

**GRANT AGREEMENT for a:**

**Project with multiple beneficiaries under the ERASMUS+ Programme<sup>1</sup>**

**AGREEMENT NUMBER – 2016-1-UK01-KA201-024609**

This Agreement ("the Agreement") is concluded between the following parties:

on the one part,

British Council  
Incorporated by Royal Charter and registered as a charity  
Number 209131 in England & Wales; number SC037733 in Scotland  
10 Spring Gardens, London, SW1A 2BN  
VAT No GB 238767421

The **National Agency** (hereinafter referred to as "the NA"), represented for the purposes of signature of this Agreement by Director, Erasmus+ UK National Agency, Ruth Sinclair-Jones, and acting under delegation by the European Commission, hereinafter referred to as "the Commission",

**and**

on the other part,

'the coordinator'

University Of Gloucestershire LBG  
Legal Form: Company Limited by Guarantee  
Registration Number: 6023243  
The Park, Cheltenham, United Kingdom, GL50 2RH  
VAT Number: GB886143987

PIC: 998727327

represented for the purposes of signature of this Agreement by Deputy Vice Chancellor, Richard O'Doherty

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<sup>1</sup> Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+'; the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC

and the other beneficiaries as set out in Annex II, duly represented for the signature of the Agreement by the coordinator by virtue of the mandate[s] included in Annex V

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.

The parties referred to above

HAVE AGREED

to the Special Conditions ( 'the Special Conditions') and the following Annexes:

- Annex I General conditions ('the General Conditions')
- Annex II Description of the Project; Estimated budget of the project; List of other beneficiaries
- Annex III Financial and contractual rules
- Annex IV Applicable rates
- Annex V Mandates provided to the coordinator by the other beneficiaries
- Annex VIII Bank Details

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex I 'General Conditions', as published on <http://www.erasmusplus.org.uk/erasmus-grants>, take precedence over those in other Annexes. The provisions in Annex III take precedence over those in the other Annexes, except Annex I.

Within Annex II, the part on the Estimated budget takes precedence over the part on the Description of the project.

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## **ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT**

**I.1.1** The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the Project **MyStory: Digital Storytelling Toolbox for Diversity Training In Schools** ("the Project") under the Erasmus+ Programme, Key Action 2: Strategic Partnerships, as described in Annex II.

**I.1.2** By signing the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

## **ARTICLE I.2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT**

**I.2.1** The Agreement enters into force on the date on which the last party signs it.

**I.2.2** The Project runs for **24 months** starting on **01/11/2016** and finishing on **31/10/2018**.

## **ARTICLE I.3 – MAXIMUM AMOUNT AND FORM OF THE GRANT**

**I.3.1** The maximum amount of the grant is **€237047**

**I.3.2** The grant takes the form of unit contributions and reimbursement of eligible costs actually incurred, in accordance with the following provisions:

- (a) eligible costs as specified in Annex III;
- (b) estimated budget as specified in Annex II;
- (c) financial rules as specified in Annex III.

### **I.3.3 Budget transfers without amendment**

Without prejudice to Article II.13, and provided that the Project is implemented as described in Annex II, beneficiaries are allowed to adjust the estimated budget set out in Annex II, by transfers between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.13 provided that the following rules are respected:

- (a) The beneficiaries are allowed to transfer up to 20% of the funds allocated for each of the following budget categories: Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.

- (b) Any budget transfer must result in an increase of maximum 20% of the amount awarded to that budget category as specified in Annex II.
- (c) The beneficiaries are allowed to transfer funds allocated for any budget category to the budget category Special needs support, even if no funds are allocated for Special needs support as specified in Annex II. In such case the maximum increase of 20% of the budget category Special needs support does not apply.
- (d) By derogation to point (a) of the present Article, the beneficiaries are allowed to transfer funds allocated for any budget category except Special needs support to the budget category Exceptional costs in order to contribute to the costs of a financial guarantee in so far as required by the NA in Article I.4.2 and even if no funds are allocated for Exceptional costs as specified in Annex II. In such case the maximum increase of 20% of the budget category Exceptional costs does not apply.

## **ARTICLE I.4 – REPORTING AND PAYMENT ARRANGEMENTS**

The following reporting and payment provisions apply:

### **I.4.1. Payments to be made**

The NA must make the following payments to the coordinator:

- a first pre-financing payment;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

### **I.4.2 First pre-financing payment**

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the NA until the payment of the balance.

The NA must pay to the coordinator within **30 days** following the entry into force of the Agreement a first pre-financing payment of **€165932.9** corresponding to 70% of the maximum grant amount specified in Article I.3.1.

