

Erasmus+ Student and Alumni networks: Guidance Note for Network Members on Alumni-led activities

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Erasmus+ Student and Alumni networks: Guidance Note for Network Members on Alumni-led activities

1. Introduction and background information

Are you a member of an Erasmus+ Student and Alumni network? Are you passionate about educational exchange programmes and about widening participation to these opportunities for people who are currently under-represented? Do you have some time to contribute as a volunteer and to 'give something back'?

If you answered 'yes' to at least some of these questions, then please read on.....

As members of the Erasmus+ Student and Alumni network, you are the best ambassadors to promote the Erasmus+ programmes you have participated in, and we need your help!

The European Union provides a range of support for the Erasmus+ International Student and Alumni Networks through a Service Contract (2024–2027) delivered by the Erasmus+ Support Service Team (ICF).

The support programme is designed to empower Erasmus+ alumni by enhancing their skills and knowledge, particularly in their roles as ambassadors for EU programmes. It aims to increase participation in activities and events that promote Erasmus+, inspiring new participants and supporting alumni-led activities.

By working together, sharing ideas, and building up the alumni networks, the support programme seeks to create a stronger, more united movement for positive change, while respecting the unique missions of the individual networks and encouraging cooperation and knowledge-sharing within and across networks.

The support contract provides three work packages (WP) as outlined in the table below:

WP1	The Support service contract management
WP2	The support provided to the networks by the ESS team
WP3	Support alumni-led activities and events (which is the focus of the guidance note).

At the same time, we make sure everyone's individual network keeps its own goals and style, encouraging teamwork and sharing knowledge—both as groups and as individuals.

2. Alumni led activities (supporting through Work Package 3)

Work package 3 supports Erasmus+ International Student and Alumni Networks' activities and events from all over the world to build the competences of members and to enhance their role as ambassadors of the Erasmus+ programme.

Network members of ESAA (EMA, OCEANS, ESN, gE), ASAFA and WBAA can develop an 'Expression of Interest' (EOI) for activities under Work Package 3.2 to support local, community-based activities, in cooperation with the EU Delegations, Erasmus+ National Focal Points (ENFPs) and other relevant stakeholders.

The activities should align with the Support Programme objectives and all have:

- A central aim of promoting and informing the participants about the opportunities offered by Erasmus+, to reach out to and inspire potentially new participants to the programme.
- A Local, community-based focus, enabling local network members to engage with participants in their own communities and networks.

Network members must be mindful to carefully plan activities that:

- Maximise the benefits of the support from Network members and future E+ participants
- encourage cooperation with relevant local, regional, national and international activities organised by the EU;
- Respect the environmental impact. Avoid long-distance, costly flights and VISA's unless necessary (e.g., when expanding into a country with no active alumni). If long distance travel is required, sufficient time should be scheduled to arrange visas and ensure cost-effective bookings for flights and hotels.
- demonstrate cost effectiveness and represent value for money.

The types of activities that members can design and deliver under Work Packages 3.2, are summarised in Figure 1 below:

Figure 1: Types of activities that can be supported under WP 3.2.

Activity type	Aims of action	
Networking and professional development activities	<p>Networking and professional development activities are designed to strengthen collaboration within alumni networks and help members serve as ambassadors for the Erasmus+ Programme.</p> <p>These activities can also be used to engage with members to develop and prepare expressions of interest for WP 3.2 activities.</p>	Collective actions: alumni events, workshops, information sessions, and

	<p>These activities are usually focused on members of one network but may also include participants from other networks, such as those located in the same region.</p>	community activities
Activities to update on wider European programmes and policies	<p>These activities aim to inform and update members of Student and Alumni networks = on Erasmus+ and other relevant European programmes and European policy initiatives in the fields of education, training youth and sport.</p> <p>The objective is to motivate student participation in the programme and encourage alumni members to actively participate in or lead on alumni activities.</p>	
Supporting grassroots initiatives in the local community	<p>Grassroots initiatives enable members of Student and Alumni networks to give back to their own communities or the communities in which they reside through voluntary work or a community outreach activity, whilst also sharing information about the opportunities offered by the Erasmus+ Programme with the wider community participating in the activity.</p> <p>These activities can be organized independently or by joining existing community events at the activity location.</p>	
Activities for members to share their Erasmus+ experiences at an individual level	<p>These activities offer individual members of Student and Alumni networks the opportunity to share their "Erasmus+ experiences" with other students and stakeholders, thus promoting/informing about the opportunities offered by the programme and inspiring prospective participants in the programme.</p> <p>These activities can also be used for individual members to participate in relevant outreach activities (e.g. invitations to conferences or students' fairs) identified either by the Alumni networks, the contractor or the contracting authority, where attendance benefits prospective participants, as well as building the skills of members.</p>	Individual actions: connecting with and motivating future Erasmus+ participants

Mentoring activities, helping others	These activities enable Student and Alumni Network members to mentor current and prospective Erasmus+ participants, by providing guidance and support on preparing for their exchange experience.	
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3. Accessing support through an Expression of Interest (EOI)

Work Package 3 support is facilitated through an ‘Expression of Interest’ (EOI) process. Network members are invited by their Network Boards to identify relevant activities and prepare an expression of interest form available in electronic format [here](#).

