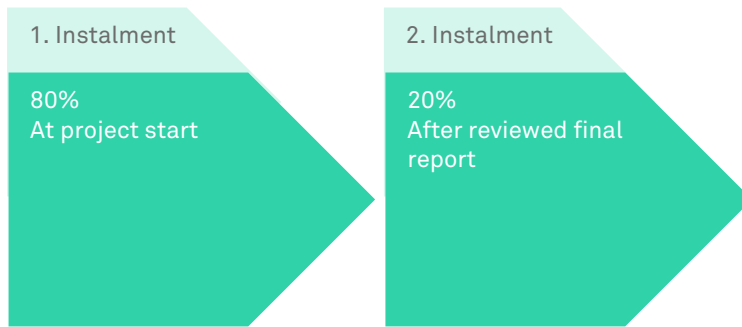
Payment modalities are determined according to the duration of the project or according to the financial basis of the applicant organisation/institution.

### Payment in two instalments

For projects with a duration of up to 12 months, the approved funding is generally paid out in two instalments (80/20%). The first instalment (80% of the approved funds) is paid out no later than 30 calendar days after the contract has been signed by both parties. Payment of the second instalment

<sup>3</sup> <https://data.snb.ch/en/topics/ziredev/cube/devkum>

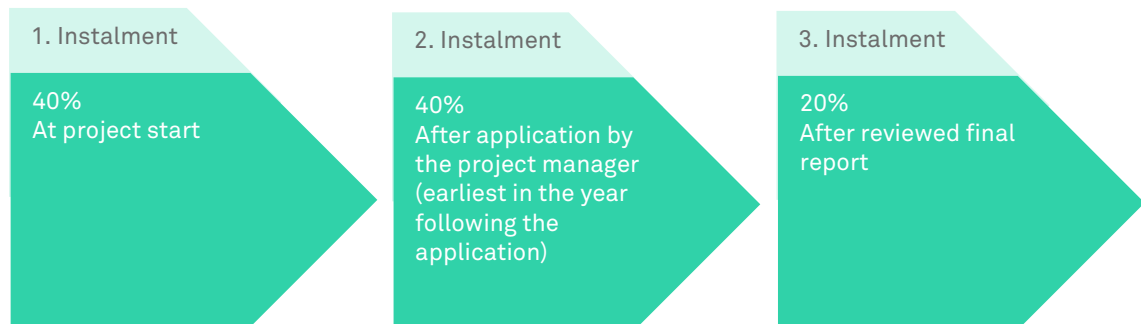
(maximum 20% of the approved funding) or reimbursement of the excess amount received is made after submission of the final report and the final statement.



### Payment in three instalments

For projects with a duration of more than 12 months or for applicant institutions/organisations with a limited financial basis, the approved funding is paid out in three instalments (40/40/20%). The first instalment (40% of the approved funds) is paid out no later than 30 calendar days after the contract has been signed by both parties. Once 70% of this first instalment has been used up and at the earliest in the year following the application, the subsidised institution may apply for payment of a second instalment of 40% (see Section 4.5). Payment of the third instalment (maximum 20% of the approved funding) or reimbursement of the excess amount received will be made after submission of the final report and dispatch of the final statement.

If no proof of 70% is provided during the term of the contract, the second instalment will be paid after evaluation of the final report (i.e. at the end of the project).