### **I.4.3 Interim reports and further pre-financing payments**

Not applicable.

#### I.4.4 Final report and request for payment of the balance

**Within 60 days** after the end date of the Project specified in Article I.2.2, the coordinator must complete a final report on the implementation of the Project, and, when applicable, upload all project results in the Erasmus+ Project Results Platform as specified in Article I.9.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true. It must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

#### I.4.5 Payment of the balance

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the project.

The NA determines the amount due as the balance by deducting the total amount of pre-financing already made from the final amount of the grant determined in accordance with Article II.25.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, **the NA must pay the balance within 60 calendar days** from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the NA, up to the maximum contribution indicated for that beneficiary, in the estimated budget in Annex II.

#### **I.4.6 Notification of amounts due**

The NA must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment or the payment of the balance.

For the payment of the balance, the NA must also specify the final amount of the grant determined in accordance with Article II.25.

#### **I.4.7 Payments from the NA to the coordinator**

The NA must make payments to the coordinator.

Payments to the coordinator discharge the NA from its payment obligation.

#### **I.4.8 Payments from the coordinator to the other beneficiaries**

The coordinator must make all payments to the other beneficiaries by bank transfer and keep appropriate evidence of the amounts transferred to each beneficiary for any checks and audits as referred to in Article II.27.

#### **I.4.9 Language of requests for payments and reports**

All requests for payments and reports must be submitted in English.

#### **I.4.10 Currency for requests for payments and conversion into euro**

Request for payment must be drafted in **EUROS (€)**.

Any conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the monthly exchange rate established by the Commission and published on its website<sup>2</sup> applicable on the day when the bank account of the coordinator is credited.

#### **I.4.11 Currency for payments**

The NA must make payments in **EUROS (€)**

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<sup>2</sup> [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

#### **I.4.12 Date of payment**

Payments by the NA are considered to have been carried out on the date when they are debited to its account unless the national law provides otherwise.

#### **I.4.13 Costs of payment transfers**

Costs of the payment transfers are borne as follows:

- (a) the NA bears the costs of transfer charged by its bank;
- (b) the beneficiary bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

#### **I.4.14 Interest on late payment**

If the NA does not pay within the time limits for payment, the beneficiaries are entitled to late-payment interest. The interest payable is determined according to the provisions laid down in the national law applicable to the Agreement or in the rules of the NA. In the absence of such provisions, the interest payable is determined according with the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

If the NA suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payments as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.4.12. The NA does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the coordinator only if the coordinator requests it within two months of receiving late payment.

### **ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS**

All payments shall be made to the coordinator's bank account as indicated in Annex VIII.

## **ARTICLE I.6 – DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES**

### **I.6.1 Data controller**

The entity acting as a data controller according to Article II.7 is: Katya Launder, British Council Information Systems Manager.

### **I.6.2 Communication details of the NA**

Any communication addressed to the NA must be sent by the coordinator to the following address:

Erasmus+ National Agency  
British Council Wales  
1 Kingsway  
Cardiff  
CF10 3AQ  
E-mail address: [erasmusplus.applications@britishcouncil.org](mailto:erasmusplus.applications@britishcouncil.org)

### **I.6.3 Communication details of the beneficiaries**

Any communication from the NA to the beneficiaries must be sent to the coordinator at the following address:

Abigail Gardner  
Academic Subject Leader: Film and Television  
University Of Gloucestershire LBG  
The Park, Cheltenham, United Kingdom, GL50 2RH  
Email address: [agardner@glos.ac.uk](mailto:agardner@glos.ac.uk)

Without prejudice to Article II.13, a change of the coordinator cannot be made.

## **ARTICLE I.7 – PROTECTION AND SAFETY OF PARTICIPANTS**

The beneficiaries must have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiaries must ensure that insurance coverage is provided to participants involved in mobility activities abroad.

## **ARTICLE I.8 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In addition to the provision of Article II.9.3, if the beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses<sup>3</sup>.

## **ARTICLE I.9 – USE OF IT TOOLS**

### **I.9.1 Mobility Tool+**

The coordinator must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken under the Project and to complete and submit the Progress Report, Interim report (if available in Mobility Tool+ and for the cases specified in article I.4.3) and Final reports.

### **I.9.2 Erasmus+ Project Results Platform**

The coordinator must input the deliverables of the Project in the Erasmus+ Project Results Platform (<http://ec.europa.eu/programmes/erasmus-plus/projects/>), in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in the Erasmus+ Project Results Platform by the time of its submission

## **ARTICLE I.10 – ADDITIONAL PROVISIONS ON SUBCONTRACTING**

By way of derogation to the provisions set out in Article II.11, the beneficiaries must not subcontract any activities funded from the budget category Intellectual outputs.

