



Application Guidelines  
EU4Belarus:

**MOBILITY SCHEME FOR  
TARGETED  
PEOPLE-TO-PEOPLE  
CONTACTS MOST+**



Funded  
by the European Union



GOETHE  
INSTITUT

Implemented by  
Goethe-Institut e.V.

## About MOST+

MOST+ is a programme fostering professional exchange between Belarusians and their colleagues in EU countries. MOST+ will contribute to the mobility and internationalization of Belarusian professionals and will support their integration into European-wide professional networks. In order to achieve this, MOST+ will aim at creating sustainable relationships as well as at promoting fruitful exchanges and transfers between Belarusian and EU professionals and to convey EU values and success factors to Belarusian industries and sectors.

MOST+ is the successor to the MOST I and MOST II projects which, from 2015 to 2020 have permitted to organize 4.873 individual mobilities for Belarusian professionals.

MOST+ mobility scheme will further provide the opportunity to Belarusian professionals to participate in internships and other types of mobilities. The mobility scheme will operate from November 2022 until July 2024.

## Which professional sectors does MOST+ cover?

The open call for mobility grants will be conducted in six sectors:

- Society (civil society, human rights and media)
- Culture (defined broadly and includes tourism, cultural and creative industries)
- Business (SMEs, innovative business including IT)
- Education (non-formal and non-academic, but includes lifelong learning)
- Health and care
- Sustainability (organic culture, environmental protection, sustainable energy management)

## Who can apply?

You must be a citizen of Belarus and be at least 18 years old.

You must be a professional working in one of the above-mentioned six sectors. Applicants practicing an activity as a hobby are not eligible.

Students who have not yet graduated and obtained a profession are not eligible.

You can apply as an individual or as a group of up to five applicants. Groups of more than five are invited not to present several applications for the same mobility. A group means several people applying for a common mobility for the purpose of pursuing similar objectives, developing a common project, or joining their complementary skills (e.g. the musicians in an orchestra). A group is not a mere gathering of individuals or a compilation of individual applications. Unless the presence of all applicants is clearly justified, group

applicants will be invited to select one or a reduced number of members, who might share the results of their mobilities with the others upon their return from mobility. All the members of a group should be Belarusian citizens.

You can be a resident of Belarus or of any other country. The country of residence is the country the applicant considers as his/her permanent place of living. This can differ from the place of registration mentioned in the passport.

Individuals and employees of institutions falling under EU Foreign Affairs Council Conclusions on Belarus and consecutive sanctions on individuals and entities are not eligible.

### Which mobilities can be supported?

With a mobility grant, you can travel to EU countries to pursue one of the following objectives:

- Establish professional partnerships
- Develop your international network
- Develop a common project
- Present your work or market your services
- Learn about important developments in your sector and deliver keynote presentations about your own practice to a large audience
- Do a study tour or an exchange visit
- Receive training
- Do an internship
- Other objective supporting your integration into European-wide professional networks.

Your mobility must be directly linked to your professional sector.

Your mobility must help you grow professionally. It should be pro-active (e.g. if you plan to attend a public event, envisage delivering a presentation and not simply participating).

MOST+ aims at **creating partnerships**, therefore applicants should include in the activity plan of their planned mobilities, meetings, plans to develop common projects with other EU professionals, etc. The mere attendance of a conference does not indicate the intend to create a partnership.

Your mobility should benefit and provide information to other Belarusian professionals in your sector. A multiplying or “ripple effect” of mobilities is expected, i.e. beneficiaries are expected to share the results of mobilities with at the minimum the professional community of Belarusians in their entourage, and to the extent possible, with the general public. Beneficiaries are invited to describe in their application, methods or activities for organizing

this dissemination upon return from their mobility, according to their professional context, in the most efficient way.

### Which duration and formats of mobility actions do MOST+ envisage?

You can apply for different types of mobilities of a length up to 90 days (including travelling days) for carrying out the following activities:

- Participation in a conference, convention, forum, international event, other sector event (usually short-term mobility)
- Study tour or exchange visit
- Internship
- Training
- Multi-stop or multi-country mobility
- Return mobility (up to 6 days)
- Online mobility
- Other format you could design in support of the above objectives, and within the realm of the project.