Along with the EOI form, members are requested also to include a cost estimation of expected costs for the activity, and a short workplan, setting out the main milestones and timeframe for the activity.

Members submit their EOIs to their Network Boards who review and prepare a shortlist, plus a limited reserve list of activities to be proposed for support. These are then endorsed by the Board and submitted to the Erasmus+ Support Service Team for assessment. A review panel made up of EACEA and the ESAA Liaison Group is then convened to discuss and make the final decisions on the activities to be supported.

All activities supported under Work Package 3 must respect the objectives and key principles of the Erasmus+ support programme (see box below).

The key principles of the Erasmus+ support programme are:

- Proactively engaging with and responding to the needs of students, alumni, and stakeholders.
- Encouraging a participatory and co-creative approach in designing and improving activities.
- Promoting inclusivity by ensuring all voices are heard and supporting underrepresented groups.
- Fostering mutual support, where experienced members help others build their capacities.
- Upholding the Erasmus+ priorities: Inclusion and Diversity, Environment and Climate Change, Digital Transition, and Democratic Participation.

Targeted Regions for Alumni activities

Activities must take place in an Erasmus+ eligible region¹ in line with a specific regional budget allocation (see Figure 2 below).

¹ A list of eligible countries and regions is available here: <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>.

Activities are particularly encouraged in countries/ regions where activities have taken place previously.

Networks are also encouraged to collaborate and develop joint WP3 EOI activities in overlapping countries and avoid replication of activities already delivered in the same locations.

Figure 2: Targeted Region

Targeted Regions	%
Erasmus+ EU Member States and third countries associated to the Programme	40
Western Balkans	7.5
South Mediterranean	7.5
Neighbourhood East and Russian Federation	7.5
Asia	5
Central Asia	1
Middle East	0.5
Pacific	0.5
Latin America	5
Caribbean	0.5
US & Canada	5
Sub-Saharan Africa	20
Total	100

4. Overview of the EOI process / how to apply for WP3.2 support

Network members will be invited by their Network Boards to identify relevant activities, from which Board members will prepare a shortlist, plus a limited reserve list of activities to be proposed for support, and submit these using the Expression of Interest (EOI) form, to the Erasmus+ Support Service Team as outlined in the figure 3 below

Figure 3: EOI submission process

Step	Description	Key Actions	Responsible	Key Information Collected
Step 1	Network members propose their activity in an EOI Form	Prepare EOI form, set out activity idea, submit to Network Boards	Network Members	A full description of activity aims and objectives, expected impact, alignment with programme objectives, roles and responsibilities, estimated costs, work plan, key risks & mitigation (see point 5 below for a further information)
Step 2	Network Boards	Collect the EOIs, shortlist, Assess	Network Boards	Review of the information provided in the EOI.

	assess the EOIs from Members	EOIs, ensuring aims/objectives meet the Support Programme requirements		
Step 3	Network Boards prepare and submit shortlisted EOIs to the ESS Team	Prepare Board EOI form, providing reasons for shortlisting and submit to ESS Team by deadline	Network Boards, ESS Team, ESAA Liaison Group, EACEA	Board endorsement, providing reasons for shortlisting

5. Overview of Information required in the EOI

Network Members prepare an 'Expression of Interest' (EOI) form available in electronic format [here](#) to set out their activity idea.

The EOI will request information about:

- The network member who will lead the activity (activity lead) and any planned partners or collaborators.
- The type of activity (see Annex 1).
- The expected start and end-date of the activity.
- Which eligible country/ies / region/s the activity will take place in
- A short description of the planned activity including aims, objectives, planned actions, expected outputs and outcomes, and any innovations.
- An explanation of how the activity is aligned with the objectives and key principles of the support programme (see sections 2 and 3).
- The expected impact of the activity i.e. how it is expected to make a difference.
- The roles and responsibilities of the activity lead and any partners and / or collaborators.
- Estimated eligible costs and how these are made up.
- A work plan for more complex activities, indicating how the activity will be planned and delivered.
- Any identified risks and how these will be mitigated.

5. Indicative timeframe for the EOI call

For collective activities there will be two EOI rounds in 2026 as outlined in the timelines below. Clustering the submission of EOIs into two windows will enable the ESAA Liaison Group and EACEA to review proposed activities from across the different networks, and to consider opportunities where networks can collaborate, to improve efficiencies and reduce the risk of duplication, as well as to monitor the regional budget allocation before approving the activities.

For individual activities, each network will be allocated 8 units for Activities to share E+ experiences and 2 units for mentoring activities to ensure good balance of activities and encourage Boards to make strategic use of the units available. EOIs should be submitted during the two rounds, however, if there are activities to be implemented between 1 March and 30 April, the EOIs must be submitted to the ESS team by 13 February 2026.