By way of derogation, the provisions set out in points (c) and (d) of Article II.11.1 are not applicable to any of the budget categories except Exceptional costs.

## **ARTICLE I.11 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES**

The financial responsibility of each beneficiary other than the coordinator is limited to the amount received by the beneficiary concerned.

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<sup>3</sup>Open licence – a way by which the owner of a work grants permission to others to use the resource. A license is associated to each resource. There are different open licences according to the extent of the permissions granted or the limitations imposed and the beneficiary is free to choose the specific license to apply to their work. An open licence must be associated to each resource produced. An open licence is not a transfer of copyrights or Intellectual Property Rights (IPR).

## **ARTICLE I.12 – ADDITIONAL PROVISION ON THE VISIBILITY OF UNION FUNDING**

Without prejudice to Article II.8, the beneficiaries must acknowledge the support received under the Erasmus + programme in all communication and promotional material. The guidelines for the beneficiaries and other third parties are available at [http://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](http://eacea.ec.europa.eu/about-eacea/visual-identity_en)

## **ARTICLE I.13 - SUPPORT TO PARTICIPANTS**

In case Transnational learning/teaching/training activities are awarded

If, while implementing the Project, the beneficiaries have to give support to participants, the beneficiaries must give such support in accordance with the conditions specified in Annex I and Annex VI (if applicable). Under those conditions, the following information must be stated at least:

- (a) the maximum amount of financial support. This amount may not exceed EUR 60 000 for each participant;
- (b) the criteria for determining the exact amount of the support;
- (c) the activities for which the participant may receive support, on the basis of a fixed list;
- (d) the definition of the persons or categories of persons which may receive support;
- (e) the criteria for giving the support.

*The beneficiaries must:*

- Either transfer the financial support for the budget categories travel/individual support/ linguistic support in full to the participants of Transnational learning/teaching/training activities, applying the rates for unit contributions as specified in Annex IV;
- Or provide the support for the budget categories travel/individual support/ linguistic support to participants of Transnational learning/teaching/training activities in the form of provision of the required travel, subsistence and linguistic support services. In such case, the beneficiaries must ensure that the provision of travel, subsistence and linguistic support services will meet the necessary quality and safety standards.

The beneficiaries may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case the conditions applicable to each option must be applied for the budget categories to which the respective option is applied.

## **ARTICLE I.14 – PARENTAL/GUARDIAN CONSENT**

The beneficiaries must obtain the Parental/Guardian consent for participants of minor age prior to their participation in any mobility activity.

## **ARTICLE I.15 – ANY ADDITIONAL PROVISIONS REQUIRED BY THE NATIONAL LAW**

### **I.15.1 Data Protection**

All personal data contained in the agreement shall be processed in accordance with:

- national legislation by the NA, in particular the UK Data Protection Act 1998;
- in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

The beneficiary may lodge a complaint against the processing of his/her personal data with the Information Commissioners Office (ICO) with regard to the use of these data by the NA, or to the European Data Protection Supervisor with regard to the use of the data by the Commission.

The beneficiary shall take appropriate technical and organisational measures against the unauthorised or unlawful processing of personal data and against actual loss or destruction, or damage to personal data, having regard to the state of technological developments and the cost of implementing any measures, and the measures must ensure a level of security appropriate to the harm that might result from unauthorised or unlawful processing, or accidental loss, destruction or damage, and the nature of the personal data.

### **I.15.2 Equal Opportunities**

The beneficiary shall ensure that in delivering the Project under this Agreement, they do not discriminate within the meaning of the Equality Legislation.

The beneficiary shall comply with any equal opportunities or diversity policies or guidelines included in the NA or Commissions Requirements.

### **I.15.3 Protection of Children and Vulnerable Adults**

The beneficiary warrants that, in relation to all activities in connection with the Project where project activity is taking place in England or Wales, it will comply with all legislation and statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (including without limitation, the Children Act 1989 and the UN Convention on the Rights of the Child), as may be amended from time to time. Equivalent provisions in equivalent legislation in locations other than England and Wales shall apply in those locations.

The beneficiary acknowledges that, for the purposes of the Safeguarding Vulnerable Groups Act 2006, and any regulations made thereunder, as amended from time to time (the “**SVGA**”), and where the location is England or Wales, it is the “**Regulated Activity Provider**” in respect of any “**Regulated Activity**” (both as defined in the **SVGA**) carried out in connection with the Project and that it will comply in all respects with the **SVGA** and any regulations or orders made thereunder. Equivalent provisions in equivalent legislation applicable in locations other than England and Wales shall apply in those locations.