**Short-term mobilities** are primarily intended to attend conferences, seminars or workshops. This would allow to establish contacts with other people belonging to the same professional sector, obtain feedback on one's own research projects or information on the latest state of research.

**Study tours and exchange visits** provide an opportunity to delve into a particular topic, exchange professional experience, and work on joint projects with one or more EU-partners.

**Long-term mobilities** offer interested participants the opportunity to study or research a topic of professional interest, develop a concrete project with one or more EU-partners, and to attend internships.

**Training sessions** are particularly suitable for vocational training supporting specialization or professional development. Hard but also relevant soft skills can be improved under this type of mobility.

With **multi-stop or multi-country mobilities**, participants can visit up to 3 different EU countries and are allowed a maximum of 2 trips away from home, over a period of a maximum of 6 months.

Multi-visit mobilities allow participants to benefit from professional exchanges over a longer period of time, which at the same time give them the opportunity not to stay away from their current workplace for too long at a stretch. Here, a work plan should be drawn up at the beginning and interim goals formulated.

**Return mobilities** will give counterparts in the EU member states the opportunity to meet again with their Belarusian partners in their home country or place of residence after a certain period of time. This will allow partners not only to gain a direct insight into the work of their counterparts, but also to further intensify the contacts and cooperation established through the mobility and to build sustainable professional contacts.

**Online mobilities** do not foresee travel but allow online participation in an event taking place or being organised in EU countries. For this mobility category covers, only the registration fee for the event is covered.

**Hybrid or other formats** you may imagine within the rules of the program. Such mobilities could aim at several objectives. However, they should not be no longer than 90 days and should be closely related to your professional sector.

### When and how long can I travel?

3 to 90 days (including travelling days).

This is a permanent call for mobility project proposals without intermediate deadlines for applications.

	Date
Launch of the open call	November 2022
Earliest possible start of mobility	1 January 2023
Latest possible end of a mobility	15 July 2024
Final deadline for submission of applications	3 June 2024 (3pm Minsk time)
Next Question & Answer sessions for applicant candidates: please consult MOST+ web site ( <a href="http://www.mostplus.eu">www.mostplus.eu</a> )	

Taking into account the application assessment process (up to one month) and time needed for contracting, funds transfer and travel organization (several weeks), you should apply not less than 2 months prior to the planned start of your mobility (3 months if a visa is required). The minimum 2-month delay is a requirement, not a mere recommendation. Failure to respect this delay is the main reason for rejecting applications.

You may begin implementing your mobility ONLY AFTER the grant agreement has been signed!

## Which countries can I visit?

The target countries of MOST+ are the countries of the European Union:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

The country of destination (where the mobility is implemented) must be different from the country of residence of the applicant. Example: Volha is a resident of Warsaw (Poland), she cannot go on a mobility to Cracow. However, she can choose as country of destination any of the other 26 European Union Member States.

## Good to know

- You can participate in up to two mobilities under the MOST+ mobility scheme (only one mobility if you have previously participated in one or more mobilities under MOST I or II)
- If unsuccessful, you can apply again for another mobility
- You may only submit one application at a time. You can reapply on the open call, whether for the same or another mobility, only after having received the results of the assessment of your previous application
- Mobilities are full-time activities and may not be implemented along with other activities (fellowships, mobilities granted by other programs, jobs, etc.)
- Double-funding and cross-funding are prohibited: the same mobility may not be funded by two different programs. Double funding of the same expense is prohibited. Cross-funding of the same mobility (one initiative covers certain expenses while other expenses are covered by another initiative) is also prohibited. Belarusian professionals may apply to two different programs for the same mobility, but they are required to inform both programs immediately upon award of a grant by any of the two programs.

