

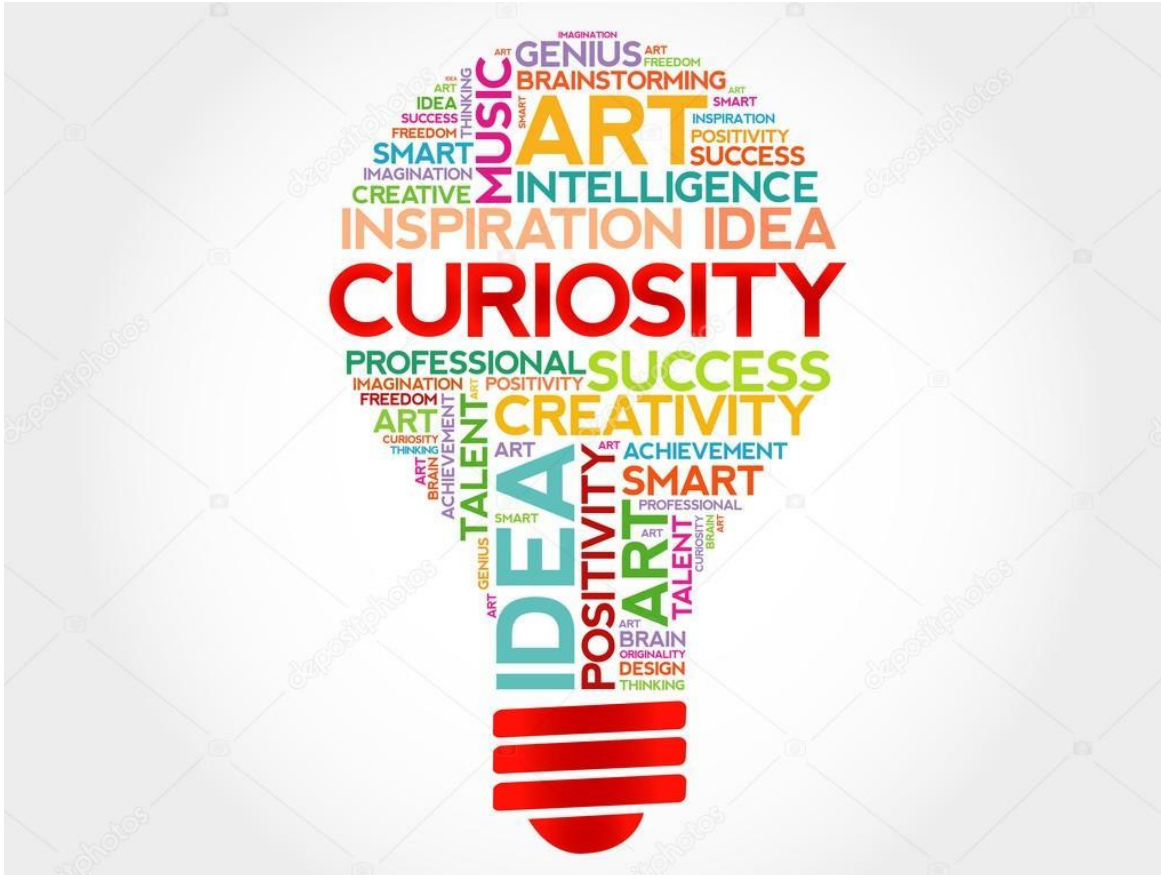
Sessão de esclarecimento de apoio à agenda intercalar

Projetos Acreditados **KA121** 2024

Ensino Escolar (SCH)

04 de junho de 2025

Estamos na fase final do nosso projeto,
E AGORA?