Round 1 – Delivery window 30 April – 30 September 2026

Key dates highlighted in blue

Timeframe	Activity	Responsible
12 February 2026	Network members submit EOIs outlining their activities to their network Boards for assessment	Network Members (Activity Lead)
13 February – 1 March 2026 (2 weeks)	Network Boards review EOIs and prepare Shortlist	Network Boards
2 March 2026	Network Boards submit shortlisted EOIs to ESS Team	Network Boards
End March 2026	Review Panel – ESAA Liaison Group and EACEA	ESAA Liaison Group and EACEA
April 2026	Activity lead on-boarding process	ESS Team & Activity Leads
30 April – 30 September delivery window	Activities commence and conclude	Activity Leads
Upon completion up to 15 October	Final Report submission (as soon as activities are completed and by 15 October at the latest)	Activity Leads

Round 2: Delivery window 1 September 2026 – 28 February 2027

Timeframe	Activity	Responsible
31 May 2026	Network members submit EOIs outlining their activities to their network Boards for assessment	Network Members (Activity Lead)
1-13 June 2026	Network Boards review EOIs and prepare Shortlist	Network Boards
14 June 2026	Network Boards submit shortlisted EOIs to ESS Team	Network Boards

Mid July 2026	Review Panel – ESAA Liaison Group and EACEA	ESAA Liaison Group and EACEA
July/ August 2026	Activity lead on-boarding process	ESS Team & Activity Leads
1 September 2026 – 28 February 2027 delivery window	Activities commence and conclude	Activity Leads
Upon completion up to 15 March	Final Report submission (as soon as activities are completed and by 15 March 2027 at the latest)	Activity Leads

6. Eligible Support costs

For all activities under Work Package 3, the support contract for in-person activities can cover:

- ❖ Travel costs (within the Erasmus+ eligible countries)
 - Air travel should be arranged up to the maximum cost of a standard/economy class ticket.
 - If a participant travels by car, payment should be made based of a mileage allowance of EUR 0.28 per km. This should include fuel, parking and any toll fees or additional expenses. Participants should provide proof of the distance travelled by means of a screenshot from a reputable online route planner showing the route taken and the kilometres travelled. If multiple participants travel together, only one person may claim the reimbursement per mileage.
- ❖ Accommodation for non-local participants
 - Whenever possible, participants should arrive the day before the start date of the activity or in the morning if the activity takes place in the afternoon. Departure should take place right after the event or, if not available, the day after.
- ❖ Venue hire and catering for participants during events (lunch, refreshments etc.)
- ❖ Subsistence costs: as a guide we suggest that the following rates for main meals are applied:
 - For breakfast costs, up to 10 EUR per meal
 - For lunch costs, up to 18 EUR per meal
 - For dinner costs, up to 18 EUR meal

- ❖ Other activity costs including marketing flyers, posters, banners, AV support, event photography and videography, equipment hire, items required to support the delivery of the activity for example art materials or stationary items.
- ❖ For on-line activities, support can cover the cost of the online platform for the meeting, plus other expenses justified by participants on an ad-hoc basis.

IMPORTANT: Quotations for the above expenditure items should be obtained where possible and provided with the cost estimation.

Other eligible costs may be approved on an ad-hoc basis, provided they are justified, agreed upon in advance, and within the overall budget limits.

The following costs cannot be covered by the support:

- the paid participation of members in all activities: time is provided on a voluntary basis
- costs of participation in another EU activity where participants' costs are already covered by that programme
- speaker fees/ subcontracted trainers – training under WP3.1 is implemented by the Erasmus+ Support Services Team
- Capital items for example the purchase of equipment, protective clothing etc.
- Contingency provisions
- Additional tasks or costs require the prior approval of the Erasmus+ Support Services Team, otherwise they will not be reimbursed!

Please note that proposed WP3 activities should not duplicate the services offered under WP2, including, audio-visual content, thematic publications, individual testimonies.

See annex 2 for a full list of eligible and ineligible costs.

7. Available Help

There are several ways to access help when completing an EOI:

1. Network Boards will liaise with members during the process of developing EOIs, to encourage creative proposals that are aligned to the priorities of the support programme and the individual network.
2. The Erasmus+ Support Service Team provides a range of resources including this guidance, case studies and a recorded webinar on developing EOI activity ideas available to members via the community portals.

8. Eligibility Criteria

The eligibility and selection criteria that will be used to assess EOIs are shown below. It is important that members are familiar with these criteria when working to develop their ideas for activities and EOIs, to have the greatest chance of attracting support.

Figure 4: Eligibility and selection criteria

Eligibility Criteria	Eligible				
Activity lead(s) is/are members of the Erasmus + Network to which the application is made.	Yes / no				
Activity lead(s) have been members of the Erasmus + Network to which the application is made for at least one year.	Yes / no				
Activity will take place in an eligible country / region.	Yes / no				
Selection Criteria	Score 1 – 5*				
Relevance indicators - Relevant to the objectives and key principles of the support programme	1	2	3	4	5
NB This score will be weighted x 2 in the final scoring					
Impact and added value indicators - Brings something new and positive to the network and the wider community - Strong communication / publicity opportunity - Collaborative proposal including different networks	1	2	3	4	5
NB This score will be weighted x 2 in the final scoring					
Clarity indicators - Description of objectives / purpose is clear - Objectives are SMART (Specific, Measurable, Achievable/Action Oriented, Realistic and Relevant, Time based) - Clarity in outputs / outcomes	1	2	3	4	5
Feasibility indicators - Work planning / sequencing will deliver expected results - Clarity of roles and responsibilities of contributors - Sufficient human resources allocated to the activity -	1	2	3	4	5
Financial credibility indicators - Cost estimation is clear and proportionate with the activity proposed - Request budget includes eligible costs and within maximum levels of budget available	1	2	3	4	5
Risk indicators - Understanding of risks and mitigations demonstrated	1	2	3	4	5
Total score:	Maximum Score 40				