## Who prepares my mobility?

You prepare your mobility yourself:

- It is your responsibility to establish ties and, if applicable, make the necessary agreements with a host/partner(s) in an EU country (up to 10 host organisations per mobility),
- You should prepare your plan of activities (work plan) and arrange your itinerary in order to design your mobility; it is advisable to associate your EU-partner(s) to this process. Clear justification should be provided for each day in the work plan.

It is the applicant's responsibility to obtain the visa(s) she/he needs in order to travel to the EU, as well as all the other necessary travel documents (e.g. passport, health insurance, health tests) before her/his planned mobility. It is therefore strongly recommended that successful applicants undertake all necessary steps to obtain visa(s) from the competent authorities well in advance. Upon request, MOST+ will provide a Support Letter to confirm that the beneficiary has been awarded a mobility financed by the EU, which she/he will include in her/his visa application. Requests for a Support Letter should not be presented on short notice. Please allow five working days for being issued a Support Letter to join to your visa application.

## What expenses can be funded by a mobility grant?

- International travel expenses from the beneficiary's homebase to the destination country, i.e. the city in the EU where the mobility is taking place (tickets for bus/train/flight in economy class - will be purchased by MOST+ after consulting with the grant beneficiary). Transportation to the destination country by individual car is authorized, but related expenses may not be reimbursed by MOST+ (car rental, gas, parking, tolls, car insurance, wear and tear...)
- Transportation in the destination country (in economy class only - tickets in business or first class will not be reimbursed)
- Costs of stay or "per diem" which are daily subsistence allowances that may be reimbursed for mobilities carried out outside the normal place of residence. The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. They are payable within the limits of the applicable country per diem determined by the EU.

EU Member States	Per diem in Euro (€)
Austria	225
Belgium	232
Bulgaria	227
Croatia	180
Czech Republic	230
Cyprus	238
Denmark	270
Estonia	181
Finland	244
France	245
Germany	208
Greece	222
Hungary	222

Ireland	254
Italy	230
Latvia	211
Lithuania	183
Luxembourg	237
Malta	205
Netherlands	263
Poland	217
Portugal	204
Romania	222
Slovak Republic	205
Slovenia	180
Spain	212
Sweden	257

Calculation rules for the per diem: Per diem are payable on the basis of the number of nights spent on the mission (i.e. in mobility), away from the homebase. A per diem shall be paid for each night spent on mission, away from the homebase. Travelling time is part of the mission. It is acceptable to request a per diem if traveling to the country of mobility necessitates spending a night in a third country that needs to be travelled to in order to reach the country of destination.

When accommodation is provided by EU-partners/event organizers and paid from a participation fee covered by MOST+, a 50% deduction from the per diem is applied.

For mobilities longer than 14 consecutive nights in one country, a living allowance from 15<sup>th</sup> night onwards will be paid, calculated as follows: EU per diem x 0,25 x number of nights in the destination country. Long-term mobility participants are invited to organise cost-effective living arrangements, including apartment rental, asking the support of the EU-hosts to find alternatives to a hotel, etc. (Example: Zmicer goes on a 60-night mobility to Bulgaria. The applicable EU per diem rate for Bulgaria is 227 EUR. Zmicer will receive a total per diem of 5.788,50 EUR for his mobility calculated as follows:  $227 \cdot 14 (=3.178) + 227 \cdot 46 \cdot 0,25 (=2.610,50) - 5.766,50$ ).

In the case of a multi-stop or a multi-country mobility, the nights account depends on the number of per diem payable per visit, per country (Example: Volha's mobility takes her to France (5 per diem) and to Poland (10 per diem), plus one night (20 hours) in Vilnius, Lithuania on her way to her first country of mobility. Volha's costs of stay are calculated as follows:  $163 \cdot 1 = 163$  EUR for her stay in Lithuania, plus  $268 \cdot 5 = 1.340$  EUR for her stay in France, plus  $170 \cdot 10 = 1.700$  EUR for her stay in Poland. Total cost of stay (per diem) for Volha's mobility: 3.203 EUR).