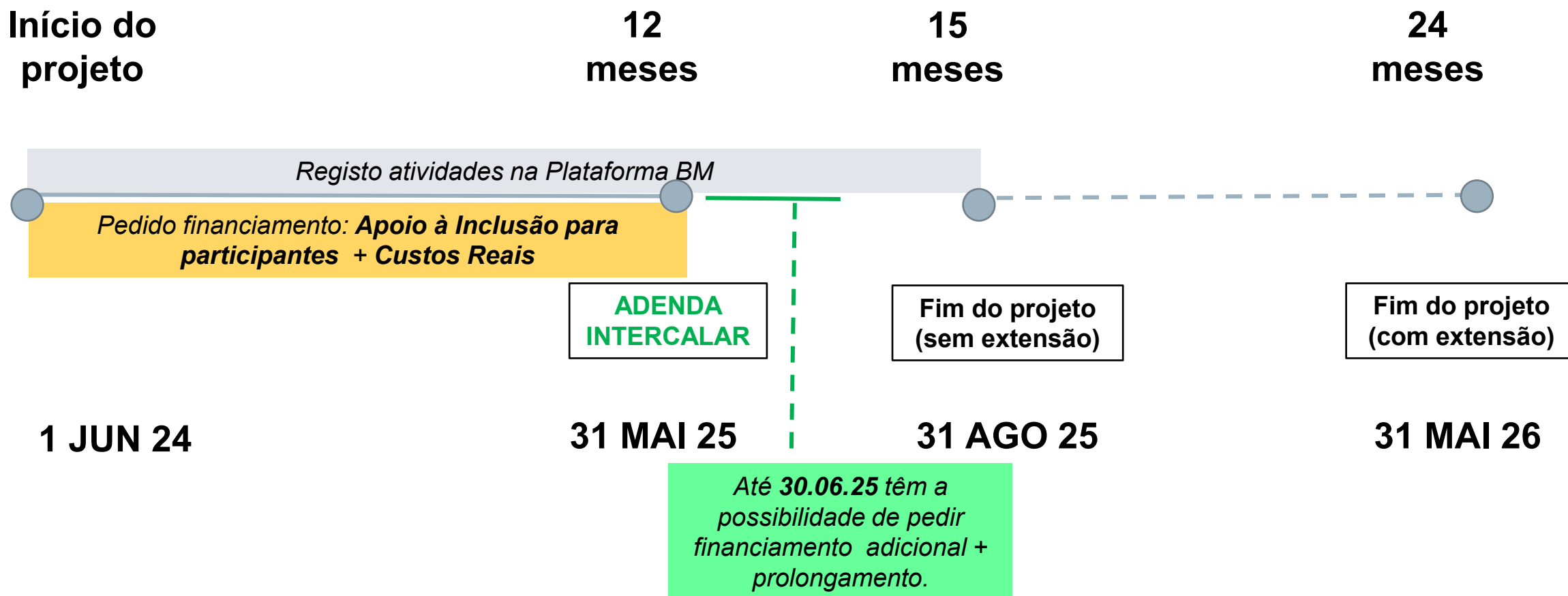


Duração dos projetos KA121
15 meses

Data de início dos projetos:
1 de junho de 2024

Data final dos projetos:
31 de agosto de 2025

CICLO DE VIDA DO PROJETO KA121



Objetivos principais da adenda intercalar:

O **procedimento Adenda Intercalar** é uma fase dos projetos de financiamento da Acreditação (KA121), que ocorre aos 12 meses do projeto e **permite aos beneficiários solicitarem:**

- a) a **atribuição de verba** para **Apoio à Inclusão do participante e de Custos Excepcionais** referentes a **Viagens onerosas**, já incorridos ou a incorrer;
- b) o **prolongamento do projeto** de 15 meses para 24 meses para a conclusão da execução das atividades contratualizadas;
- c) **financiamento adicional** para desenvolvimento de **novas atividades/tipologias** e o consequente prolongamento do projeto para a execução dessas novas atividades;
- d) **devolução de verba não gasta** (situação excepcional e apenas em casos extremos).

Exercício único e facultativo!



Data: entre 4 e 30 de JUNHO de 2025*

Objetivo: Adaptar os projetos à realidade e realocar verbas

Onde: Os pedidos são submetidos através da plataforma BM (Modulo do Beneficiário)

- * Os **pedidos feitos após 30 de junho, não serão contemplados para aumento de subvenção**. Este prazo não será prorrogado, a menos que a Agência Nacional seja informada pela CE do mau funcionamento da Plataforma Beneficiary Module (BM).

No caso de o **Beneficiário ficar impedido de submeter o pedido**, até término do prazo acima indicado, por erro da Plataforma BM, deve enviar para o SABE+ o **screenshot (captura de imagem do ecrã)**, com mensagem de erro da Plataforma, que mostre claramente data e hora da tentativa de submissão do pedido.



São requisitos prévios deste exercício:

- a) a **pessoa de contacto estar atualizada** na plataforma BM (a única que poderá dar seguimento ao procedimento);
- b) a **plataforma BM** estar devidamente **preenchida** com todas as mobilidades **realizadas e previstas já inseridas**.