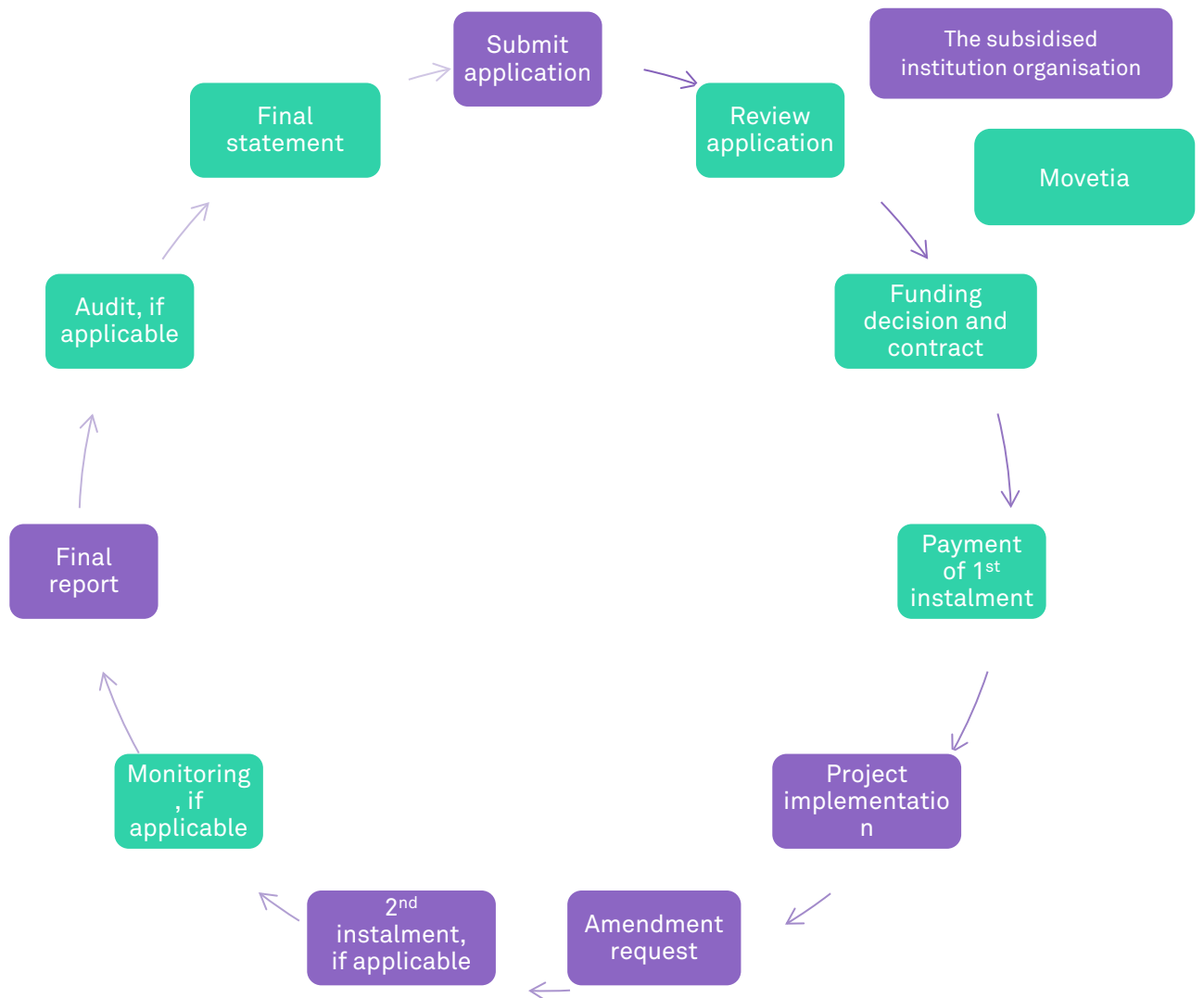


All payments are made in CHF.

## 4 Application and reporting

### 4.1 Process overview (stages)

The diagram and the corresponding table provide an overview of the individual steps performed by the subsidised institution and Movetia, from the application to project implementation and final statement. The individual steps are outlined in greater detail in the following sections.



The process from the application to the final report is illustrated in the following table:

Steps	When	Documents
Submit application	By the specified deadline: usually at the end of March. The exact deadlines are published on our <a href="#">website</a> .	Application form (website)
Movetia reviews the application	Within 90 days after application deadline	Based on applicable eligibility criteria (see Section 2)
Dispatch of funding decision	Within 90 days: usually end of June/beginning of July	Funding decision, contract, general terms and conditions (GTC)
Payment of 1 <sup>st</sup> instalment of the funding amount	Payment within 30 days of signing the contract	
Project implementation	Between the contractually agreed project start and the end of the project  Project start: between August and December of the year of application	

Monitoring/audit, if applicable	During the course of the project or with the final report Notification 30 days before implementation	Notification upon completion
Amendments to the project	Can be applied for in writing throughout the duration of the project	Amendment form
Application for 2 <sup>nd</sup> instalment	After 70% of the funds paid out with the 1 <sup>st</sup> instalment have been used and at the earliest in the year following the year of application	In case of an interim report: Form (website)
Submit final report	Up to 60 days after project completion	Final report form (website)
Final statement and results	Up to 60 days after submission of final report	Final report feedback, final statement, information on payment of final instalment or reimbursement

## 4.2 Application deadline and project start

The **current application deadlines** are published on the [Movetia website](#). Generally, the planned annual application deadline is in spring (end of March). However, Movetia reserves the right to launch a further call for applications or set a further deadline.