- Registration fees (conference or convention registration fee) or tuition fee (for training);
- Visa fee;
- Health insurance (required if participant is not already covered). Health insurance will be reimbursed up to an amount not exceeding the value of insurance coverage for the period of mobility. Current prices for medical insurance coverage in countries located in the Schengen zone, bought from insurance companies located in Belarus, are in the following range: 3-4 EUR for 7 days, 4-5 EUR for 14 days, 11-13,5 EUR for 90 days;
- Travel insurance (for cancellation or changes of travel tickets, etc.);
- If you have a disability, additional expenses linked to a disability can be funded;
- Other costs linked to **special needs** considered necessary for the success of a mobility may be funded. This includes extra luggage cost or space for carrying materials needed for the achievement of the objectives of your mobility, printing leaflets or business cards to support the “promotion” or “networking” efforts, etc. or material-printing can be covered only if necessary for the success of a mobility and if it does not represent an expense unreasonable in respect of the overall budget of the mobility.

A trip to Moscow for receiving a visa to perform a mobility can be considered a special need when the visa section of the destination country which delivers visas to Belarusian citizens is based in Moscow (up to 150 EUR per individual can be funded). The list of additional expenses and their explanation must be indicated in the mobility budget;

- Any eligible expense will be reimbursed ONLY UPON presentation of valid documentation (tickets, invoices, proof of payment, receipt...)  
Valid documentation for the reimbursement of an expense typically means an invoice AND a proof of payment.  
A proof of payment is:
  - In the case of payment by bank transfer or payment by credit card, either (1) a transaction statement issued by a bank, or (2) a copy of a bank statement where clearly appear the name of the bank account holder, the price paid and a summary description of the payee or the item purchased, or (3) a screenshot of a transfer order on your bank account;
  - In the case of payment by cash: a cash receipt.

Important: Grant beneficiaries are responsible for paying the applicable taxes directly associated with the receipt of the grant.

MOST+ mobility grants are payable only in Euro. Beneficiaries indicating bank accounts in currencies other than the Euro for the payment of their grant, should cover the additional expense resulting from currency conversion.

## What expenses cannot be funded by a mobility grant?

- Expenses which were not indicated in the mobility budget submitted with the application
- Expenses which are not directly related to the mobility (gifts, leisure...)
- Expenses which are already covered by other grants and programmes
- Expenses incurred before the signing of the grant agreement
- Expenses for mobilities which have already taken place.

## How do I apply for a mobility grant?

You must apply online to be awarded a MOST+ mobility grant, on the [Goethe Application Portal \(GAP\)](#), along with the needed supporting documents:

**Attachment 1** “Invitation from the host organization, programme of the conference, or other evidence that a plan of activities has been organised for the mobility, e.g. screenshot of an invitation mail” (one invitation per host organization);

**Attachment 2** “CV(s)” – unload your current CV file, or create one using the [template](#) provided;

**Attachment 3** “Letter authorizing the payment of a MOST+ mobility grant to a third-party beneficiary” (if necessary, please use the [template](#) provided).

## Matchmaking

You wish to go on a mobility and meet the conditions to be awarded one, but you have no contacts in the EU, have no idea how to find an EU partner or host, do not know which EU country to visit, and which mobility format to choose...? **MOST+ can help you!** Write us a mail providing as many detailed information as possible about yourself, your career plans, your professional objectives, what you expect from a professional mobility to the EU. Do not forget to attach your curriculum vitae to your mail. Send your mail to:

[infomobility@goethe.de](mailto:infomobility@goethe.de), indicating «**Matchmaking**» as subject of your mail. We will forward your request to a Belarusian professional in your sector who will prepare a reply with ideas and suggestions for your mobility and for an EU partner. You will receive a reply within several weeks.

## Application and reporting languages

The application, supporting documents and reports can be submitted in English, Russian or Belarusian. Application Guidelines are also available in three languages.