* 1=weak; 2=acceptable; 3=good; 4=very good; 5=excellent

9. Notification outcomes following the EOI assessment process

The Erasmus+ Service Support Team will notify activity leads and Network Boards of the outcomes of the assessment process once the ESAA Liaison Group / EACEA have completed their review and approval process.

10. Activity implementation and support payments

The activity lead as nominated in the EOI will take charge of organising and implementing the activity at the local level, and will receive direct support for each unit of activity requested, up to the unit value indicated in Annex 1.

For the approved activities, as an activity lead, you will receive:

- A letter notifying you of the outcome and confirming your contact details, activities approved, expected impacts, timeframe and the available upper limit of support. Activity leads will be invited to confirm acceptance of the offer to lead on the implementation of the activity.
- Once approved, you will be on-boarded into the Erasmus+ Support Service Team's internal payment system in order to receive direct support for the approved activity. (NB this process requires a number of verification checks designed to protect the programme and activity leads from cyber-security risks and to prevent fraud, and can take several days to complete).
- For activities for members to share their Erasmus+ experience and Mentoring activities, where it is more efficient than onboarding, the Erasmus+ Support Services Team may use a reimbursement process upon completion of the activity.
- Once the onboarding process has been completed:
 - o For activities up to and including 6,000 euros, an advance of 80% of the total budgeted costs for the approved expenditure can be claimed at the outset, to cover eligible activity costs. The balance of the costs up to the remaining 20% will be paid promptly on the presentation of valid receipts / invoices covering the total expenditure incurred, up to the budget limit.
 - o For activities that exceed 6,000 euros, for example, for collective activities and where 'units' have been combined, an advance of 50% of the total costs for the approved expenditure can be claimed at the outset, to cover eligible activity costs. A further 30% of eligible costs will be paid at the mid-point of the activity. The balance of the costs up to the remaining 20% will be paid on the presentation of valid receipts / invoices covering the total expenditure incurred, up to the budget limit.
- Along with your nominated collaborators / colleagues, you will then be expected to:

- prepare to launch the activity and to ensure that a monitoring system for recording activities, eligible expenditure and outputs is in place
- implement the activity.
- prepare a short narrative activity report at the mid-point (for activities with planned budgets exceeding 6,000 euros) and on completion of the activity (all activities) – see Annexes 5 and 6.
- report on the achievements of the activity and share these with Board members for dissemination.
- ensure that activities operate at all times within GDPR rules and any other legal requirements relevant to the activity.
- correctly apply the EU visual identity and acknowledge EU support.
- Keep in touch with your network Board on a regular basis and discuss any challenges or issues you might be facing.

11. Activity reporting requirements

For each activity under WP 3, one or two reports are required (these are shown in Annexes 3-4):

- An interim activity report is required at the midpoint of the activity for actions with budgets exceeding 6,000 euros. The interim activity report will request a progress update and information on any issues or challenges encountered, and will identify any (non-financial) support needs.
- The final activity report is designed to record the achievements of the activity in relation to the objectives and key principles of the support programme, and to encourage reflection about the activity's impact in relation to the target group. The report will request information on where the activity took place (if in person), the numbers of participants involved, which stakeholders were involved, reflections on what worked well and what worked less well and any lessons learnt for future activities.
- A financial report, summarising the expenditure incurred, and electronic copies of invoices / other evidence for costs incurred, to the value of the expenditure summary.

12. Recording keeping

For all activities, as an activity lead, you will be expected to keep a record of the agenda for the activity, proof of participant attendance, feedback collected from participants, and all financial records (invoices, receipts, log of costs incurred etc.). This information will be submitted to the respective Network Board and Erasmus+ Service Support Team along with the final report for review.

13. Monitoring and support

As an activity lead, you will be encouraged to reach out to relevant members of the Network Board, and the Erasmus+ Service Support Team Point of Contact, to report any challenges or difficulties encountered. The Network Boards and Points of Contact will monitor the progress of all activities funded. and aim to resolve any issues identified during their regular meetings.

14. Communication and dissemination of information relating to activities

Activity leads will be encouraged to share information with Network Boards that can be shared via Network websites and social media to raise awareness about the activities and their impacts. Information can be adapted from that collected via the final reports, to highlight positive outcomes.

15. Further information

More information about each of the activities supported under Work Package 3, the numbers of units available, and how to access them, are set out in Annex 1.

For more information, please contact your respective Network Board.