Posteriormente, e **até 31 de agosto**, a AN procederá à aprovação dos pedidos possíveis e à elaboração das adendas requeridas com a comunicação dos resultados via ofício/e-mail.

Este exercício é feito diretamente na plataforma BM (módulo do beneficiário), onde encontrarão um modelo próprio (e instruções) na secção “Amendments”.

Content menu <

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities
- Fewer Opportunities
- Amendments**
- Reports
- Import-export

Amendments

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
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- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

Amendment requests

Create new amendment request

Tenham em atenção que:

- a) **O aumento de subvenção** relacionada com Inclusão e Custos Excepcionais terá **prioridade no financiamento adicional**.
- b) **As evidências** (faturas) para efeitos de custos reais **já incorridos e não previstos em formulário de candidatura**, submetidos na adenda intercalar, em anexo, devem estar bem **digitalizados** (completos e legíveis) e **identificados** por **índice**, com a identificação do seu conteúdo (tipo e data de mobilidade, aquisição de bens, etc.).
- c) **No caso dos pedidos** de aumento de subvenção relacionados com Inclusão, Custos Excepcionais e Viagens Onerosas estarem **associados a atividades ainda por realizar**, deve ser apresentada uma **estimativa**, baseada em consultas prévias, do valor adicional pretendido (em documento Excel ou Word).
- d) **Só recebem verba adicional, os projetos** acreditados individualmente ou em consórcio **com execução orçamental igual ou superior a 85%** (na data da submissão da Adenda Intercalar).



Tenham em atenção que:

- e) **Sempre que for concedida verba adicional, implicará o prolongamento do projeto.** Se o pedido solicitar apenas o aumento de subvenção sem pedido de prolongamento do projeto para 24 meses, **será excluído.**
- f) **Não serão atendidos pedidos** de aumento de subvenção, **que solicitem um valor superior ao montante da subvenção, inicialmente atribuída,** no Contrato de 2024.
- g) **As justificações,** para o pedido de aumento de subvenção, **são essenciais.** As mesmas **devem ser claras, concisas e articuladas** sem deixar margem de dúvida aos técnicos que irão analisar as solicitações.
- h) **A Declaração de Honra** tem de ser **devidamente assinada** pelo Representante Legal e submetida com o pedido de Adenda Intercalar. Preferencialmente, a assinatura deve ser digital. Caso seja assinada manualmente, deverá ser datada e carimbada (desde que a organização disponha de carimbo).

GESTÃO DO FINANCIAMENTO

Apoio à Inclusão

Apoio direto ao Participante: Custos Reais (=100% despesas elegíveis)

Custos adicionais diretamente relacionados com a **participação de pessoas com menos oportunidades** e respetivos acompanhantes (incluindo despesas de viagem e de subsistência justificadas, desde que não seja pedida uma subvenção para esses participantes nas rubricas orçamentais «Viagem» e «Apoio individual»).

Apoio à Organização de Envio: Custo Unitário (125 EUR p/participante)

Custos relacionados com a organização de atividades de mobilidade para participantes com menos oportunidades.

GESTÃO DO FINANCIAMENTO

Custos excepcionais



São reembolsados os custos elegíveis, efetivamente incorridos, nas percentagens definidas para cada tipologia de despesa:

- **Viagens onerosas** (analisado caso a caso e respeitando sempre os princípios da máxima economia e eficiência), se a contribuição unitária não cobrir pelo menos 70 % das despesas de viagem → desses só serão cobertos 80% do valor real, sendo deduzido o valor da banda de distância.
- Despesas decorrentes de autorizações de residência, vistos e despesas relacionadas, ou comprovativos médicos e certificações exigidas → 100%