## Technical information regarding filling out the electronic application

- You should first register as an individual on [GAP](#) in order to be able to fill in the application form,
- Your e-mail is required to register on [GAP](#) (this e-mail address will be used as an official channel of communication with you. It is therefore recommended to register with an e-mail address you check regularly),
- All tabs consist of mandatory and optional fields (mandatory fields are marked with an asterisk. You cannot submit your application unless you have filled out all mandatory fields),
- Your electronic application should be completed in English, Russian or Belarusian (electronic applications completed in another language will not be considered),
- Once you have completed all the steps and filled in the mandatory information you can submit your application by clicking “Save and send” on the last page of the application form. Once you have submitted the application, to a jury which will evaluate it. You will no longer be able to make changes to you application, or upload files,
- If you have not received an automatic mail confirming that your application has been successfully submitted, you should inform MOST+ by mail at the following e-mail address: **infomobility@goethe.de**,
- Make sure you submit your application well in ahead of your desired departure date (not less than two months prior to departure, three months if you need a visa), as the evaluation process can take time and the payment of a grant goes through our internal compliance procedures,
- You are free you answer or not the question about your workplace. This question is only for us to understand better your professional environment. MOST+ will never contact your workplace, and will not publish information about your workplace or about yourself or your mobility unless you have given your prior written consent.

## What information should I provide in my electronic application?

MOST+ Mobility Call (all information should be completed in English, Russian or Belarusian)
Indicate your professional sector (out of six proposed under this mobility scheme)
Personal information (tab “Details”)
<ul style="list-style-type: none"><li>• Surname, name (as spelled in English in your international passport)</li><li>• Gender</li><li>• Age (select your age category)</li><li>• Citizenship</li><li>• Country of residence</li><li>• Postal address</li><li>• E-mail</li><li>• Phone number</li></ul>

<ul style="list-style-type: none"> <li>• Information about the applicant’s workplace (optional)</li> <li>• Information about your type of work (are you self-employed or an individual entrepreneur, employed in the private sector, the public sector, by an NGO?)</li> </ul>
Detailed information about your desired mobility (tab “Criteria”)
<p>Purpose of mobility:</p> <ul style="list-style-type: none"> <li>• Establish professional partnerships</li> <li>• Develop your international network</li> <li>• Develop a common project</li> <li>• Present your work or market your services</li> <li>• Learn about important developments in your sector and deliver keynote presentations about your own practice to a large audience</li> <li>• Do a study tour or an exchange visit</li> <li>• Do an internship</li> <li>• Study</li> <li>• Other objective supporting your integration into European-wide professional networks.</li> </ul>
<p>Type of mobility:</p> <ul style="list-style-type: none"> <li>• Participation in a conference, convention, forum, international event, other sector event</li> <li>• Study tour or exchange visit</li> <li>• Internship</li> <li>• Training</li> <li>• Multi-stop or multi-country mobility</li> <li>• Return mobility</li> <li>• Online mobility</li> <li>• Hybrid or other formats you could design in support of the above objectives, and within the realm of the project</li> </ul>
<p>Duration of mobility</p> <ul style="list-style-type: none"> <li>• Starting date</li> <li>• Termination date</li> </ul>
Destination country(ies): drop list EU-27 plus Belarus (selection up to 3 EU countries)
Information about host/partner(s) (contact details and reason for selecting host/partner(s) (up to 10 different host organisations per mobility)
Detailed description of mobility, including plan of activities and expected results (maximal number of characters: 4.000 including spaces)
Professional relevance of mobility (objectives and added-value of the mobility to your professional activity and your career plan)
Added-value of the mobility to your professional community (how do you plan to share the experience you will gain from your mobility with other Belarusian professionals)
Long-term results of your mobility
Your level of knowledge of the language of the country of your mobility / how do you expect to communicate with your host/partner(s)?
Project costs (use the budget template provided in GAP)
Documents that must be uploaded to the GAP along with your application (tab

“Attachment”)
Confirmation from the host organization in an EU country that they are ready to host you (e.g. a letter, an e-mail or another official document confirming that the partner/host organization agrees to host you, in the framework of your mobility, one per host organisation)
CV. You may upload your current CV or use the <a href="#">CV template</a> to complete and structure your CV. It is a clear and informative standard and will help you to present your information as clearly and completely as possible, and for the evaluation experts to provide a fair and objective evaluation of your application. In case of group applications, a CV should be provided by each member of the group.