Annex 1

Fiches for activities that can be funded under Work Package 3.2

Networking and professional development activities			
Name of the activity	Networking and professional development activities	Network	All Networks
Participants	Up to 40 participants	Standard format	<p>In-person activities Duration: up to one full day. Costs anticipated:</p> <ul style="list-style-type: none"> - catering for the participants during the event - venue costs (if the activity does not take place in a university). - travel and accommodation for non-local participants. <p>The budget limit for one Unit for all Networks is 11,000 EUR.</p> <p>Online activities Duration: half- to one-day</p>
Number of units available	24 (4 per network).	Location	<p>Location: agreed between Board and E+SST PoC.</p> <p>In-person activities can take place in all Erasmus+ programme countries (within the limits of the geographical repartition).</p>
Objective of the activity	<p>Networking and professional development activities are designed to strengthen collaboration within alumni networks and help members serve as ambassadors for the Erasmus+ Programme. These activities can also be used to engage with members to develop and prepare expressions of interest for WP 3.2 activities.</p> <p>These activities are usually focused on members of one network but may also include participants from other networks, such as those located in the same region.</p>		
How can it be modulated?	<p>These activities may be organised adjacent to another activity, for example, a local event, or a Board meeting (particularly if in-person). More in-depth topics can be addressed by combining units, for example, an in-person meeting could kick off a topic, to be followed up in the future with an on-line activity. Alternatively, an on-line activity could be used to introduce themes and topics in advance of and relevant to an in-person event.</p>		
How can it be requested?	<p>The Boards of each Network work with network members to propose a shortlist of activities using the 'Expression of interest (EOI)' form. NB It is up to the networks to identify their own needs and mobilise their own members to propose relevant activities, through the Community platforms. Given the scale of this activity, network members are expected to work in close cooperation with the Network Boards.</p> <p>The E+SST will receive the EOIs from the Boards and assess the feasibility and effectiveness of the activities from a content and</p>		

	financial perspective and make recommendations to the ESAA Liaison Group and to EACEA for final endorsement. EACEA must formally endorse each activity.
Division of roles	The network member activity lead will propose the topic and target groups for participation; Boards will shortlist the strongest EOIs. The E+SST will assess the shortlisted EOIS. The ESAA Liaison Group and EACEA will review and endorse the strongest proposals. Implementation will be led by the activity lead and will take place with the support of the relevant Network(s) and the E+SST.
How it will be evaluated?	Participants will be invited to complete an online evaluation form to assess their level of satisfaction that the aims of the activity were achieved, with the theme and content of the activity and with the logistics, and ideas for future activities etc.
What are the reporting requirements?	An “activity reporting template” must be completed by the activity lead / network Board for each activity completed, reporting on the number of participants involved, how the objectives were met, impacts, any follow up actions, lessons learnt, and whether / how the activity will be reported on in the media. The report will be sent to the E+SST for review.

Activities to update on European programmes and policies			
Name of the activity	Activities to update on European programmes and policies	Network	Members of all networks
Participants	Up to 100 participants	Standard format	<p>In-person activities Duration: up to one full day. Costs anticipated: -catering for the participants during the event - venue (if the activity does not take place in a university) - travel and accommodation for non-local participants.</p> <p>The budget limit for one unit is 10,000 EUR for all Networks.</p> <p>Online activities Duration: half to one full day. Costs anticipated: the E+SST will cover the cost of the online platform for the meeting. Other justified expenses by participants will be covered on an ad-hoc basis.</p>
Number of units available	24 (4 per network).	Location	<p>Location: In-person activities can take place in all Erasmus+ programme countries (within the limits of the geographical repartition) and must respect the location of members, the environment and cost effectiveness.</p> <p>Location must be endorsed by the ESAA Liaison Group / EACEA</p>
Objective of the activity	The goal of the activity is to update members of Students and Alumni networks and provide general knowledge on recent developments regarding European programmes and European policy initiatives in the fields of education, training youth and sport.		
How can it be modulated?	These activities can be organised adjacent to a local event, a training activity or a Board Meeting. Two units can be combined to increase the number of participants in the activity or its duration.		
How can it be requested?	The Boards of each Network work with network members to propose a shortlist of activities using the 'Expression of interest (EOI)' form. NB It is up to the networks to identify their own needs and mobilise their own members to propose relevant activities, through the Community platforms. Given the scale of this activity, network members are expected to work in close cooperation with the Network Boards. The E+SST will receive the EOIs from the Boards and assess the feasibility and effectiveness of the activities from a content and financial perspective and make recommendations to the ESAA Liaison		

	Group and to EACEA for final endorsement. EACEA must formally endorse each activity.
Division of roles	The network member activity lead will propose the topic and target groups for participation; Boards will shortlist the strongest EOIs. The E+SST will assess the shortlisted EOIs. The ESAA Liaison Group and EACEA will review and endorse the strongest proposals. Implementation will be led by the activity lead and will take place with the support of the relevant Network(s) and the E+SST.
How it will be evaluated?	Participants will be invited to complete an online evaluation form to assess their level of satisfaction that the aims of the activity were achieved, with the theme and content of the activity and with the logistics, and ideas for future activities etc.
What are the reporting requirements?	An “activity reporting template” must be completed by the activity lead for each activity completed, reporting on the number of participants involved, how the objectives were met, impacts, any follow up actions, lessons learnt, and whether / how the activity will be reported on in the media. The report will be sent to the E+SST for review.