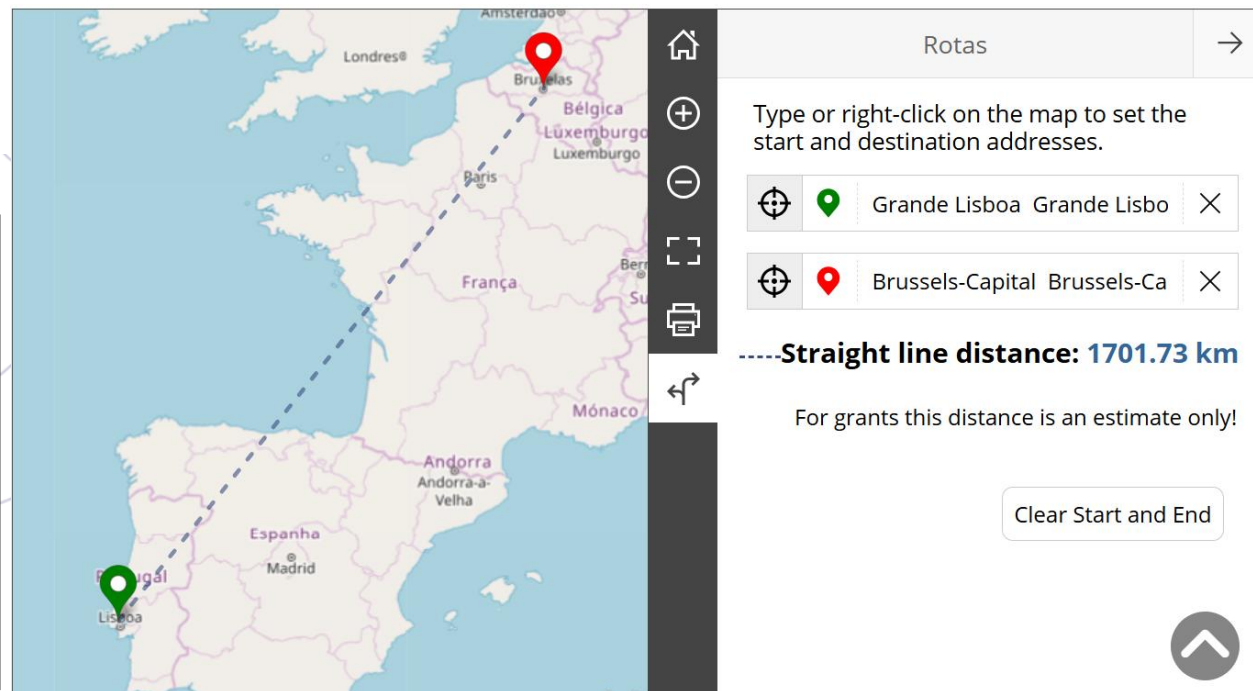
GESTÃO DO FINANCIAMENTO

Custos excepcionais

Exemplo: Viagem onerosa para Bruxelas

1. Viagens

Distâncias de viagem	Viagens ecológicas Montante por participante	Viagens não ecológicas Montante por participante
10 - 99 km	56 EUR	28 EUR
100 - 499 km	285 EUR	211 EUR
500 - 1999 km	417 EUR	309 EUR
2 000 - 2 999 km	535 EUR	395 EUR
3 000 – 3 999 km	785 EUR	580 EUR
4 000 – 7 999 km	1 188 EUR	1 188 EUR
Igual ou superior 8 000 km	1 735 EUR	1 735 EUR



Ex: Banda de distância é de **€ 309**. Custo de viagem € 500 x 70% = €350 (ou seja a contribuição unitária de € 309 não cobre pelo menos 70 % das despesas de viagem no valor de € 350).

A receber 80% x custo real €500 = **€400**;

€ 400 - €309 executados = **€ 91 (Total a receber na adenda)**



Beneficiary Module

BM



Content menu <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity
- Amendments**
- Fewer opportunities
- Budget

Amendments

1

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Amendment requests

2

Create new amendment request



Amendments

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Amendment requests

Create new amendment request



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Amendment Draft



Draft 33% completed

03-06-2025 22:29:41

2

Submission in progress

3

Submitted

Edit Draft

Delete

History

2



Amendments

PDF

All Red Marks

1

- ✓ Project details
- ✓ Current budget usage
- ✗ Activities
- ✓ Amendment requests
- ✗ Annexes
- ✗ Checklist

Draft request saved (33%) 03/06/2025 21:32:48

2

[Back to amendments](#)

Project details

Applicant organisation	AGRUPAMENTO DE ESCOLAS
Applicant organisation OID	
Project code	2024-1-PT01-KA121-SCH-000
Action type	Accredited projects for mobility of learners and staff in school education [KA121-SCH]
Field	School Education
Project start date	01-06-2024
Project end date	31-08-2025
Accreditation code	2020-1-PT01-KA120-SCH-000
Accreditation type	Accreditation for an individual organisation
Number of consortium members	0
Grant awarded	Total da subvenção
National Agency	PT01 - Agência Nacional Erasmus+ Educação e Formação



Current budget usage

The following tables present the budget overview of your project. Calculation for 'Grant reported' is based on the data you have introduced in the reporting tool. Calculation for completely encoded activities includes all activities marked as 'complete' in the reporting tool regardless of their timing, while calculation for implemented activities includes only completely encoded activities with end date in the past. Please make sure the data in the reporting tool is fully accurate and up to date before submitting your amendment request.

