**Opgelet!**  
Hieronder vind je een voorbeeld van een partnerovereenkomst voor individueel vrijwilligerswerk. Je kan je hierop baseren en zelf aanpassingen maken, afhankelijk van de afspraken met je partner(s).  
Je hoeft je partnerovereenkomst niet aan JINT te bezorgen. Het is bedoeld als hulpmiddel om duidelijke afspraken te maken met je partner(s).

# Erasmus+ Youth – Youth exchange ‘project number + project title’

**Agreement**

To make sure that everything is clear for every partner in this project; I would like you to read this agreement carefully and return it with your signature and date on it before date to e-mail address.

## Budget

This project has been approved by the Erasmus+ Youth Programme, and receives a budget of maximum €XXX (this is the granted budget; the exact amount is calculated based on facts and proof given in the final report). Vul hier het bedrag in dat goedgekeurd is op aanvraagniveau.

This budget is a sum of different costs that the Erasmus+ Youth Programme will cover, according to the official funding rules of the programme.

### Organisational support

#### Amount

Unit cost: €100 per participant (excluding group leaders, accompanying persons and facilitators) in a Youth Exchange.   
Total budget: €XXX (maximum amount, if all approved participants are present).   
See overview (point 1.8. of this agreement) to see the amount.

#### Procedure

The amount of €XXX will be used to cover the expenses for the implementation of mobility activities. The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

### Travel costs

#### Amount

This amount was calculated for (the number of people involved, for each group, including leaders) multiplied by (the budget related to the distance band calculated number of kilometers) = €XXX.   
See overview (point 1.8. of this agreement) to see the amount.

#### Procedure

Each organisation xxx finances their own travel costs (plane tickets, train tickets, etc.) and keeps proof of the costs made.   
They will send proof of the distance travelled to the beneficiary organisation before DD/MM/YYYY to integrate it in the final report to the National Agency (NA).

Je partner heeft recht op de terugbetaling van de reiskosten, nadat ze de nodige bewijzen hebben voorgelegd. Daarom is het belangrijk om met je partner duidelijk af te spreken wat het maximumbedrag is dat hij daarvoor ter beschikking heeft en wanneer de kosten terugbetaald worden. Vergeet niet dat je partner zijn eigen financiële realiteit heeft en dat hij rekent op de tijdige terugbetaling van de kosten. Je kan als coördinerende organisatie eventueel (een deel van) de kosten rechtstreeks boeken/betalen, zonder tussenkomst van je partner.

### Individual support

#### 1.3.1. Amount

Unit cost: €XXX per day per participant (including group leaders, accompanying persons and facilitators).   
Total budget: €XXX (maximum amount, if all participants are present for the approved number of days).   
See overview (point 1.8. of the agreement) to see the amount.

#### . Procedure

The amount of €XXX will be used to cover the expenses of subsistence related to this youth exchange.   
The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

* If the exchange is organised in the country of the coordinating organisation, the coordinating organisation is handling the money.
* If the exchange is organised in one of the partner countries, the coordinating organisation will transfer the allocated money for the organisational costs to the account of the hosting organisation by XX/XX/20XX.
* During the activity the coordinating organisation will collect the signatures of both the participants and leaders on the participation list and will integrate it in the final report to the NA.

### Inclusion support for organisations (enkel van toepassing als er jongeren uit een kwetsbare situatie deelnemen)

#### Amount

Unit cost: €XXX per participant with fewer opportunities (excluding group leaders, accompanying persons and facilitators).   
Total budget: €XXX (maximum amount, if all participants with fewer opportunities are present for the approved number of days).   
See overview (point 1.8. of the agreement) to see the amount.

#### Procedure

The amount of €XXX will be used to cover the expenses related to the organisation of mobility activities for participants with fewer opportunities.   
The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

### Inclusion support for participants (enkel van toepassing als er jongeren uit een kwetsbare situatie deelnemen)

#### Amount

100% of eligible costs: the amount of €XXX is the sum budgeted for additional costs directly linked to participants with fewer opportunities and their accompanying persons, including group leaders and facilitators (including justified costs related to travel and subsistence if a grant for these participants is not requested through budget categories “travel” and “individual support”).   
See overview (point 1.8. of this agreement) to see the amount.