Grassroots initiatives in a local community			
Name of the activity	Grassroots initiatives in local community	Network	Members of all networks
Participants	At least 5-10 participants and up to 50 participants	Standard format	<p>The format is not set and is at the initiative of network members who wish to implement an Erasmus+ student and alumni activity at their local level.</p> <p>For in-person activities, the ceiling for one unit is 6,000 EUR for all networks.</p> <p>For online activities, the E+SST will cover the cost of the online platform for the meeting. Other justified expenses by participants will be covered on an ad-hoc basis.</p>
Number of units available	48 (8 per Network)	Location	<p>Location: In-person activities can take place in all Erasmus+ programme countries (within the limits of the geographical repartition) and must respect the location of members, the environment and cost effectiveness.</p> <p>Location must be endorsed by ESAA Liaison Group / EACEA</p>
Objective of the activity	<p>The objective is offering members of Students and Alumni networks the opportunity to engage in volunteer work and local community initiatives with young people (for example, in a school, college or university) that align with the values of the Erasmus+ programme and promote active participation, social inclusion and cultural diversity.</p> <p>This work package aims also to support relevant outreach activities (e.g. group invitations to conferences or students' fairs) identified either by the alumni networks, the E+SST or EACEA.</p>		
How can it be modulated?	<p>These activities are mostly self-standing. However, Board Members can use the "mentoring activities" unit(s) to support the members' preparation and implementation of the grassroots initiatives.</p> <p>Grassroots initiatives in local community can be organised by one or several Students and Alumni networks.</p>		
How can it be requested?	<p>The Boards of each Network work with network members to propose a shortlist of activities using the 'Expression of interest (EOI)' form. NB It is up to the networks to identify their own needs and mobilise their own members to propose relevant activities, through the Community platforms. The E+SST will receive the EOIs from the Boards and assess the feasibility and effectiveness of the activities from a content and financial perspective and make recommendations to the ESAA Liaison Group and to EACEA for final endorsement. EACEA must formally endorse each activity.</p>		

Division of roles	The network member activity lead will propose the topic and target groups for participation; Boards will shortlist the strongest EOIs. The E+SST will assess the shortlisted EOIS. The ESAA Liaison Group and EACEA will review and endorse the strongest proposals. Implementation will be led by the activity lead and will take place with the support of the relevant Network(s) and the E+SST.
How it will be evaluated?	Participants will be invited to complete an online evaluation form to assess their level of satisfaction that the aims of the activity were achieved and with the logistics, and to collect ideas for future activities etc.
What are the reporting requirements?	An “activity reporting template” must be completed by the activity lead for each activity completed, reporting on the number of participants involved, how the objectives were met, impacts, any follow up actions, lessons learnt etc. The report will be sent to the E+SST for review.

Activities for members to share their Erasmus+ experiences			
Name of the activity	Activities for members to share their Erasmus+ experiences	Network	Members of all networks
Participants	1-3 participants (i.e. the activity lead plus collaborators).	Standard format	<p>In-person activities Duration: one day for 1-3 participants. Costs anticipated: Travel and accommodation.</p> <p>For in-person activities, the ceiling for one unit is 1,200 EUR for all networks.</p> <p>For online activities Costs anticipated: the E+SST will cover the cost of the online platform for the meeting. Other justified expenses by participants can be covered on an ad-hoc basis.</p>
Number of units available	48 (8 per network)	Location	In-person activities can take place in all Erasmus+ programme countries (within the limits of the geographical repartition) and respecting the location of members, the environment and cost effectiveness.
Objective of the activity	The goal of this activity is to offer members of Student and Alumni networks the opportunity to share their "Erasmus+ experiences," thus promoting and informing / inspiring prospective participants about the opportunities offered by the programme.		
How can it be modulated?	For the in-person activities, multiple units can be requested where the parameters of the activity exceed a single unit value (e.g. where higher numbers of participants are justified, the event is for more than one day, justified travel/accommodation costs are likely to be high).		
How can it be requested?	<p>The Boards of each Network work with network members to propose a shortlist of activities using the 'Expression of interest (EOI)' form. NB It is up to the networks to identify their own needs and mobilise their own members to propose relevant activities, through the Community platforms. The E+SST will receive the EOIs from the Boards and assess the feasibility and effectiveness of the activities from a content and financial perspective and make recommendations to the ESAA Liaison Group and to EACEA for final endorsement. EACEA must formally endorse each activity.</p> <p>The E+SST should receive the EOI at least two months before the event/activity takes place for in-person events and at least 15 days for online events.</p>		
Division of roles	The network member activity lead will propose the topic and target groups for participation; Boards will shortlist the strongest EOIs. The E+SST will assess the shortlisted EOIs. The ESAA Liaison Group and EACEA will review and endorse the strongest proposals. Implementation		

	will be led by the activity lead and will take place with the support of the relevant Network(s) and the E+SST.
How it will be evaluated?	Participants will be invited to complete an online evaluation form to assess their level of satisfaction that the aims of the activity were achieved and with the logistics, and to collect ideas for future activities etc.
What are the reporting requirements?	An "activity reporting template" must be completed by the activity lead for each activity completed, reporting on the number of participants involved, how the objectives were met, impacts, any follow up actions, lessons learnt etc. The report will be sent to the E+SST for review.