## Evaluation

Your application will go through two stages of assessment. The first assessment will enable to verify whether your application meets technical criteria:

- Eligibility of the applicant, target country, mobility type;
- Correctly completed application form and all required documents uploaded.

If compliant with technical criteria, your application will be forwarded to a jury composed of two high-level independent Belarusian experts specialized in your professional sector, who will evaluate it based on established selection criteria. In case the scoring of the two evaluators differs by 35% or more, a third evaluator will be appointed.

You will be informed by mail about the outcome of your application within approximately one month after submitting your application.

Main selection criteria	
Professional relevance of mobility	<ul style="list-style-type: none"> <li>• How well does the applicant describe his/her personal and professional motivation to undertake this mobility?</li> <li>• How convincing is the objective of the planned mobility?</li> <li>• Will the mobility add value to his/her career plans?</li> <li>• Is the mobility closely related to the applicant’s professional sector?</li> <li>• Are the proposed mobility and its activities relevant to the applicant's professional activity, in the light of his/her CV</li> </ul>
Plausibility and feasibility of the mobility	<ul style="list-style-type: none"> <li>• Is the proposed mobility clearly described? Are key aspects of the mobility easily understandable?</li> <li>• Are the country of destination and the host/partner(s) suitable and relevant?</li> <li>• How well-planned and well-organised are the activities within the mobility? A precise agenda should be provided, clearly justifying the need for each day in the plan.</li> <li>• Is the proposed budget accurate, plausible and realistic?</li> </ul>

	<p>Do the planned costs correspond to the mobility activities?</p> <ul style="list-style-type: none"> <li>• Will the applicant be able to communicate effectively with the host organization/partner? Can potential language barriers be overcome?</li> <li>• Will the mobility have a positive impact on Belarus?</li> </ul>
Ripple effect of the mobility	<ul style="list-style-type: none"> <li>• Will the mobility add-value to the Belarusian colleagues / professional community of the applicant?</li> <li>• Has the applicant explained how he/she plans to share the benefits of his/her mobility with other Belarusian professionals? A detailed description of the applicant's plan to share mobility results and lessons learnt will be required, especially from applicants envisaging long-term mobilities.</li> </ul>
Long-term results/sustainability	<ul style="list-style-type: none"> <li>• How does the applicant plan to leverage the effect of the mobility for the long-term?</li> </ul>
Affinity with MOST+ goals/values	<ul style="list-style-type: none"> <li>• How well does the proposed mobility align with the overall MOST+ goals and values?</li> </ul>
<b>Additional selection criteria</b>	
Geography and status	<ul style="list-style-type: none"> <li>• Does the applicant reside in a non-capital region, in a rural area or a smaller urban center?</li> <li>• Does the applicant reside in Belarus?</li> </ul>
Less demanded country of mobility	<ul style="list-style-type: none"> <li>• Is the applicant's desired country of mobility one of the following: Belgium, Bulgaria, Cyprus, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Luxemburg, Malta, Slovakia, Slovenia or Romania?</li> </ul>
Previous participation in MOST mobility call	<ul style="list-style-type: none"> <li>• Has the applicant previously completed at least 2 MOST+ mobilities?</li> <li>• Has the applicant previously completed a MOST I or II mobility and 1 MOST+ mobility?</li> <li>• Priority will be given to first-time applicants, who have not previously participated in MOST I, II or MOST+ mobilities</li> </ul>
Lack of level-playing field	<ul style="list-style-type: none"> <li>• Has the applicant suffered repression, has he/she been discriminated or treated impartially?</li> </ul>

<b>Main selection criteria applicable to return mobilities</b>	
Professional relevance of mobility	How convincing is the objective of the planned mobility?
	Will the return mobility further the goals of the first mobility to the EU?
	Will the return mobility further the development of a common project between the Belarusian professional(s) and his/her/their EU-partner(s)?