The duration of the project within the framework of ‘Cooperation Coordinated by Swiss Institutions’ can be chosen freely. However, the **maximum duration is 24 months**. The **project must start** between **1 August** and **31 December** of the application year. If another deadline is defined, the additional information will be communicated at a later date.

Once the funding period has expired, the same institution may submit a new application, provided it is a newly conceived project or a further development of an existing one. The current regulations at the time of submission of the new project or the follow-up project apply.

## 4.3 Application

You can find all the information on applying for and managing a cooperation project on our website in the corresponding funding programme.

Project applications are submitted by a Swiss institution. Within the framework of ‘Cooperation Coordinated by Swiss Institutions’, the Swiss institution applies for funding for the entire project (for both Swiss and foreign institutions). The application presents the project as a whole.

The responsible persons at Movetia will be happy to answer questions or provide feedback on project ideas. The earlier you contact Movetia, the better the chances that we will be able to respond to your inquiry.

### Documents required for the application

Only complete applications that have been submitted before the deadline will be evaluated. A complete application consists of:

- **Application form (docx)**
- **Document ‘Application form\_part7\_project\_concept\_implementation’ (xlsx)**

plus the following separately attached documents:

- **Declaration on honour**, signed by an authorised signatory of the applicant institution
- **Cooperation agreement(s)**: current cooperation agreement with each partner institution or current cooperation agreement between all partner institutions, signed by all parties
- **Legal entity form** (only for private and public legal entities. Does not apply to projects submitted by tertiary level institutions)

The following also applies to legal entities under private law (incl. associations):

- Extract from the commercial register
- Annual accounts
- Audit report (applies to public corporations, Ltds., cooperatives, small and medium sized enterprises, associations, foundations)

The following also applies to associations:

- Articles of association
- Minutes of the last general meeting

Documents and templates can be found on the Movetia website.

### Contact person

The contact person (project management) specified in the application is responsible for all communication between Movetia and the applicant institution, including any updates to their contact details. Movetia sends contract-relevant information to the contact persons. These persons are responsible for internal forwarding to other individuals.

### Funding application content and budgeting of work packages

The applicant institution must describe the objectives, activities and intended outcomes of the project in the project proposal. Questions on the following topics are intended for this purpose:

- **Relevance of the project:** Demand for the project, project objectives (see section 1.2), contribution to the programme objectives, added value for the Swiss education system
- **Project conception and implementation:** Activities/measures, including information on project management and dissemination
- **Project team and agreement:** Partner institutions/organisations with reasons for the choice of partner, cooperation agreement
- **Impact:** expected impact of the project

Projects are divided into work packages (WP). The 'Project Management' WP and the 'Dissemination' WP are mandatory. The 'Project management' WP must account for a maximum of 20% of the project budget. It covers the costs of communication with partners, time planning, quality assurance, financial management, as well as the costs of project meetings that do not directly serve learning or teaching activities or the dissemination of results to external parties. Further work packages can be freely defined (e.g. 'Network meeting' WP, 'Development of guidelines' WP, etc.).

The description of the work packages includes objectives, expected results, measures, activities, responsibilities, milestones and their duration. Indicators must also be specified in order to monitor the quality of implementation and the achievement of objectives.

The financial resources required are specified for each work package (budget based on expected actual costs, broken down into personnel costs, travel costs and other material costs). The total costs of the project must be indicated (e.g. including own and third-party funds).

## 4.4 Contract (Funding Agreement)

If a funding decision is granted, a contract is signed between Movetia and the Swiss project organiser. It sets out the timing and frequency of reporting as well as the modalities for the payment of funds.

The duration of a cooperation project will match the length of the contract between Movetia and the applying institutions/organisations, up to a maximum of 24 months. The funded cooperation activities/measures must be implemented and completed during the project period.

Contracts are expected to be issued at the end of June/beginning of July. They must be signed and returned to Movetia within 30 days of receipt. Certified digital signatures are accepted.

## 4.5 Release of second instalment (proof of 70%)

This section only applies to contracts with a payout in three instalments (see Section 3.5).