Budget category	Grant reported (completely encoded activities)	Grant reported (implemented activities)	Grant awarded
Organisational support	1 600,00 €	1 100,00 €	N/A
Travel	6 438,00 €	4 635,00 €	N/A
Individual support	15 495,00 €	9 415,00 €	N/A
Linguistic support	0,00 €	0,00 €	N/A
Course fees	2 400,00 €	0,00 €	N/A
Inclusion support for organisations	875,00 €	875,00 €	N/A
Preparatory visits	0,00 €	0,00 €	N/A
Total (budget categories based on unit costs)	26 808,00 €	16 025,00 €	0,00 €

	Grant reported (completely encoded activities)	Grant reported (implemented activities)	Grant awarded
Total	26 808,00 €	16 025,00 €	24 692,00 €
Current absorption rate	100,00 %	64,90 %	N/A

Activities

The following tables present the activities you have implemented so far compared with indicative targets defined in your grant agreement. The tables include only fully encoded activities that have already taken place (their end date is in the past).

Activity type	Number of participants		Total duration (in days)		Number of participants with fewer opportunities		Number of participants in blended activities		Number of persons using sustainable means of transport (green travel)	
	Indicative target	Implemented	Indicative target	Implemented	Indicative target	Implemented	Indicative target	Implemented	Indicative target	Implemented
Invited experts	1 - 2	0	6 - 10	0	0	0	0	0	0	0
Job-shadowing	1 - 2	0	7 - 11	0	0	2	0	0	0	0
Group mobility of school pupils	10 - 16	11	76 - 114	55	6 - 8	9	0	0	0	0
Courses and training	3 - 5	0	22 - 34	0	0	0	0	0	0	0
Total	19	11	140	55	7	11	0	0	0	0

I confirm that the data encoded in the Erasmus+ reporting tool is correct and complete at the time of submitting this request. *

I agree that the National Agency may read and analyse the data encoded in the Erasmus+ reporting tool for the purpose of processing this request. *



Amendment requests

Before submitting a request for prolongation, grant increase or grant reduction, please read the relevant rules defined by your National Agency to know when such requests can be made (usually around 12 months since the start of your project).

Would you like to request a prolongation of your grant agreement to 24 months?

Would you like to request funds for additional activities?

Would you like to request a reduction of your project grant? *

Would you like to request additional funds for exceptional costs or inclusion support for participants?

Would you like to make any other kind of amendment or change request?

Would you like to request a prolongation of your grant agreement to 24 months?

YES



Please explain your request for prolongation. *

5000

Justificar o pedido de prorrogação do projeto de 15 para 24 meses.



Value missing

Would you like to request funds for additional activities?

YES

Apenas para projetos cuja execução financeira seja igual ou superior a 85%.



How much additional funding would you like to request? This request concerns only budget categories based on unit costs. It does not include inclusion support for participants and exceptional costs, which can be requested separately. *

0,00



Value missing

In terms of percentage, your request translates to an increase of 0%

If additional funding is approved, your indicative targets for all activities will be increased by the same percentage.

Please note that requests for additional funding will be considered only if your National Agency has additional funding available.

Please explain your request for additional activities. *

5000

Explicar que atividades propõem realizar caso seja concedida verba adicional ao projeto da vossa organização. A explicação deve ser clara e concisa.



Value missing



Would you like to request additional funds for exceptional costs or inclusion support for participants?