Plausibility and feasibility of the mobility	Is the proposed mobility clearly described? Are key aspects of the mobility easily understandable?
	How well-planned and well-organised are the activities within the mobility?
	Is the proposed budget accurate, plausible and realistic? Do the planned costs correspond to the mobility activities?
	Will the EU-host(s) be able to communicate effectively with his/her/their Belarusian partner(s) while in Belarus? Can potential language barriers be overcome?
Ripple effect of the mobility	Will the mobility add value to the Belarusian colleagues / professional community of the applicant?
	Will the mobility have a positive impact on Belarus?

### Changes to the original plan of activities (as an exception)

Following the signing of their mobility agreement with Goethe-Institut, and even in the course of their mobility, grantees may encounter new professional opportunities they may want to take upon, which could result in a more successful mobility or closer partnership with their EU-partner(s). These may include extending the period of their mobility, traveling to an EU country not contemplated in their original workplan, etc.

No deviation from the original plan of activities will be authorised unless:

- 1) the length of their visa permits an extension of the grantees stay in the EU,
- 2) the desired changes to the original plan of activities are duly justified, and
- 3) the MOST+ Team has expressly approved in writing the grantees' request for changes.

Any additional cost resulting from an alteration to the original plan of activities (per diem, additional transportation cost or penalty, etc.), will be paid by the grantee himself/herself, and under no circumstance, will be covered and reimbursed by Goethe-Institut.

### How will your grant be paid?

If your application is successful, you will be invited to sign a grant agreement with MOST+. The grant agreement will stipulate rights and responsibilities of the grant beneficiary and MOST+, as well as detailed grant conditions, including information on the grant payment, grant money transfer procedures and reporting requirements.

Please note that payments will be made in the form of bank transfers in Euro. Any bank fees will be charged to the recipient. Payment of the mobility grant can be made to a third-party beneficiary holding a bank account in Euro, under the responsibility of the applicant and upon signing of an [authorization letter](#). Under certain conditions, payments will be made in cash, in Euro (e.g. residents of Belarus travelling through Vilnius).

Once the grant agreement has been signed, 80% of the grant amount will be paid for you to undertake your mobility. The remaining 20% will be paid after submission and approval by the project team of the mobility report.

If you fail to comply with the grant conditions and grant agreement requirements, you will have to return the grant to MOST+.

## Reporting

The beneficiaries commit, within one month of the end of their mobility, to submit an activity report consisting of a narrative and financial report, including required supporting documents. Beneficiaries will receive the balance of their funding amount (20%) after submission and approval of the report.

Their structure is as follows:

### 1) Narrative report:

- Description of the activities implemented and results achieved;
- Attachments: text of presentation delivered at an international event, a minimum of 3 pictures demonstrating activities of the mobility project, pictures of the business cards of the new European partners met. Where possible: videos and social media posts demonstrating some activities during the project.

### 2) Financial report:

Budget form including supporting documents:

- For the real costs: proof of expenditure (invoices, proof of payment; e.g. conference fee);
- For the costs of stay: proof that the mobility occurred and lasted the number of days foreseen (boarding pass/train ticket/passport stamps, local receipts or invoices in the destination country in your name).

With the exception of the Excel budget form (the “financial report”), all accompanying documents (invoices, ticket...) should be provided to MOST+ in PDF format.

### 3) Second narrative report:

Participants will be encouraged to provide a second narrative report 4 months following their mobility, to update on the developments and achievements resulting from their mobility, the sustainability of established partnerships.

Templates for the narrative and financial reports will be provided along with the grant agreement.



## Personal data protection

By submitting a mobility grant application, you agree for your personal data to be processed in compliance with GDPR, the [Goethe-Institut data protection declaration](#) and the Laws of Germany about protection of personal data (a data protection declaration is integrated in the e-application form).

## Contact

Please direct your questions regarding mobility grants to the following e-mail address: [infomobility@goethe.de](mailto:infomobility@goethe.de).