The beneficiary shall ensure that it is (and that any individual engaged by it to carry out Regulated Activity in connection with the Project) is subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service (**DBS**), including a check against the adult’s barred list or the children’s barred list, as appropriate, or a valid local equivalent e.g. police certificate if the individual engaged is outside England or Wales. Where applicable, the beneficiary shall monitor the level and validity of the checks under this clause I.13.4 for each member of staff or other individual engaged by it to carry out Regulated Activity in connection with the Project.

The beneficiary warrants that at all times whilst this Agreement is in force, it has not, and has no reason to believe that any person who is or will be employed or engaged by the beneficiary in connection with the Project, is barred from carrying out such employment or engagement.

The beneficiary shall immediately notify British Council of any information that the British Council reasonably requests to enable the British Council to be satisfied that the obligations of this clause have been met.

The beneficiary shall refer information about any person employed or engaged by it to carry out Regulated Activity in connection with the Project to the Independent Safeguarding Authority (**ISA**), where it removed permission for such person to carry out the Regulated Activity (or would, or might have, if such person had not otherwise ceased to engage in the Regulated Activity), because, in its opinion, such person has harmed or poses a risk of harm to children and/or vulnerable adults.

The beneficiary shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to children or vulnerable adults.

#### **I.15.4 Health and Safety**

The beneficiary shall take all necessary measures to comply with the requirements of the Health and Safety at work Act 1974 (or any equivalent legislation in any applicable jurisdiction) and any other acts, orders, regulations and codes of practice (including, without limitation, any approved codes of practice) relating to health and safety, which may apply to the performance of this Agreement.

#### **ARTICLE I.16– SPECIFIC DEROGATIONS FROM ANNEX I GENERAL CONDITIONS**

1. For the purposes of this Agreement, in Annex I General Conditions the term "the Commission" must be read as "the NA", the term "action" must be read as "project" and the term "unit cost" must be read as "unit contribution", except where otherwise provided.

For the purposes of this Agreement, in Annex I General Conditions the notion "financial statement" must be read as "the budgetary part of the report", except where otherwise provided.

In Article II.4.1, Article II.8.2, Article II.20.3, Article II.27.1, Article II.27.3, the first paragraph of Article II.27.4, first paragraph of Article II.27.8. and in the Article II.27.9 the reference to "the Commission" must be read as reference to "the NA and the Commission".

In Article II.12 the term "financial support" must be read as "support" and the term "third parties" must be read as "participants".

2. For the purposes of this Agreement, the following clauses of Annex II General Conditions are not applicable: Article II.2.2 (b) (ii), Article II.12.2, Article II.17.3.1 (j), Article II.18.3, Article II.19.2, Article II.19.3, Article II.21, Article II.27.7.

For the purpose of this Agreement, the terms "*affiliated entities*", "*interim payment*", "*lump sum*", "*flat rate*" do not apply when mentioned in the General Conditions.

3. Article II.7.1 must be read as follows:

**"II.7.1 Processing of personal data by the NA and the Commission**

Any personal data included in the Agreement shall be processed by the NA according to the provisions laid down in the national law.

Any personal data stored on the IT Tools provided by the European Commission shall be processed by the NA pursuant to Regulation (EC) No 45/2001<sup>4</sup>.

Such data must be processed by the data controller identified in Article I.6.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27, without prejudice to possible transmission to the bodies charged with the monitoring or inspection tasks in application of national law applicable to the Agreement.

The beneficiaries have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller identified in Article I.6.1.

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EC) No 45/2001.

The beneficiaries may have recourse at any time to the European Data Protection Supervisor."

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<sup>4</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

4. In Article II.9.3, the title and letter (a) of the first paragraph must be read as follows:

**"II.9.3 Rights of use of the results and of pre-existing rights by the NA and the Union**

The beneficiaries grant the NA and the Union the following rights to use the results of the *project*:

(a) for its own purposes and in particular to make available to persons working for the NA, Union institutions, agencies and bodies and to Member States' institutions, as well as to copy and reproduce in whole or in part and in an unlimited number of copies."

For the rest of this article, the references to the "Union" must be read as reference to "the NA and/or the Union".

5. The second paragraph of Article II.10.1 must be read as follows:

"The beneficiaries must ensure that the NA, the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiaries' contractors."

6. A new letter (j) is added to Article II.17.3.1 which reads:

"(j) if there is a complaint made by all other beneficiaries that the coordinator does not implement the Project as specified in Annex II or fails to comply with another substantial obligation incumbent on it under the terms of the Agreement."