### For contracts without an interim report

Once the first instalment has been received, the second instalment of the contractually agreed funding cannot be requested until the following year at the earliest. You must prove that at least 70% of the funds already received (first instalment) have been used. By applying for this payment, you confirm that you have utilised 70% of the first instalment of the funding amount.

Submitting the proof of 70% during the project duration is optional. If the 70% proof is not provided, the eligibility and the amount of a second instalment will be determined with the final report and included in the final payment.

The proof of 70% can only be submitted once, but at different times during the duration of the contract. It triggers the corresponding payments by Movetia.

#### For contracts with an interim report

For certain projects, payment of the second instalment must be applied for by means of an interim report. The deadline for the interim report is contractually specified. Movetia will make a further advance payment of 40% of the maximum funding amount to the project management within 60 calendar days of receipt of the interim report if the report proves that 70% of the first advance payment has been utilised.

If the interim report indicates that less than 70% of the advance payment received up to that point has been utilised, the second instalment will only be paid out with the final report.

## 4.6 Amendments during a project

### 4.6.1 Request for amendment

If there are contractually relevant amendments during the project duration, such as:

- changes to partner institution/partner organisation,
- new project management,
- new authorised signatory,
- change in financial information,
- changes to the content of the project (e.g. alternative activities/measures),
- extension of the project duration (maximum 3 months),
- Shifting funds between work packages and changes to subcontracts (see section 3.4)

the form 'Request for Amendment of Agreement' (see website) must be submitted to Movetia. The request will be reviewed by Movetia and either granted or rejected. Changes to the content and to the partner institutions/partner organisations must be submitted in all cases, otherwise there is no guarantee of funding for the adapted activities/measures.

### 4.6.2 Project termination and force majeure

In certain cases, projects cannot be implemented as planned for unforeseeable reasons or have to be terminated prematurely. Movetia must be notified of this in a timely manner. As a rule, Movetia is not liable for costs incurred as a result of project termination.

The final report must be submitted after the termination has been communicated. The reasons for termination must be explained in this communication. Upon termination of the project, Movetia will request reimbursement of the first instalment already paid out.

If a project has to be terminated due to force majeure (see general contract provisions, 6.2.1) and there is no insurance or other financial security for costs already incurred, then costs may be claimed in justified and documented cases. In all cases, the budget ceiling is the original amount of the contractually agreed funding budget. All cases of force majeure must always be discussed with the Movetia agency, unless the latter has announced an automatic applicability of the force majeure clause.

## 4.7 Project communication

Any institution/organisation that implements a cooperation project with the support of Movetia must provide for measures to disseminate project results and provide information about the project both

within its own institution/organisation and to a broader (specialist) public. All project-related events, communications or publications, including information and promotional material (brochures, flyers, etc.), must indicate that the project is financially supported by Movetia. The following paragraph should be used for this purpose:

*This project is financially supported by Movetia. Movetia promotes exchange, mobility and cooperation within the fields of education, training and youth work – in Switzerland, Europe and worldwide. [www.movetia.ch](http://www.movetia.ch)*

The logo may also be used to indicate Movetia's support. For more details, please visit the [‘Spread the word’ page on the Movetia website](#).

Use is only permitted in the context of communication about the funded project. The communication should not give the impression that Movetia has officially recognised or approved the communicated content. The Movetia logo may not be used on certificates, confirmations of participation or similar.

#### Open access requirement for educational materials

If educational materials are produced as part of the project, they must be made available to the public in digital form, free of charge and accessible via the Internet under open licences.

#### Open access for research publications and data

Movetia encourages grantees to publish research results in an open access manner, i.e. without costs or other access restrictions for users. Grantees are also encouraged to use open licences for research results. Whenever possible, data collected as part of projects should be published as ‘open data’, i.e. with an open licence, in an appropriate format and on an appropriate open data platform.

## 4.8 Final report

The subsidised institutions are required to submit the final report no later than 60 days after the end of the contract period using the form provided by Movetia.

The content reporting is based on the project activities and results presented in the application, with particular emphasis on reporting on any deviations from the implementation and achievement of the project objectives.

In order for the full funding amount to be paid out, all activities must be carried out in full in accordance with the quality criteria described in the application. If one or more activities are not completed, only partially completed or of insufficient quality, the amount may be reduced accordingly.

The financial report must include the actual costs incurred for the project. No receipts need to be submitted; receipts are only checked in the event of an audit (see Sector 4.10.1).

