# Agreement

## Erasmus+ Youth Exchange ‘project number’ – “name exchange”

To make sure that everything’s clear for every partner in this project, I’d like you to read this agreement carefully, and return it with your signature and date on it before date to emailadress.

### Budget

This project has been approved by the Erasmus+ Youth Programme, Youth Exchanges and receives a budget of maximum € XXXXXXXX(exact amount depends on the basis of facts and prove given in the final report). Vul hier het bedrag in dat goedgekeurd is op aanvraagniveau.

This budget is a total of different costs that the Erasmus+ Youth Programme will pay, according to their funding rules.

#### 1. Travel costs

##### 1.1 Amount

This amount was calculated for xxxx (number of persons of each group, leaders included) multiplied by €xxx (the budget related to the distance bands calculated number of kilometers) = €xxx .   
See overview (point 7 of this agreement), to see the amount for your country.

##### 1.2 Procedure

Each country finances their own travel costs (flight tickets, train tickets, bus or car, etc.).  
After the activity and before the date: XX/XX/20XX you send the proof of distance travelled to the coordinating organisation who will 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.*

#### 2. Preparatory visit support – unit costs (*enkel indien er een PREP is gepland*)

##### 2.1 Amount

Lump sum: €575 per participant per activity, excluding participants from the receiving organisation. A maximum of 1 participant per participating organisation can be funded per activity.  
See overview (point 7 of the agreement), to see the amount for your country.

##### 2.2 Procedure

* Each country finances their own travel costs (flight tickets, train tickets, bus or car, etc.)
* After the activity and before the date: XX/XX/20XX you send the proof of distance travelled to the coordinating organisation who will integrate it in the final report to the National Agency (NA).   
  *Het is aangeraden om de reiskosten van de PREP te betalen voor aanvang van de volgende activiteit.*
* With this amount we can also pay the accommodation and meals of this preparatory visit.
* There’s no participation fee charged for this preparatory visit!
* If the PREP is organised in the country of the coordinating organisation, the coordinating organisation is handling the money.
* If the PREP is organised in one of the partner countries, the coordinating organisation will transfer the allocated money for the accommodation to the account of the hosting organisation by the XX/XX/20XX.

After the PREP and before the XX/XX/20XX the hosting organisation will send the invoices to the coordinating organisation who will integrate it in the final report to the NA.

#### 3. Organisational costs

##### 3.1 Amount

Lump sum: €XXX per participant per day.   
Total budget: €XXX (maximum amount, when every country is represented by X participants and X group leader(s)).   
See overview (point 7 of this agreement), to see the amount for your country.

##### 3.2 Procedure

The amount of €XXX will be used to cover the expenses of the accommodation, food, programme, etc. during the youth exchange.

* 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.

#### 4. Exceptional costs (*dit is niet voor alle projecten van toepassing*)

##### 4.1 Amount

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

visa.

visa-related costs.

vaccinations.

residence permits.

*(Gelieve de juiste selectievakjes aan te kruisen)*

See overview (point 7 of this agreement), to see the amount for your country.

##### 4.2 Procedure

Each partner in the project keeps the proof of the costs made and will send these to the coordinating organisation after the activity and before the date: XX/XX/20XX.  
The coordinating organisation will integrate these in the final report to the NA.

#### 5. Inclusion support costs (*enkel als er jongere(n) met ‘fewer opportunities’ deelnemen*)

##### 5.1 Amount

Lump sum: €100 per participant with fewer opportunities per day, excluding group leaders and accompanying persons.   
Total budget: €XXX (maximum amount, when every country is represented by X participants with fewer opportunities)   
See overview (point 7 of this agreement), to see the amount for your country.

##### 5.2 Procedure

Each partner in the project keeps the proof of the costs made and will send these to the coordinating organisation after the activity and before the date: XX/XX/20XX.  
The coordinating organisation will integrate these in the final report to the NA.

#### 6. Additional inclusion support costs (*enkel als er jongere(n) met ‘fewer opportunities’ deelnemen*)

##### 6.1 Amount

The amount of €XXX is the sum budgeted for costs directly related to the participants with fewer opportunities.   
See overview (point 7 of this agreement), to see the amount for your country.

##### 6.2 Procedure

Each partner in the project keeps the proof of the costs made and will send these to the coordinating organisation after the activity and before the date: XX/XX/20XX.  
The coordinating organisation will integrate these in the final report to the NA.

#### 7. Budget overview as approved by NA

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Partner 1 | Partner 2 | Partner 3 | Partner 4 | Total |
| 1 | Travel costs | According to distance bands |  |  |  |  |  |
| 2 | Preparatory visit support | Unit costs: €575 per organisation for 1 participant per activity, excluding the receiving organisation |  |  |  |  |  |
| 3 | Organisational costs | Unit costs per day per participant, including accompanying persons |  |  |  |  |  |
| 4 | Exceptional costs |  |  |  |  |  |  |
| 5 | Inclusion costs |  |  |  |  |  |  |
| 6 | Additional inclusion support costs |  |  |  |  |  |  |
|  | Total budget |  |  |  |  |  |  |

Budget: remarque

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

#### 8. Reimbursement of costs

As soon as the coordinating 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 D of this document.

#### 9. Own fee per participant (*dit is geen verplichting)*

##### 9.1 Amount

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

##### 9.2 Procedure

Each country is responsible for collecting the participation fee of their own participants.

(*Neem hier ook de afspraken op i.v.m. het gebruik van die vergoeding:  
is dit extra organisational support voor de gastorganisatie of mag elke partner dat bijhouden om eigen kosten (bijvoorbeeld 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

#### 1. Of the coordinating organisation

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

* for the contacts with the NA in its country and to inform them 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.

#### 2. Of the 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;
* voorbereiding van het programma van de uitwisseling;
* 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 en de PREP;
* …

### Details and signature

#### For the partner organisation

|  |  |
| --- | --- |
| **Partner name** |  |
| **Street address** |  |
| **Postal code + city** |  |
| **Country** |  |
| **Bank account details** |  |
| **Contact person** |  |
| **Function/position** |  |
| **Date** |  |
| **Place** |  |
| **Signature** |  |

#### For the coordinating organisation

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Street address** |  |
| **Postal code + city** |  |
| **Country** |  |
| **Bank account details** |  |
| **Contact person** |  |
| **Function/position** |  |
| **Date** |  |
| **Place** |  |
| **Signature** |  |