7. Article II.18 must be read as follows:

**"II.18.1** The Agreement is governed by the laws of England and Wales.

**II.18.2** The competent court determined in accordance with the applicable national law has sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

8. Article II.19.1 must be read as follows:

"The conditions for the eligibility of costs are defined in section I.1 and II.1 of Annex III."

9. Article II.20.1 must be read as follows:

"The conditions for declaring costs and contributions are defined in section I.2 and II.2 of Annex III."

10. Article II.20.2 must be read as follows:

"The conditions for records and other documentation to support the costs and contributions declared are defined in section I.2 and II.2 of Annex III."

11. The first paragraph of Article II.22 must be read as follows:

"Beneficiaries are allowed to adjust the estimated budget set out in Annex II by transfers between the different budget categories, if the *project* is implemented as described in Annex II. This adjustment does not require an amendment of the Agreement as provided for in Article II.13, if the conditions provided for in Article I.3.3 are met."

12. Article II.23 (b) must be read as follows:

"(b) still fails to submit such a request within further 30 calendar days following a written reminder sent by the NA."

13. The first paragraph of Article II.24.1.3 must be read as follows:

"During the period of suspension of payments the coordinator is not entitled to submit any requests for payments and supporting documents referred to in Articles I.4.3 and I.4.4".

14. Article II.25.1 must be read as follows:

**II.25.1 Step 1 — Application of the reimbursement rate to the eligible costs and addition of the unit contributions**

This step is applied as follows:

- (a) If, as provided for in Article I.3.2(a), the grant takes the form of the reimbursement of eligible costs, the reimbursement rate specified in section II.2 of Annex III is applied to the eligible costs of the *project* approved by the NA for the corresponding categories of costs and beneficiaries,;
- (b) If, as provided for in Article I.3.2(b), the grant takes the form of a unit contribution, the unit contribution specified in Annex IV is

multiplied by the actual number of units approved by the NA for the corresponding beneficiaries.

If Article I.3.2 provides for a combination of different forms of grant, the amounts obtained must be added together."

15. The second paragraph of Article II.25.4 must be read as follows:

"The amount of the reduction will be proportionate to the degree to which the *project* has been implemented improperly or to the seriousness of the breach, as provided for in section IV of Annex III."

16. The third paragraph of Article II.26.3 must be read as follows:

"If payment has not been made by the date specified in the debit note, the NA will recover the amount due:

- (a) by offsetting it, without the beneficiary's prior consent, against any amounts owed to the beneficiary by the NA ('offsetting');

In exceptional circumstances, to safeguard the financial interests of the Union, the NA may offset before the due date.

An action may be brought against such offsetting before the competent court determined in Article II.18.2;

- (b) by drawing on the financial guarantee where provided for in accordance with Article I.4.2 ('drawing on the financial guarantee');
- (c) by holding the beneficiaries jointly and severally liable up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (Annex II as last amended);
- (d) by taking legal action as provided for in Article II.18.2 or in the Special Conditions."

17. The third paragraph of Article II.27.2 must be read as follows:

The periods set out in the first and second subparagraphs are longer if a longer duration is required by national law, or if there are ongoing audits, appeals, litigation or pursuit of claims concerning the grant, including in the cases referred to in Article II.27.7. In the latter cases, the beneficiaries must keep the documents until such audits, appeals, litigation or pursuit of claims have been closed.

18. Article II.27.3 must be read as follows:

"Where a check, audit or evaluation is initiated before the payment of the balance, the coordinator must provide any information, including information in electronic format, requested by the NA or by the Commission or by any other outside body authorised by the NA. Where appropriate, the NA or the Commission may request that a beneficiary provides such information directly.

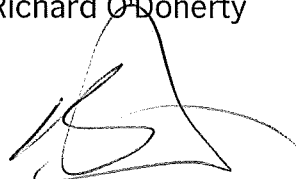
Where a check or audit is initiated after payment of the balance, the information referred to in the previous subparagraph must be provided by the beneficiary concerned.

If the beneficiary concerned does not comply with the obligations set out in the first and second subparagraphs, the NA may consider:

- (a) any cost insufficiently substantiated by information provided by the beneficiary as ineligible;
- (b) any unit contribution insufficiently substantiated by information provided by the beneficiary as undue."

**SIGNATURES**

For the coordinator  
Deputy Vice Chancellor  
Richard O'Doherty



[signature]  
Location

Cheltenham

Date

16/9/16

For the National Agency

[signature]  
Location

Date