Mentoring activities			
Name of the activity	Mentoring activities	Network	Members of all networks
Participants	1-10 participants	Standard format	<p>In-person activities Duration: one day for 1 participant. Costs anticipated: travel and accommodation</p> <p>For in-person activities, the ceiling for one unit is 1,100 EUR for all networks.</p> <p>Online activities, The E+SST will cover the cost of the online platform for the meeting. Other justified expenses by participants will be covered on an ad-hoc basis.</p>
Number of units available	12 units (2 per network)	Location	In-person activities can take place in all Erasmus+ programme countries (within the limits of the geographical repartition) and must respect the location of members, the environment and cost effectiveness.
Objective of the activity	The goal of this activity is allowing members of Students and Alumni networks to organise a mentoring session to current and prospective Erasmus+ participants, offering guidance and support on preparing for their exchange experience.		
How can it be modulated?	For in-person activities, more units can be requested in case the cost exceeds the unit value (e.g. where higher numbers of participants are justified, the activity is for more than one day, justified travel/accommodation costs are likely to be high). The Boards can also request these activities to support the planning and implementation of grassroots activities by members.		
How can it be requested?	<p>The Boards of each Network work with network members to propose a shortlist of activities using the 'Expression of interest (EOI)' form. NB It is up to the networks to identify their own needs and mobilise their own members to propose relevant activities, through the Community platforms. The E+SST will receive the EOIs from the Boards and assess the feasibility and effectiveness of the activities from a content and financial perspective and make recommendations to the ESAA Liaison Group and to EACEA for final endorsement. EACEA must formally endorse each activity.</p> <p>The E+SST should receive the EOI at least two months before the event/activity takes place for in-person events and at least 15 days for online events.</p>		
Division of roles	The Network Board should endorse the request of the members/ The E+SST validates the request and arranges travel/accommodation (for in-person activities) and purchase the licence to the platform (for online activities)		
How it will be evaluated?	Participants will be invited to complete an online evaluation form to assess their level of satisfaction that the aims of the activity were		

	achieved and with the logistics, and to collect ideas for future activities etc.
What are the reporting requirements?	An "activity reporting template" must be completed by the activity lead for each activity completed, reporting on the number of participants involved, how the objectives were met, impacts, any follow up actions, lessons learnt, and whether / how the activity will be reported on in the media. The report will be sent to the E+SST for review.

Annex 2:

List of eligible and ineligible costs

Activity leads should aim to maximise the scope of activities for members and beneficiaries within the available budgets, and at all times ensure cost efficiency and value for money.

As a broad guide for expected costs, please refer to the [current per diem rates- 2024](#) recommended by the European Commission for each country, including costs for travel, accommodation, and subsistence.

The following costs are considered eligible within the Erasmus+ Service Support programme:

Travel

- Flights (standard/ economy class) avoid long-distance, costly flights and VISA unless necessary (e.g., when expanding into a country with no active alumni)
- Public transport (second class)
- Trains (second class)
- Private cars (no taxis): Where public transport is not feasible, the use of private cars might be approved by the activity lead. In these cases, car mileage can be reimbursed at EUR 0.28 per km from the starting place to the place of the activity. This fee includes fuel, parking and any toll fees. The start and end point addresses and total distance will need to be provided as proof.
- Local travel transfers during the night: For local travel after 22h and before 06h (or justified as special circumstances), taxi costs may be covered, if appropriate and agreed in advance. The use of taxi apps, such as Uber are also considered as taxi use (rather than a private car).
- Local travel transfers to and from an activity / event: Local transport to and from an event location, e.g. local buses or bus hire may be covered.

Visa support and insurance are also eligible costs:

- Visa support: visa costs for travel to attend events are eligible, but any additional costs required to obtain a visa (e.g. travel to an embassy) must be notified in the budget for pre-approval. Visas should be obtained as early as possible to take advantage of cheaper costs and to avoid attendance cancellation if a visa is refused / cannot be obtained in time. The Erasmus+ Support Service Team can provide invitation letters to obtain a visa.
- International Travel insurance: Costs for international travel insurance covering the duration of the activity are eligible. The Erasmus+ Support Service Team can also provide travel insurance for participants on request.

Accommodation and venue

- Hotels (for non-local participants): the choice of hotel should offer value for money while maintaining a good standard of quality and should minimise travel costs to activity venues (if not based in the hotel).
- The cost of renting a venue for an activity where it is not possible for a local stakeholder (a university, the EU Delegation etc.) to provide the venue free of charge. The following costs are also eligible:
 - The costs of AV equipment where not included in the venue costs.
 - Additional IT costs (any local needs during events or other IT tools) may be eligible, on a case by case basis.
- Additional costs to ensure activities / events are accessible to participants taking into account their identified needs.

Subsistence

- Catering costs for participants taking part in each activity (as set out in Annex 1 of this guidance note) are eligible within the available budgets.
- Costs incurred for meals taken by participants during travel to an activity (the following limits are provided as a guide to activity leads):
 - For breakfast costs, up to 16 EUR per meal
 - For lunch costs, up to 18 EUR per meal
 - For dinner costs, up to 18 EUR per meal

Other

Other costs may be approved, provided they are justified, approved in advance, and within the overall budget limits.