YES



Exceptional costs and inclusion support for participants

Add row

Cost type	Activity type	Estimated number of participants	Description and Justification	Estimated cost (EUR)	Support rate (%)	Eligible amount (EUR)	Action
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/> %	<input type="text" value=""/>	<input type="button" value="Remove"/>
		<input type="text" value="0"/>	<input type="text" value="Courses and training"/>	<input type="text" value="0,00"/>		<input type="text" value="0,00"/>	

Exceptional costs for expensive travel

Exceptional costs for financial guarantee

Exceptional costs for visa and other entry requirements

Inclusion support for participants

Courses and training

Group mobility of school pupils

Hosting teachers and educators in training

Invited experts

Job-shadowing

Long-term learning mobility of pupils

Short-term learning mobility of pupils

Teaching or training assignments




Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

 Download the declaration on honour

 Add the declaration on honour

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

 Add documents

List of documents

No	Name	File size (kB)	Type of document	
	Total size (kB)	0		



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 Add documents

List of documents

No	Name	File size (kB)	Type of document
0	DeclarationOnHonour.pdf	32	Declaration on honour
Total size (kB)		32	



List of documents

No	Name	File size (kB)	Type of document	
0	DeclarationOnHonour.pdf	33	Declaration on honour	 Remove
1	Other file 1.pdf	198	Other document	 Remove
2	Other file 2.pdf	198	Other document	 Remove
Total size (kB)		429		

Checklist

Before submitting your amendment request to the National Agency, please make sure that all of the following has been done. Items marked as 'automatic check' are checked by the system.



- All necessary information on your project has been encoded in Beneficiary Module;
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- All the relevant documents are annexed:
 - Declaration on Honour, signed by the legal representative of the beneficiary organisation;
 - The necessary supporting documents as requested in the grant agreement;
- You have saved or printed the copy of the completed form for your records.

Conditions for Amendment Request submission

Amendment Request can only be submitted if:

- All mandatory fields in the report have been filled in
- Declaration on Honour has been uploaded
- Checklist has been fulfilled
- Report version should not be Cancelled

Start submission process



Project Activities and Budget Details

[Project list](#)

Content menu

[Start submission process](#)

[PDF](#)

- Project details
- Current budget usage
- Activities
- Interim amendments exercise
- Exceptional costs and inclusion support for participants
- General requests
- Annexes
- Checklist

Draft request saved (%) an hour ago

[Back to amendments](#)

Checklist

- The data on implemented activities in your projects is up to date in Beneficiary Module.
- The amendment request form has been completed using one of the allowed languages specified in your agreement.
- Declaration on Honour has been signed by your organisation's legal representative.
- You have saved or printed a copy of the completed form for your records.

Conditions for Amendment Request submission

Amendment Request can only be submitted if:

- All mandatory fields in the template have been filled in (automatic check).
- Declaration on Honour has been uploaded (automatic check).
- Checklist has been fulfilled

[Start submission process](#)

PROTECTION OF PERSONAL DATA

Please read our [privacy statement](#) to understand how we process and protect your personal data

Confirm Submission



After clicking button 'Submit' you will not be able to make any further changes to the amendment request contents including its budget; viewing the amendment request's contents and attachments will however be possible.

Your National Agency will contact you in case of questions or necessary modifications.

Submit Amendment Request



✓ Amendment Accepted



Draft 100% completed
Data e hora



Submission in progress
Data e hora



Submitted
Data e hora



Accepted
Data e hora

View Amendment Request



Download Amendment Request

History >



Project Activities and Budget Details



Project list

Project ongoing

Actions

Grant Agreement No. :



Content menu <

Amendments

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

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Import-export

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Amendment Draft



2

Draft 33% completed
04-06-2025 00:43:00

Submission in

Edit Draft

Delete

Enquanto a adenda estiver em fase de edição, poderá ser apagada.

History

Delete this amendment?



Are you sure you want to delete the selected item(s) ?

NO

YES



Espaço para questões:

Chat e SABE+



Documentação Específica

Para consultar as [ORIENTAÇÕES TÉCNICAS ADENDA INTERCALAR KA121 2024](#) na página da ANE+EF clique nesta hiperligação.

Agradecemos a avaliação da sessão!

A sua participação na sessão!



https://pt.surveymonkey.com/r/adendas_sch_04062025



<https://emea.dcv.ms/OxHED9JarU>



Obrigado pela vossa atenção

Equipa do Ensino Escolar-SCH:

Rute Agostinho (Chefe de Equipa), Célia Pina, Liana Vieira, Luís Pereira, Manuel Fernandes, Manuela Silveira, Sílvia Lourenço, Sofia Carruço

**Todas as comunicações de projetos com a AN,
devem ser realizadas através da plataforma SABE+.**