

Update: 22 April 2020

COVID-19 AND MY VOLUNTEERING PROJECT

These arrangements are applicable in the framework of the 'force majeure' regulation for European Solidarity Corps & Erasmus+ Youth in Action projects funded by JINT vzw in the actions:

- ESC11 – Volunteering projects
- ESC11 – Volunteering teams
- KA125 – Volunteering activities
- KA135 – Strategic EVS

The arrangements are based on the Erasmus+ programme guide together with agreements resulting from the consultation with the European Commission in the framework of the restrictive coronavirus measures.

Content:

[What is 'force majeure' in an European Solidarity Corps- or Erasmus+ Youth in Action project according to your contract?](#)

[Who can appeal to funding in order to cover the extra expenses resulting from the 'force majeure' situation?](#)

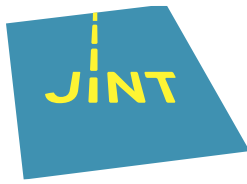
[What to do in case of 'force majeure'?](#)

Individual volunteering

- 1. The volunteer does remote voluntary work in the host country**
- 2. The volunteer does remote voluntary work in the home country and returns to the host country as soon as possible**
- 3. The voluntary work has been ended prematurely and the volunteer is stuck in the host country**
- 4. The voluntary work has been ended prematurely and the volunteer returned to the home country**
- 5. The voluntary work was temporarily suspended. The volunteer returned to the home country with the intention of, if possible,**

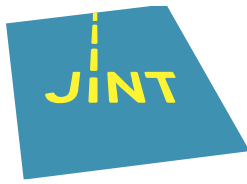
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6. returning and restarting the activity once the crisis is over. The period between these two activities is called 'interruption days' The voluntary work has been temporarily suspended. The volunteer stays in the host country with the intention of, if possible, restarting the activity once the crisis is over. The period between these two activities is called 'interruption days'
7. The volunteer starts the activity online from the home country (remote voluntary work) and travels to the host country as soon as possible
8. The volunteer starts the activity online from the host country (remote voluntary work) and starts volunteering on location at the host organisation as soon as possible
9. The volunteer can't go back to the home country after the end of the activity and extension isn't possible

General and questions



What is 'force majeure' in an Erasmus+ Youth in Action project according to your contract?

"Any unforeseen, exceptional situation or event beyond the control of the partners involved that prevents each of them from fulfilling their obligations under the Agreement. And which is not the result of an error or negligence on their part (...) and which is demonstrably unavoidable, despite all the careful and careful efforts made. "

Out of contract for European Solidarity Corps & Erasmus + Youth in Action projects

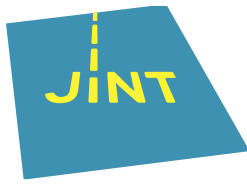
It has become clear that the consequences of the spread of the coronavirus and the restrictive measures imposed by the governments in this context, have caused a 'force majeure' situation for many projects.

Specific **reasons** in this context could be:

- prohibition of social-cultural or recreational activities by the government;
- negative travel advice by the Belgian Ministry of Foreign Affairs;
- prohibition of outbound or incoming travel by the government of another country;
- location of the project in a quarantine or 'lockdown' zone as a result of the coronavirus;
- cancellation of participation in a project by the partner organisations from other countries as a result of the coronavirus;
- cancellation of participation by own participants as a result of the coronavirus.

Attention!

Assess the situation closely: don't plan anything or make costs if you know the activity will not be able to take place.



Who can appeal to funding in order to cover the extra expenses resulting from the 'force majeure' situation?

JINT can apply this arrangement to Erasmus+ Youth in Action projects applied for and funded by JINT only (with "BE05" mentioned in the project number). If a project is funded by another National Agency, the local partner should contact its own National Agency.

What to do in case of 'force majeure'?

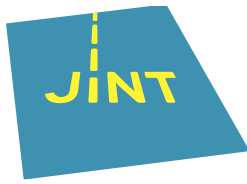
Every project is unique and is a an interplay of partners, participants, activities, the location... Moreover, every project finds itself in another situation during this corona time. It's important to consult with your partners and to discuss the decision in depth. Keep in mind that good (financial) agreements make good friends and will strengthen future collaborations.

Decide together with your partner organisations whether you:

- postpone the activity and:
 - o will chose another date for the activity within the approved project period;
 - o will chose another date for the activity and will extend the project period (maximum 12 months);
 - o will use 'interruption days' for volunteers who have started their activity already, with the intention of resuming the activity as soon as the measures and travel advices allow to do so;

- Will start the activity remotely online;

Online individual volunteering (remote volunteering) is possible in order to finish ongoing activities or to ensure the continuity of already started activities. It is also possible at the start of an activity, as there may be ongoing organizational costs. We would like to stress the **temporary** nature of this measure. It will be valid as long as the circumstances make it impossible to carry out the volunteer work on spot at the organisation. The measure is only possible by amending the contract. At the beginning of July, at the latest, JINT will reconsider the situation and examine if the volunteer work can resumes or can be started on spot. As soon as this is feasible, volunteers should continue their activity in the host



country.

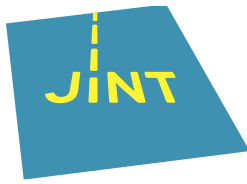
- go ahead with the activity but with adjustments: e.g. less partners, less participants, shorter duration;
- cancel the activity.

Write down all agreements about cancellation, postponing or adjustment and let all partners confirm them. Clearly state why 'force majeure' applies to your specific project.

The European Commission is fully engaged in adapting the **Mobility Tool+** to the current situation. In the Mobility Tool+ you can consult the 'Guide for beneficiaries' for more information. At the moment it isn't possible to register all details for every possible scenario in the Mobility Tool+. We hope this will be the case as soon as possible. In any case, we can't calculate and pay the balance as long as the final report hasn't been submitted.

- You can already use the option 'Terminate with eligible costs' for completely discontinued projects.
- Postponed activities are subject to the same procedure as normal activities.
- Create a new 'force majeure' activity in the Mobility Tool+ and follow the procedure for 'force majeure'.

The declaration of honour about why you're calling on 'force majeure' can be downloaded [on the website](#).



Individual volunteering

For all volunteers, check if all details have been entered correctly for the purpose of the Cigna insurance. This should be done by you or your partner organisation. In case the activity dates change, inform Cigna and follow their procedures.

Under normal circumstances all volunteers are ensured for the duration of the activity and 2 months afterwards, so a maximum of 14 months. The insurance is valid in both the home country and host country.

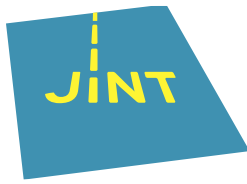
The 'force majeure' arrangement covers running and inevitable costs of the project and under no circumstances the costs for accommodation or living in the home country.

1. The volunteer does remote voluntary work in the host country

Conditions:

- JINT has to approve this with an official e-mail of approval. Please send an official e-mail requesting permission for the volunteers to work from home and describing any changes to the tasks.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

Type costs	Amount	Award conditions
Travel costs	Unit cost of the distance band	See programme guide.



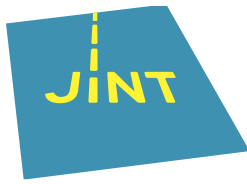
Organisational support <ul style="list-style-type: none"> - Project management - Activity costs 	Unit costs based on the host country for the whole period of the activity	See programme guide.
Inclusion support	Unit costs	If applicable. See programme guide.
Pocket money	Unit costs of the host country	See programme guide.
Exceptional costs and exceptional costs for inclusion support	Actual costs	If applicable e.g. visa costs, APV ... See programme guide.
Linguistic support	Unit costs	If applicable.

2. Volunteer does remote voluntary work in the home country and returns to the host country as soon as possible

Conditions:

- Contact JINT before the volunteer starts the activity from the home country. JINT needs to amend the contract to let the activity continue in the home country. In addition to the contract amendment you will receive an addendum to the contract stating the financial rules during remote voluntary work from the home country.

Attention: if there are no costs related to the remote voluntary activity, the organisational costs (activity costs) will be reduced to 35%. Make sure



to contact JINT to discuss the financial situation and any costs for the volunteer while abroad.

- As soon as the measures and travel advices allow, the volunteer should return to the host country to continue the voluntary work on site at the organisation. For volunteers who returned to their home country, returning to the host country would be meaningful only if sufficient activity days are left.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

Type costs	Amount	Grant conditions
Travel costs	Unit cost of the distance band + unit cost of the distance band for return to the host country	See programme guide.
Organisational support - Project management	Unit costs based on the host country for the whole period of activities	Declaration of honour that there are certain costs for the period when the volunteer works from home virtually, in the home country. See programme guide.
Organisational support - Activity costs	35% of the unit costs based on the host country for the period of remote volunteering if there are no ongoing costs during the remote volunteering period	Declaration of honour with the volunteer's data, the host organisation's name, a short description of the activity and the start and end date of the remote volunteering.

Inclusion support	Unit costs	If applicable. See programme guide.
Pocket money	Unit costs based on the host country	See programme guide.
Exceptional costs and exceptional costs for inclusion support	Actual costs	If applicable e.g. visa costs, APV, etc. See programme guide.
Linguistic support	Unit costs	If applicable.

3. The voluntary work has been ended prematurely and the volunteer is stuck in the host country

Conditions:

- You inform JINT about the date when the activity ended.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

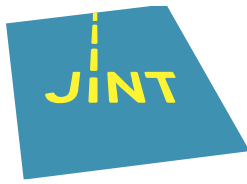
Type costs	Amount	Grant conditions
Travel costs	Unit cost of the distance band	See programme guide.

<p>Organisational support</p> <ul style="list-style-type: none"> - Project management - Activity costs 	<p>Unit costs based on the host country for the whole period of the activity <u>and</u> the period without activity.</p>	<p>Declaration of honour that there are certain costs for the period when the volunteer got stuck in the host country but was no longer volunteering. See programme guide.</p>
<p>Inclusion support</p>	<p>Unit costs for the whole period of the activity <u>and</u> the period without activity.</p>	<p>If applicable. The final report should include a description of the support the volunteer received, also after finishing the voluntary work. See programme guide.</p>
<p>Pocket money</p>	<p>Unit costs based on the host country for the whole period of act activity and the period without activity.</p>	<p>See programme guide.</p>
<p>Exceptional costs and exceptional costs for inclusion support</p>	<p>Actual costs</p>	<p>If applicable e.g. visa costs, APV, etc. The final report should include a description of the support the volunteer received, also after finishing the voluntary work. See programme guide.</p>
<p>Linguistic support</p>	<p>Unit costs</p>	<p>If applicable.</p>

4. The voluntary work has been ended prematurely and the volunteer returned to the home country

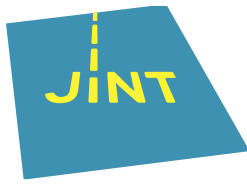
Conditions:

- You inform JINT about the date when the activity ended.



- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

Type costs	Amount	Grant conditions
Travel costs	Unit cost of the distance band	See programme guide.
Organisational support <ul style="list-style-type: none"> - Project management - Activity costs 	Unit costs based on the host country for the whole period of the activity <i>and</i> the period without activity.	Declaration of honour that certain costs were involved for the period after the volunteer's return home. See programme guide.
Inclusion support	Unit costs for the whole period of the activity in the host country.	If applicable See programme guide.
Pocket money	Unit costs based on the host country for the whole period of the activity and for the period without activity.	See programme guide.
Exceptional costs en exceptional costs for inclusion support	Actual costs	If applicable e.g. visa costs, APV, etc. See programme guide.
Linguistic support	Unit costs	If applicable.



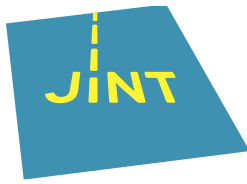
5. The voluntary work was temporary suspended. The volunteer returned to the home country with the intention of, if possible, returning and restarting the activity once the crisis is over. The period between these two activities are 'interruption days'

Conditions:

- You inform JINT about the end date of the activity and when the volunteer resumed the activity in the host country.
- The maximum project duration is 24 months, exceptions are possible after consultation and under certain conditions.
- The maximum total activity duration (before and after the interruption) is 12 months.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

Type costs	Amount	Grant conditions
Travel costs	Unit cost of the distance band + unit cost of the distance band in case of return	See programme guide.

<p>Organisational support</p> <ul style="list-style-type: none"> - Project management - Activity costs 	<p>Unit costs based on the host country for the whole period of the activities.</p> <p>Unit costs based on the host country for the period without activity (interruption days).</p>	<p>Declaration of honour that certain costs were involved for the period without activity for the volunteer.</p> <p>See programme guide.</p>
<p>Inclusion support</p>	<p>Unit costs based on the host country for the whole period of activities.</p> <p>Unit costs based on the host country for the period without activity (interruption days).</p>	<p>If applicable.</p> <p>The final report should include a description of the support the volunteer received during the period without activity.</p> <p>See programme guide.</p>
<p>Pocket money</p>	<p>Unit costs based on the host country for the whole period of activities.</p> <p>Unit costs based on the host country for the period without activity (interruption days).</p>	<p>See programme guide.</p>
<p>Exceptional costs en exceptional costs for inclusion support</p>	<p>Actual costs.</p>	<p>If applicable e.g. visa costs, APV, etc.</p> <p>See programme guide.</p>
<p>Linguistic support</p>	<p>Unit costs</p>	<p>If applicable.</p>

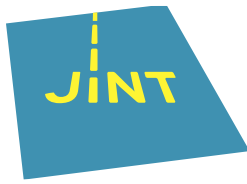


6. The voluntary work has been temporarily suspended. The volunteer stays in the host country with the intention of, if possible, restarting the activity once the crisis is over. The period between these two activities are 'interruption days'

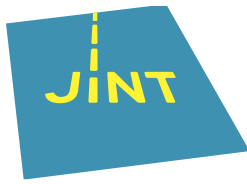
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- The maximum total activity duration (before and after the interruption) is 12 months.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

Type costs	Amount	Grant conditons
Travel costs	Unit cost of the distance band	See programme guide.
Organisational support <ul style="list-style-type: none">- Project management	Unit costs based on the host country for the whole period of the activities.	Declaration of honour that certain costs were involved for the period without activity for



- Activity costs	Unit costs based on the host country for the period without activity (interruption days).	the volunteer. See programme guide.
Inclusion support	Unit costs based on the host country for the whole period of activities. Unit costs based on the host country for the period without activity (interruption days).	If applicable. The final report should include a description of the support the volunteer received during the period without activity. See programme guide.
Pocket money	Unit costs based on the host country for the whole period of activities. Unit costs based on the host country for the period without activity (interruption days).	See programme guide.
Exceptional costs en exceptional costs for inclusion support	Actual costs	If applicable e.g. visa costs, APV, etc. See programme guide.
Linguistic support	Unit costs	If applicable



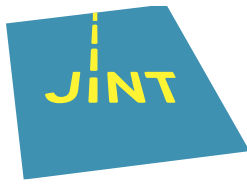
7. The volunteer starts the activity online from the home country (remote voluntary work) and travels to the host country as soon as possible

Conditions:

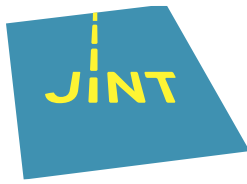
- Contact JINT before the volunteer starts the activity from the home country. JINT needs to amend the contract to let the activity start in the home country. In addition to the contract amendment you will receive an addendum to the contract stating the financial rules during remote voluntary work from the home country.

Attention: if there are no costs related to the remote voluntary activity, the organisational costs (activity costs) will be reduced to 35%. Make sure to contact JINT to discuss the financial situation and any costs for the volunteer while abroad.

- Regardless of where the volunteer starts his/her voluntary activity, fill in the volunteer information in [this form](#).
- As soon as the measures and travel advices allow, the volunteer should return to the host country to continue the voluntary work on site at the organisation.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.



Type costs	Amount	Grant conditions
Travel costs	Unit cost of the distance band	See programme guide.
Organisational support - Project management	Unit costs based on the host country for the whole period of the activities.	Declaration of honour that certain costs were involved for the period when the volunteer works remotely from the home country. See programme guide.
Organisational support - Activity costs	35% of the unit costs based on the host country for the period of remote volunteering if there are no ongoing costs during the remote volunteering period	Declaration of honour with the volunteer's data, the host organisation's name, a short description of the activity and the start and end date of the remote volunteering.
Inclusion support	Unit costs	If applicable. See programme guide
Pocket money	Unit costs based on the host country	See programme guide
Exceptional costs en exceptional costs for inclusion support	Actual costs	If applicable e.g. visa costs, See programme guide.
Linguistic support	Unit costs	If applicable.



8. The volunteer starts the activity online from the host country (remote voluntary work) and starts helping out on location at the host organisation as soon as possible

Conditions:

- Contact JINT before the volunteer starts the activity from the home country.
- Regardless of where the volunteer starts his/her voluntary activity, fill in the volunteer information in [this form](#).
- As soon as the measures and travel advices allow, the volunteer should continue the voluntary work on site at the organisation.
- The total project budget cannot exceed the maximum amount granted upon approval of the project.
- Budget shifts within the provisions of the contract are possible. As usual, a contract amendment is needed for shifts beyond the provisions of the contract.
- You'll receive the balance once your final report has been checked.

Type costs	Amount	Grant conditions
Travel costs	Unit cost of the distance band	See programme guide.
Organisational support <ul style="list-style-type: none">- Project management	Unit costs based on the host country for the whole period of activities	See programme guide.

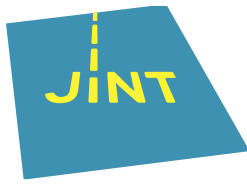
Inclusion support	Unit costs	If applicable. See programme guide.
Pocket money	Unit costs based on the host country	See programme guide.
Exceptional costs and exceptional costs for inclusion support	Actual costs	If applicable e.g. visa costs, APV, etc. See programme guide.
Linguistic support	Unit costs	If applicable.

9. The volunteer can't go back to his/her home country after the end of the activity and extension isn't possible

Conditions:

- The maximum project duration is 24 months, deviations are possible after consultation and under certain conditions.
- The volunteer returns to the home country as soon as possible.

Type costs	Amount	Grant conditions
Travel costs	Unit costs of the distance band	See programme guide.
Organisational support - Project management	Unit cost of the host country including the period without activity.	Declaration of honour that certain costs were involved because the volunteer



- Activity costs		couldn't return home e.g. accommodation.
Inclusion support	Unit costs	The final report should include a description of the support the volunteer received during the period without activity. See programme guide.
Pocket money	Unit costs based on the host country for the full period of the activity and the period without activity.	See programme guide.
Exceptional costs en exceptional costs for inclusion support - For inclusion support - Exceptional costs	Actual costs	If applicable e.g. visa costs, etc.
Linguistic support	Unit costs	If applicable.

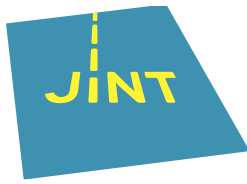
General information and questions

Traveling to and from non-EU countries which require a **visa** is not easy right now. JINT can write up a visa letter supporting the application but unfortunately, there is no guarantee that you will be able to acquire a visa for your volunteers at this time.

As always **project costs should be identifiable in the accounts or a ledger**, even if the activity is cancelled. An auditing of the accounts can happen up to 6 years after payment of the balance.

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The JINT staff members are available for questions. We are aware this isn't an easy situation but hope these arrangements together with making use of lump sums will ease the process. If there are exceptional costs which can't be included in the unit costs, make sure to contact JINT before making those costs.

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