#### Procedure

Each partner in the project keeps the prove of the inclusion costs made and will send them to the beneficiary organisation after the activity and before the date: XX/XX/20XX.

The beneficiary organisation will integrate all proof in the final report to the NA, and will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen).

### Preparatory Visit (enkel als er een voorbereidend bezoek is gepland)

#### Amount

Unit cost: €575 per participant per preparatory visit (excluding participants from the receiving organisation)   
Total budget: €XXX (maximum amount, if all participants are present for the approved number of preparatory visits).   
See overview (point 1.8. of the agreement) to see the amount.

#### Procedure

The amount of €XXX will be used to cover the expenses linked to the implementation of the preparatory visit including travel and subsistence.   
The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

### Exceptional costs (enkel als er exceptionele kosten zijn in je project)

#### Amount

The amount of €XXX is the sum budgeted for costs related to

visa.

visa-related costs.

vaccinations.

medical certifications.

residence permits.

expensive travel costs.

(Gelieve de juiste selectievakjes aan te kruisen)

See overview (point 1.8. of this agreement) to see the amount.

#### Procedure

Each partner in the project keeps the prove of the costs made and will send those to the beneficiary organisation after the activity and before the date: XX/XX/20XX.

The beneficiary organisation will integrate those in the final report to the NA, and will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen).

### Budget overview as approved by NA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Partner 1 | partner 2 | partner 3 | partner 4 | totaal |
| * 1. organisational support |  |  |  |  |  |
| * 1. travel costs |  |  |  |  |  |
| * 1. individual support |  |  |  |  |  |
| * 1. Inclusion support for organisations |  |  |  |  |  |
| * 1. inclusion support for participants |  |  |  |  |  |
| * 1. preparatory visit |  |  |  |  |  |
| * 1. Exceptional costs |  |  |  |  |  |
| TOTAL BUDGET |  |  |  |  | € |

#### Note

The budget mentioned in the overview is the maximum amount that we can possible receive. The real amount will bebased on facts and prove given in the final report.

### Reimbursement of costs

As soon as the beneficiary organisation receives the saldo of the NA, after processing the final report, the coordinating organisation will pay the money due to the partner organisations on the bank account written in part 4 of this document.

### Fee per participant (dit is niet verplicht)

#### Amount

Every participant is due to pay an own participation fee, set on €XXX per participant.

#### Procedure

Each partner is responsible for collecting the participation fee of their own participants.  
(Neem hier ook de afspraken op i.v.m. het gebruik van deze vergoeding: is dat extra ondersteuning voor de gastorganisatie of mag elke partner dat bijhouden om eigen kosten, bv. personeelskosten, op te vangen? Naar wie moet dat geld overgemaakt worden?  
Dat geld kan eventueel gebruikt worden om de tickets te prefinancieren.)

## Roles and responsibilities

### Beneficiary organisation

Besides the application to its NA, the **beneficiary organisation** is responsible for:

* the contacts with the NA in its country, e.g. sharing info with the NA about any change made in the project before the start of the Youth Exchange.
* to send the end evaluation report to its NA by XX/XX/20XX (two months after the end of the project at the latest).
* Aan te vullen met andere afspraken die jullie maken.

### Partner organisation(s)

Je kan hier alle afspraken onderbrengen die je met de partnerorganisatie(s) maakt, bijvoorbeeld in verband met:

* selectie, profiel en voorbereiden van de deelnemers;
* verzekering;
* visa;
* evaluatie van het project;
* praktische afspraken;
* …

## Other agreements

Alle andere afspraken die je met de partnerorganisatie(s) maakt, bijvoorbeeld:

* data en locatie van de groepsuitwisseling;
* data en locatie van het voorbereidend bezoek;
* …

## Details and signature

### Beneficiary organisation

|  |  |
| --- | --- |
| organisation name |  |
| Street address |  |
| Postal code + City |  |
| country |  |
| Bank account details |  |
| Contact person |  |
| function/position |  |
| Place + date |  |
| signature |  |

### Partner organisation(s)

|  |  |
| --- | --- |
| organisation name |  |
| Street address |  |
| Postal code + City |  |
| country |  |
| Bank account details |  |
| Contact person |  |
| function/position |  |
| Place + date |  |
| signature |  |