REPORTING OBLIGATIONS

(Please consult your agreement before elaborating this report)

The Statement for further pre-financing payment must be submitted by the beneficiary when at least 70% of the previous pre-financing payment has been used up.

This Statement includes one narrative section on the carrying out of the project, and one financial part. The beneficiary must fill in both parts. Failure to accomplish the reporting obligations entitles the Education, Audiovisual and Culture Executive Agency or the relevant National Agency to demand full reimbursement of sums already paid.

This Statement should be submitted only by Youth in Action Programme beneficiaries of:

a) projects submitted by informal groups of young people and requesting a grant exceeding 25,000 euros
b) EVS projects lasting 6 to 24 months and requesting a grant exceeding 50,000 euros, only in cases where the volunteer(s) have not been identified at application level

Part I. Project identification

Project number

Please insert the reference as indicated in your agreement: 

Postmark/Date of receipt

Title of the project

Please insert the project title as indicated in your agreement:

Details of the beneficiary

Name

Street address

Postcode    City

Region     Country

Email

Website

Telephone

Telefax

Legal representative of the beneficiary

Family name (Ms/Mr)

First name

Position/function
Part II. Project implementation

If more space is needed, please extend the box.

<table>
<thead>
<tr>
<th>Description of activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give a general description of the project. Indicate the activities implemented so far.</td>
</tr>
</tbody>
</table>
**Part III. Budget**

For further information please consult the Youth in Action Programme Guide for funding rules and your agreement for accepted amounts.

### A. Financial statement on the community grant

<table>
<thead>
<tr>
<th>Total amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant requested to the Youth in Action Programme (as in your Grant Agreement)</td>
</tr>
<tr>
<td>1st Pre-financing payment: grant already received from the Youth in Action Programme</td>
</tr>
</tbody>
</table>

**BREAKDOWN OF COSTS INCURRED**

- Travel costs of the volunteer(s) incurred (90% of actual costs)
- Sending Activity costs incurred (scale of unit costs)
- Host Activity costs incurred (scale of unit costs)
- Visa costs, visa-related costs and vaccination costs incurred (100% of actual costs)
- Volunteer’s allowance incurred (scale of unit costs - country specific)
- Coordination costs incurred (scale of unit costs)
- Costs for additional dissemination and exploitation of results incurred (100% of actual costs – up to € 500 x number of promoters)

**Additional funding for projects including young people with fewer opportunities (if applicable)**

- Advance Planning Visit – travel costs incurred (100% of actual costs)
- Advance Planning Visit – other costs incurred (scales of unit costs)
- Cost related to a reinforced mentorship incurred (scale of unit costs)
- Exceptional costs incurred (100% actual costs)

**EVS Training and Evaluation Cycle (if applicable)**

- Costs related to on-arrival training incurred (100% of actual costs – up to € 900 x number of participants)
- Costs related to pre-departure training, mid-term evaluation, evaluation of the Activity incurred (100% of actual costs – up to € 500 x number of participants)

**TOTAL Community grant already used up (date as of today)**

| 2nd Pre-financing payment: further payment claimed to the Youth in Action Programme |

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Youth in Action Programme – Statement for further pre-financing payment

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**Signature of the legal representative**

I the undersigned hereby certify that all the information and financial data contained in this request for payment are complete, accurate, honest and have been supplied to the persons in charge at each of the partner promoters involved in the project. I certify that the costs incurred can be considered as being eligible within the meaning of the grant agreement and that this request for payment is substantiated by documentation which may be checked.

The beneficiary allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this request for payment for the purposes of managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed 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 EU institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Education, Audiovisual and Culture Executive Agency or the relevant National Agency. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

**Beneficiary**

Name, stamp (if applicable):

**Legal representative**

Name in capital letters:

Place, date:  
Signature:

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Youth in Action Programme – Statement for further pre-financing payment

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