As there have been some changes in the financial rules for Action 2 (European Voluntary Service) project applications in the 2008 version of the Programme Guide, it is important for the potential applicants to be aware of these changes and to take them into account when preparing the budget of the project. Non appliance to the funding rules could result in rejections or reductions in the overall project budget approved for granting.

Please find below a summary of the main changes in the financial rules of the 2008 version of the Programme Guide:

1. **Sending activity costs**: For projects presented to the Executive Agency, the scale of unit costs as outlined in the Programme Guide should be used. The rates applied at national level are not applicable.

   \[ \text{€ 450 x number of volunteers} \]

2. **Hosting activity costs**: For projects presented to the Executive Agency, the scale of unit costs as outlined in the Programme Guide should be used. The rates applied at national level are not applicable.

   \[ \text{€ 450 x number of volunteers x number of months of service abroad} \]

3. **Coordination costs**: The coordination costs must be justified in the application form, in particular the objectives of such coordination.

   Scale of unit costs are used for the calculation of the coordination costs based on the number of promoters (sending and hosting partner organisations, excluding the coordinating organisation) and volunteers involved.

   \[ \text{€ 180 x number of promoters and 150 x number of volunteers} \]

4. **Costs for additional dissemination and exploitation of results**: The activities for dissemination and exploitation of results must be outlined in the application.

   Up to 100% of eligible costs are financed. However, full justification of the costs must be submitted at final report level.
The costs are calculated up to € 500 x number of promoters involved (included the coordinating organisation).

(5) Advanced planning visit: Advanced planning visit is only eligible for those project applications involving young people with fewer opportunities. Moreover, the need and the objectives of such a visit have to be clearly described in the application.

The costs eligible are travel costs (return ticket) up to 100 % of actual costs. The costs incurred have to be justified at final report level.

Accommodation costs and other costs during the visit is calculated on the following formula:

\[ \text{€} \ 48 \times \text{number of nights (max 2 nights)} \times \text{number of participants of sending organisations}. \]

(6) On-arrival training: Not granted for training taking place in a Programme Country or in South East Europe (as the training will be provided by or behalf of the National Agencies and SALTO SEE free of charge).

On-arrival training provided by the promoters themselves can only be authorised on an exceptional basis. However, in those cases it must be clearly indicated the value-added of not participating in the training organised by the National Agency or SALTO SEE. Moreover, the plan and the programme of the training must be clearly outlined in the application. It should also be noted that the training must be in line with the Commission's minimum standards for volunteer training.

For training taking place in other countries, the approval of the costs for the on arrival training have to be clearly justified, the objectives, the content and the programme of the activities must be described in the application and be in line with the Commission's minimum standards for volunteer training.

100 % of eligible actual costs

Up to € 900 x number of participants (volunteers, trainers, etc)

(7) Pre-departure training, mid-term evaluation: Not granted for training taking place in a Programme Country or in South East Europe (as the training will be provided by or behalf of the National Agencies and SALTO SEE free of charge).

Pre-departure training, mid-term evaluation training provided by the promoters themselves can only be authorised on an exceptional basis. However, in those cases it must be clearly indicated the value-added of not participating in the training organised by the National Agency or SALTO SEE. Moreover, the plan and the programme of the training must be clearly outlined in the application. It should also be noted that the training must be in line with the Commission's minimum standards for volunteer training.

For training taking place in other countries, the approval of the costs for the on arrival training have to be clearly justified, the objectives, the content and the
programme of the activities must be described in the application and be in line with the Commission's minimum standards for volunteer training.

**100 % of eligible actual costs**

**Up to € 500 x number of participants (volunteers, trainers, etc)**

(8) **Follow-up activity of the volunteer**: There is no grant provided for follow-up costs in the Programme Guide of year 2008.

(9) **Visibility and valorisation costs**: Have been replaced in the new Programme Guide for year 2008 with Costs for additional dissemination and exploitation of results (please see point 4 for further details).