**Let op!**Hieronder vind je een voorbeeldformat van een partnerovereenkomst voor groepsuitwisselingen. Wil je een overeenkomst maken voor een andere actie, kan je je hierop baseren, maar zal je zelf aanpassingen moeten maken toegespitst op de betreffende actie.

Dit is een voorstel, geen verplicht format, je kan de overeenkomst zelf aanpassen naargelang de afspraken die je maakt met je partners.

Dit document hoef je niet aan JINT te bezorgen. Het is alleen bedoeld als een hulpmiddel om duidelijke afspraken te maken met je partners.

Wat in het geel gemarkeerd staat, vul je zelf in.

Hier en daar staat er een opmerking in het rood. Die helpen je om het formulier in te vullen. Vergeet ze niet te verwijderen voor je het formulier doorstuurt naar je partner(s).



***Youth In Action – Youth exchange ‘project number’, “name exchange”***

**A G R E E M E N T**

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.

**A. BUDGET**

This project has been approved by the Erasmus + Youth In Action 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 Youth In Action Programme will pay, according to their funding rules.

**1. Travel costs**

1.1. Amount:

This amount was calculated for (number of persons of each group, leaders included) multiplied by (the budget related to the distance bands calculated number of km’s) = XXXX€

See overview (point 8 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 hun reiskosten nadat ze de nodige bewijzen hebben voorgelegd. Het is daarom belangrijk om met je partner duidelijk af te spreken wat het maximumbedrag is dat hij hiervoor 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. Advance planning visit – travel costs:** (*enkel indien er een APV is gepland*)

2.1. Amount:

This amount was calculated for one leader and one participant per group\* multiplied by the budget related to the distance bands calculated number of km’s = XXXX€

See overview (point 8 of the agreement), to see the amount for your country.

(\*nagaan of er een deelnemer meegaat en indien niet, de zin aanpassen)

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 APV te betalen voor aanvang van de volgende activiteit.*

**3. Advance planning visit – other costs:** (*enkel indien er een APV is gepland*)

3.1. Amount:

Accommodation is budgeted, but under exceptional costs (with a maximum of XXXX € ) and refunded by 100 %.

3.2. Procedure:

- With this amount we can pay the accommodation and meals of this advance planning visit.

- There’s no participation fee charged for this advance planning visit!

- If the APV is organised in the country of the coordinating organisation, the coordinating organisation is handling the money.

- If the APV 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 APV 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.

 (*kruis de juiste checkbox(es) aan*)

0 The budget is calculated for 2 persons (1 leader and 1 participant)/per group.

0 The budget is calculated for one leader/per group.

**4. Organisational costs:**

4.1. Amount:

Lump sum: € XXX per participant per day.

Total budget: € XXXXXX (maximum amount, when every country is represented by X participants and X group leader(s)).

4.2. Procedure:

The amount of € XXXXX 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 the 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.

**5. Exceptional costs:** *(dit is niet voor alle projecten van toepassing)*

5.1. Amount:

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

0 visa.

0 visa-related costs.

0 vaccinations .

0 residence permits.

0 costs to support the participation of young people with fewer opportunities.

 0 costs connected to accommodation of participants during an APV (see point 3.1.).

*(Gelieve de juiste selectievakjes aan te kruisen)*

See overview (point 8 of this agreement), to see the amount for your country.

5.2. Procedure:

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

The coordinating organisation will integrate those in the final report to the NA.

**6. Special needs costs:** ( *enkel als er jongeren met een beperking deel nemen*)

6.1. Amount:

The amount of € XXXX is the sum budgeted for costs directly related to the participants with disabilities.

See overview (point 8 of this agreement), to see the amount for your country.

6.2. Procedure:

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

The coordinating organisation will integrate those in the final report to the NA.

**7. Budget overview as approved by NA:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |   |   | **Partner 1** | **Partner 2** | **Partner 3** | **Partner 4** | **Partner 5** | **Total** |
| **1** | Travel costs – Youth Exchange | According to distance bands |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **2** | Advance planning visit - travel costs  | According to distance bands |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **4** | Operational costs | unit cost per day xnumber of participants (incl. accompanying persons) |    |  |  |  |  |  |
|  |
|  |
|  |
|  |  |  |  |  |  |  |  |  |
| **5** | Exceptional costs |  |  |  |  |  |  |  |
|  |  |   |   |   |   |   |   |  |
| 6 | Special needs support |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **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)

7.1. Amount:

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

7.2. 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 deze vergoeding:
is dit extra organisational support voor de gastorganisatie of mag elke partner dit 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.)*

**B. 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 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.
1. **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;*
* *…*

**C. OTHER AGREEMENTS**

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

* *data en locatie van de groepsuitwisseling en de APV;*
* *…*

**D. DETAILS AND SIGNATURE**

**For the Partner organisation:** XXX

Partner name:

Street address:

Postal code + city:

Country:

Bank account details:

Contact person:

Function / position:

Date:

Place:

Signature:

**For the Coordination organisation: XXX**

Street address:

Postal code + city:

Country:

Contact person:

Function / position:

Date:

Place:

Signature: