

Special Costs (KA220)

- [Prerequisites](#)
- [Steps](#)
 - 1. The "Special Costs" section
 - 2. Click on "Create" to add a "Special Costs" item
 - 3. Select the Special Costs type from the drop-down list and click "Create"
 - 4. Provide the required information
 - 5. "Save" the changes
 - 6. Special Costs added to project
- [Expected Outcome](#)
- [Related Articles](#)

The **Special Costs** tab in your project enables the beneficiary or partners with edit rights, to manage the special costs incurred by the organisations participating in the project.

The following types of costs can be managed:

- **Inclusion support for participant**
- **Inclusion support for organisation**
- **Exceptional Costs**
- **Exceptional Costs for financial guarantee**

Information

Costs related to Covid, for example Covid tests, have to be provided as **Exceptional Costs**.

This page is relevant for:

- **Erasmus+, Call 2021**
 - KA220 - Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth

Information

Fields may vary depending on the action type of your project. Please read the onscreen information carefully to complete the relevant fields.

 The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Prerequisites

- Only the contact persons of the beneficiary and partner organisations with edit rights in the project are able to perform these actions.
- A grant agreement has been signed for the project, and it is visible in Beneficiary module.
- To update the project, it must have the status **Project Ongoing**.

Steps

1. The "Special Costs" section

The **Special Costs** section of your project can be accessed from the **Content Menu**. The Special Costs screen contains a list of Special Costs items, if any are available. Once you added special costs, they will be listed here.

Project Activities and Budget Details

Project list

Grant Agreement No. : 2021-1-R001-KA220-ADU-000016616

Project Acronym : Our ADU project - EAC IT TRAINING - Awarded/Reported Budget : / 148 015 € Refresh

135 days left | Project ongoing

Deadline: 25 déc. 2022

NA : R001 - Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale - Organisation OID : E10000059 - Legal name : Organisation Romania

Content menu

Organisations

Contacts

Project Management And Implementation

Transnational Project Meetings

Project Results

Multiplier Events

Learning, Teaching and Training Activities

Special Costs

Fewer Opportunities

Special Costs

+ Create

Cost type	ID	Organisation	No. of participants with fewer opportunities	Unit Cost	Total Inclusion support for participant requested	Total inclusion support for organisation requested	Total amount adjusted	Actions
Total					0,00	0	0,00	

Items per page 10 0 of 0 |< < > >|

Total project: 0,00€

2. Click on "Create" to add a "Special Costs" item

To add a new Special Costs item, click on the **Create** button.

Special Costs

Special Costs

+ Create

Cost type	ID	Organisation	No. of participants with fewer opportunities	Unit Cost	Total Inclusion support for participant requested	Total inclusion support for organisation requested	Total amount adjusted	Actions
Total					0,00	0	0,00	

Items per page 10 0 of 0 |< < > >|

Total project: 0,00€

3. Select the Special Costs type from the drop-down list and click "Create"

In the pop-up window, select the Special **Cost type** you want to add, from the drop-down list. The following options are available:

- **Inclusion support for participant** - Participants with special needs (disabilities) are entitled to extra financial support within the scope of a strategic partnerships project
- **Inclusion support for organisation** - Costs related to the organisation for which participants with fewer opportunities participate in the project
- **Exceptional Costs** - Exceptional costs are costs incurred by the project's participating organisations and include, but are not limited to, sub-contracting and purchase of goods/services. Costs related to Covid will also have to be requested here.
- **Exceptional Costs for financial guarantee** - costs regarding financial guarantee for the participating organisations, if required.

Depending on the cost type selected, additional fields become available. In the example below, we selected Inclusion support for participants.

Special Costs

SPECIAL COSTS

Cost type *

Value missing

ID *

0

Organisation *

Value missing

SPECIAL COSTS

Cost type *

Inclusion support for pa...

ID *

1

Organisation *

Value missing

No. of participants with fewer opportunities *

0

Total Inclusion support for participant requested *

0,00

€

4. Provide the required information

Provide the required information for the Special Costs you want to request. Mandatory fields are marked with a red asterisk * .

4.1. Special Costs type: Inclusion support for participant

The following fields are available for Inclusion support for participants:

- **Cost Type** - read-only; displays the cost type selected earlier
- **ID** - read-only; automatically assigned
- **Organisation** - select organisation for which cost is requested from the drop-down list containing the organisations participating in the project
- **No. of participants with fewer opportunities in activities** - provide the number of participants with fewer opportunities for the organisation
- **Total inclusion support for participants requested** - provide the total amount you are requesting

It is possible to request Inclusion support for participants for an organisation more than once.

Special Costs

SPECIAL COSTS

Cost type *
Inclusion support for participant

ID *
1

Organisation *
Value missing

No. of participants with fewer opportunities *
0

Total Inclusion support for participant requested *
0,00 €

Special Costs

SPECIAL COSTS

Cost type *
Inclusion support for participant

ID *
1

Organisation *
Youth Organisation France

No. of participants with fewer opportunities *
5

Total Inclusion support for participant requested *
500,00 €

4.2. Special Costs type: Inclusion support for organisation

The following fields are available for Inclusion support for organisation:

- **Cost Type** - read-only; displays the cost type selected earlier
- **ID** - read-only; automatically assigned
- **Organisation** - select organisation for which cost is requested from the drop-down list containing the organisations participating in the project
- **No. of participants with fewer opportunities in activities** - provide the number of participants with fewer opportunities for the organisation
- **Unit cost** - read-only
- **Total inclusion support for organisation** - read-only; will update with the calculated amount once all required information is provided

It is possible to request Inclusion support for organisation more than once for the same organisation.

Special Costs

SPECIAL COSTS

Cost type *

Inclusion support for organisation

ID *

1

Organisation *

Value missing

No. of participants with fewer opportunities *

0

Total inclusion support for organisation requested *

0,00 €

Unit Cost *

0,00 €

Special Costs

SPECIAL COSTS

Cost type *

Inclusion support for organisation

ID *

1

Organisation *

Youth Organisation Romania

No. of participants with fewer opportunities *

5

Total inclusion support for organisation requested *

500,00 €

Unit Cost *

100,00 €

4.3. Special Costs type: Exceptional Costs

The following fields are available for Exceptional Cost :

- **Cost Type** - read-only; displays the cost type selected earlier
- **ID** - read-only; automatically assigned
- **Organisation** - select organisation for which cost is requested from the drop-down list containing the organisations participating in the project
- **Total Incurred Cost** - provide the number of participants with fewer opportunities for the organisation
- **Cost related to COVID-19?** - select from the drop-down list one of the available options:
 - No (80% coverage) - this is the default value
 - Yes (75% coverage)
 - COVID-19 test (100% coverage)
- **Total Amount Adjusted** - read-only; will update with the calculated amount once all required information is provided
- **Description and Justification** - provide a description and justification in the text field



Take note

The field Total Amount Adjusted can exceed the value of the Awarded Budget for Exceptional Costs. The Total amount for all exceptional costs within a project is however capped at 50.000€.

It is possible to request Exceptional Costs more than once for the same organisation.

Special Costs

SPECIAL COSTS

Cost type *

Exceptional costs

ID *

1

Organisation *

Value missing

Total Incurred Cost *

0,00
€

0 - 50000

Cost related to COVID-19? *

Value missing

Total amount adjusted *

0,00
€

Description and Justification *

Value missing

Special Costs

SPECIAL COSTS

Cost type *

Exceptional costs

ID *

1

Organisation *

Youth Organisation Romania

Total Incurred Cost *

2 500,00
€

0 - 50000

Cost related to COVID-19? *

Yes (75% coverage)
No (80% coverage)
COVID-19 test (100% coverage)
Yes (75% coverage)

Total amount adjusted *

1 875,00
€

Description and Justification *

description and justification here....

4.4. Special Costs type: Exceptional Costs for financial guarantee

The following fields are available for Exceptional Costs for financial guarantee:

- **Cost Type** - displays the cost type
- **ID** - read-only; automatically assigned
- **Organisation** - select the organisation for which cost is requested from the drop-down list containing the organisations participating in the project
- **Total Incurred Cost** - provide the full real cost paid by the organisation for the financial guarantee
- **Total Amount Adjusted (80% of the Total Incurred cost)** - read-only; will update with the calculated amount once all required information is provided



Take note

It is not possible to request Exceptional Costs for financial Guarantee more than once for the same organisation.

Special Costs

SPECIAL COSTS

Cost type *

Exceptional costs for financial guar...

ID *

1

Organisation *

Test-org.R0.01

Total Incurred Cost *

5 000,00
€

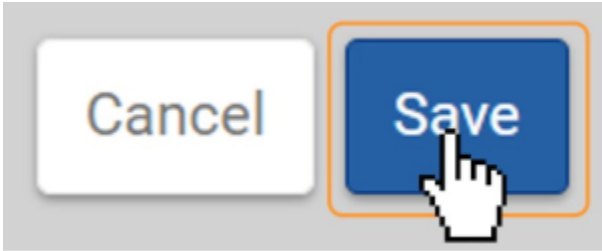
0 - 50000

Total Amount Adjusted (80% of the Total Incurred cost) *

4 000,00
€


5. "Save" the changes

Click on the **Save** button to save your changes. A success message displays.



6. Special Costs added to project

You are returned to the list of Special Costs. The added Special Costs is now displayed.

 Excerpt Include | List functionality in proje...

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

Special Costs

Special Costs

+ Create

Cost type	ID	Organisation	No. of participants with fewer opportunities	Unit Cost	Total Inclusion support for participant requested	Total inclusion support for organisation requested	Total amount adjusted	Actions
Inclusion support for participant	1	Organisation Romania	3,00		900,00			<div><div></div><div></div><div></div></div>
Total					900,00	0	0,00	

Items per page 10 1 - 1 of 1

Total project: 900,00€

Expected Outcome

- Special Costs added or updated in the project



Related Articles

- [KA2 Lump Sum Handbook](#)
- [Organisation status, Partnership entry date and Partnership withdrawal date in Organisation details](#)
- [Project Management and Implementation \(KA220\)](#)
- [Project Results \(KA220\)](#)
- [Special Costs \(KA220\)](#)
- [Transnational Project Meetings \(KA220\)](#)
- [KA220 Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth](#)
- [How to provide information for local, foreign and virtual participants in Multiplier events?](#)
- [26 Jan 2024: Periodic/progress reports for KA210 and KA220 are now available](#)
- [Activities in KA210 projects](#)
- [Budget in projects \(KA220\)](#)
- [Learning, Teaching and Training Activities \(KA220\)](#)
- [Manage Work Packages in KA220 projects](#)
- [Multiplier Events \(KA220\)](#)
- [HEI flag in organisation details](#)