Following the review by Movetia, the final payment is made or the institutions/consortia reimburse Movetia. The final payment is made within 60 calendar days of receipt of the final report. Advance payments already made (instalments) will be offset. Reimbursement to Movetia must be made within 30 calendar days of receipt of the final statement.

### 4.8.1 Failure to submit reports

If an institution/organisation fails to submit an interim report or the final report when due, Movetia will send it a reminder 15 calendar days after the deadline has expired. If the subsidised institution fails to submit such a report within 30 calendar days of this reminder, Movetia reserves the right to terminate the contract and demand reimbursement of all advance payments already made.

## 4.9 Documentation

The subsidised institutions are contractually obliged to keep appropriate accounts for the entire duration of the project, documenting income and expenditure as well as the results of the project.

The following checklist shows which documentation must be submitted in the event of an audit for cooperation projects:

### Personnel costs

- For project-related employment: Employment contract/work contract
- For project-specific work within an existing employment relationship or for volunteer assignments: Confirmation with details of the number of days/hours and the daily or hourly rate signed once a year by project management and project employee (e.g. Declaration of days worked on a project or Declaration on exclusive work for the action)
- Alternatively: time recording (export)

### Travel expenses

- Receipts and vouchers from trips (tickets, hotel bills, etc.)
- Confirmations of events attended with information on location and duration and reference to the project (e.g. confirmations of participation, invitations, info mails or the schedule of a network meeting, agenda, meeting programme). The evidence must prove that the meetings took place for the relevant project or as part of it.

### Material costs

- Receipts and vouchers for material expenses
- Project-related invoices for external contributions to the project, participation fees, memberships, room hire for events, etc.

All costs must fulfil the basic conditions (see GTCs). For more information on eligible costs, see section 3.3.

### Retention obligation

All project and results documentation must be retained for 10 years after the last instalment has been paid out or after reimbursement has been made. The following documents must be retained:

- Receipts for travel and accommodations
- Proof of staff costs
- Invoices for material costs charged to the project

These documents may also be stored digitally.

In the event of audits, appeals, litigation or claims relating to the contract, the documents must be kept until the conclusion of these proceedings, but for at least the ten years mentioned above.

## 4.10 Project monitoring

Movetia may monitor selected institutions/organisations and consortia to verify the information in the final report and for quality assurance purposes. In this context, a distinction is made between monitoring and financial controls (audits). Monitoring and audits may be conducted during the project duration and up to 10 years thereafter.

The subsidised institution must grant Movetia and authorised persons or bodies full access to all project documents in order to conduct audits and monitor projects. Failure to comply with this obligation may result in Movetia deeming certain costs or funding to be ineligible.

Audits and monitoring can take place at any location.

Audits and monitoring are announced in writing at least 30 days before they are carried out. The documents to be prepared or submitted will be mentioned.

### 4.10.1 Auditing after project completion

The purpose of an audit after the end of the project is to verify whether the contractually agreed project funds have been used correctly. Audits can be carried out as an on-site inspection or as a desk check (document check without a visit). Project implementation is checked on the basis of account statements, receipts and relevant documents (see also section 4.9 Documentation). Digital documents will be accepted.

Based on the audit results, Movetia will send a preliminary report to the subsidised institution within 60 days of completion of the audit. The subsidised institution is given 30 days to respond. At the end of this period, the subsidised institution will receive a final report from Movetia within 30 days.

An audit report may prompt Movetia to take further measures, such as demanding full or partial repayment of amounts already paid.

If a detailed document check is already carried out in the interim report and/or the final report, no further financial checks will be carried out unless significant irregularities are identified.

#### **4.10.2 Auditing during project duration**

If Movetia identifies irregularities in an institution/consortium at any time, it reserves the right to carry out a direct audit (on-site visit or desk check). The procedure is the same as for an audit after project completion.

An on-site visit during the project term can also be combined with monitoring.

#### **4.10.3 Monitoring (project visits)**

Movetia carries out individual monitoring visits during the term of the contract. The purpose of monitoring is to collect information on qualitative aspects of project management, to discuss open questions and to promote exchange between Movetia and the institutions/organisations. The institutions/organisations can also request a monitoring visit for consultation purposes.

Monitoring usually takes the form of an interview at the institution/organisation. Movetia prepares a report which is sent to the institution/organisation for comment within 30 days of the visit (30-day deadline). Within a further 30 days, Movetia prepares a final report and sends it to the institution/organisation.