



HONORARY DECLARATION for ADDITIONAL FUNDING (Inclusion)

Name, First name:

Herewith, I declare that I will carry out my Erasmus traineeship at the following organisation

in *[country]*

during the period *[dd/mm/yyyy]* from _____ till _____ .

I confirm that I have received the "Information Sheet on Additional Funding" and that I am aware of the respective application conditions and criteria for additional funding. Since multiple funding is not possible, I choose one of the additional grants - in case several criteria apply.

I do not apply for additional funding.

Herewith, I apply for the following additional funding:

I hereby declare on my honor:

- **that I meet the respective conditions according to the "Information Sheet on Additional Funding",**
- **that I dispose of relevant evidence and**
- **that I am able to provide respective proof upon request up to 6 years after the end of my traineeship.**

Declaration on honor

Herewith, I solemnly declare that I have given the information above truthfully.

Place:

Date:

Signature: _____
Trainee

INFORMATION SHEET

ADDITIONAL FUNDING (Inclusion)

Trainees belonging to one of the following target groups can apply for a top-up of **250 € per month (lump sum) in addition to the normal grant**:

- 1) **Trainees with child(ren)**
- 2) **Employed trainees**
- 3) **Trainees with disability**
- 4) **Trainees with chronic illness or proven disability without Degree of disability and causing additional costs**
- 5) **Trainees with non-academic family background**

Each Top-up is available for all participants: students as well as graduates, in each study cycle (BA, MA, PhD). However, the different top-ups cannot be combined. I.e., working parents with child(ren) and non-academic family background can only receive 250 € (instead of 750 €), for instance.

Attention: You have to claim additional funding together with your regular application documents (at least one month before your traineeship starts). Afterwards, the top-up cannot be considered any more.

1) Trainees with child(ren)

Requirements: Participants take at least one child abroad with them during the entire stay. The application is also possible if the caregiver (partner) travels along. But: No double allocation of top-ups for ONE child. In case of more than one child, both parents may receive the top-up separately if both receive an Erasmus grant.

Proof: Honorary Declaration for Additional Funding for Erasmus traineeship. You agree to provide supporting proof/documentation upon request.

Possible Proof: Certificate of birth, travel documents of child(ren)

Real Cost Application: If particularly high additional costs arise for your stay abroad, a so-called "real cost application" can be submitted instead with a few months' notice. For this, it is necessary to provide a detailed list with all items expected to cause additional costs. Combining this funding and a top-up is possible if the reason of the top-up (e.g. continuously employed during studies) and the "real cost application" (e.g. trainee with child) are different. **The Real Cost Application has to be submitted with at least three months' advance notice.**

2) Employed trainees

Requirements: The participant's employment must

- have taken place during the eight months before the start of the traineeship
- for a period of at least six months continuously
- with a net earning between 450 € and 850 € (on average).

The employment can (but does not have to) be subject to social insurance. The employment may not be continued during the traineeship (online, for example). However, after the traineeship the employment may be resumed.

Exemption: Self-employment and students in the dual system earning money in their company cannot be considered for the top-up.

Proof: Honorary Declaration for Additional Funding for Erasmus traineeship. You agree to provide supporting proof/documentation upon request.

Possible Proof: Payroll, tax declaration, etc.

3) Trainees with disability

Requirements: Degree of disability of 20% or more

Proof: Honorary Declaration for Additional Funding for Erasmus traineeship. You agree to provide supporting proof/documentation upon request.

Possible Proof: Severely disabled pass, notification from the office for social services (Landessozialamt), medical certificate, etc.

Real Cost Application: If particularly high additional costs arise for your stay abroad, a so-called "real cost application" can be submitted instead with a few months' notice. For this, it is necessary to provide a detailed list with all items expected to cause additional costs. Combining this funding and a top-up is possible if the reason of the top-up (e.g. continuously employed during studies) and the "real cost application" (e.g. disability) are different.

Preparatory Travel: Potentially funded applicants with a disability and their accompanying person who need to explore the conditions on site in order to be able to foresee whether a longer stay is possible, can receive funding for this upon application.

If you would like to submit a Real Cost Application or carry out a preparatory travel, please contact us at least 3 months before the start of the internship.

4) Trainees with chronic illness or proven disability without Degree of disability and causing additional costs

Requirements: Chronic illness or proven disability without Degree of disability **with additional financial expenses** abroad

Proof: Honorary Declaration for Additional Funding for Erasmus traineeship. You agree to provide supporting proof/documentation upon request.

Possible Proof: Medical certificate, stating additional financial expenses abroad because of the chronic illness; notification from the office for social services (Landessozialamt), etc.

Real Cost Application: If particularly high additional costs arise for your stay abroad, a so-called "real cost application" can be submitted instead with a few months' notice. For this, it is necessary to provide a detailed list with all items expected to cause additional costs. Combining this funding and a top-up is possible if the reason of the top-up (e.g. continuously employed during studies) and the "real cost application" (e.g. chronic illness) are different. **The Real Cost Application has to be submitted with at least three months' advance notice.**

5) Trainees with non-academic family background

Requirements: Participants, whose both parents or caregivers do not have a degree from a university or university of applied sciences, are considered first-time academics. Study courses completed abroad count as academic degrees, even if they are not recognized as academic degrees in Germany. I.e. the top-up is not available in this case. A master craftsman's diploma is not considered as an academic degree.

Proof: Honorary Declaration for Additional Funding for Erasmus traineeship. You agree to provide supporting proof/documentation upon request.

Possible Proof: Honorary Declaration by the parents, informal statement on degrees acquired by the parents, etc.

Foreign academic degrees: Participants have to prove that the degrees acquired by their parents are not considered as academic degrees in the country they were achieved.