These may include:

- Outreach / promotional materials for use in attracting participants to take part in activities, particularly those from under-represented groups.
- Reasonably priced registration/conference entry costs/fees *may be eligible if specified, fully justified, and approved in advance.*

Ineligible costs include:

Additional travel expenses

- Extra luggage fees, late check-in penalties at airport.
- Hotel and meeting room incidentals: e.g. mini-bar.

Volunteer time of network members:

- Network members participate in the activities of the support programme as volunteers, and their contributions cannot be paid.

Sub-contracted trainers:

- Training and capacity building activities organised under the support programme will normally be delivered either by the Erasmus+ Support Services Team or by members in a voluntary capacity.

Budget modifications:

- Any additional tasks or costs identified following the approval of the EOI and budget are in principle ineligible; however, the Erasmus+ Support Services Team will review requests on a case-by-case basis, and any amendments agreed exceptionally, must have prior approval before the additional tasks / costs take place. It will not be possible to fund unapproved costs retroactively.

Double-funding :

- Costs of participation in an EU or other stakeholder activity where these costs would normally be covered for participants by the stakeholder.

Other

- Costs that are incurred without documented evidence (invoices, travel documents etc.)
- Invoices without the full details of the supplier.
- Currency exchange losses.
- Capital purchases, such as electronic devices (e.g. laptops, mobile phones, tablets etc.).

Annex 3:

Interim reporting template (for activities with budgets exceeding 6,000 Euros)

Name of activity lead:

Activity lead contact details:

E-mail address / mobile number:

Please indicate the reference number of the activity / event you are delivering

Please indicate the title of the activity / event you are delivering

Please indicate the type of activity you are delivering

[Drop down list]

- Networking and professional development activities
- Activities to update on wider European programmes and policies
- Supporting grassroots initiatives in the local community
- Activities for members to share their Erasmus+ experiences at a more individual level
- Mentoring activities, helping others

In which eligible country/ies / region/s and cities is your planned activity taking place?

Activity start and end date

Activity Progress: RAG status report (red-amber-green)

Red – indicates a problem, delay or an issue which needs to be addressed

Amber – indicates that the activity is moving with some minor changes but is on track to finish successfully

Green – indicates that the activity is progressing as planned.

				If red or amber – please describe the specific issues, challenges or problems encountered, and how these will be addressed. Please also indicate what support you will need to resolve this.
Aims, objectives, outputs and outcomes progressing according to plan?				
Beneficiary engagement progressing according to plan? Do you anticipate attracting the expected numbers?				
Meeting the Support Programme objectives and key principles is the activity on track to meet one or more of the objectives and key principles				
Cooperation with collaborator including EU Delegations, Erasmus+ National Focal Points, other EU Institutions, Universities, other EU Programmes and Projects etc.) progressing as planned?				
Support Needs do you anticipation any				



support needs to deliver the activity overall, for the expected beneficiaries, or for awareness raising?			
Activity Costs/expenditure is the cost basis for the activity running according to the plan? Have you got a system in place to collect the receipts/evidence of expenditure			

Please provide a short update on what has happened to date with your activity and how is your activity planning and implementation progressing:

Annex 4:

Final reporting template (for all activities)

Name of activity lead:

Activity lead contact details:

E-mail address / mobile number:

Name of Network Board member endorsing the activity:

Date of submission:

Please indicate the reference number of the activity / event you delivered.

Please indicate the title of the activity / event you delivered.

Please indicate the type of activity/ies you delivered.

Activities under 3.1.4; 3.2.1, 3.2.2, 3.2.3, 3.2.4

3.1.4 Networking and professional development activities

3.2.1 Activities to update on wider European programmes and policies

3.2.2 Supporting grassroots initiatives in the local community

3.2.3 Activities for members to share their Erasmus+ experiences at a more individual level

3.2.4 Mentoring activities, helping others

In which eligible country/ies / region/s / cities did the activity take place?

What date did the activity end?

Please describe how the aims, objectives, expected outputs and outcomes of the activity were achieved, including any expected innovations.

Did engagement with the expected beneficiaries of the activity progress according to plan? Did you achieve the numbers planned? If not, why not?



Please describe how the planned activity fulfilled one or more of the objectives and key principles of the support programme.

What was the impact of the activity?

Were the activities and impacts delivered as expected? If not, why not?

Did the cooperation with collaborators go according to plan? If not, why not?

Did your actions to raise awareness about the Erasmus+ international student and alumni networks and about the Erasmus+ programme progressing according to plan? If not, why not?

Were there any learning points from the activity that could be passed on to future activity leads?

What was the final cost for your activity? Did the cost basis for the activity run according to the plan? If not, why not?

Please use the cost reporting tool to provide a breakdown of the actual costs of the activity, by travel, subsistence, venue and any other expected costs (stating what these were). NB For each of the costs incurred, you will need to upload invoices / receipts (where available) as evidence.

Thank you for completing the final activity report.