**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).

# European Solidarity Corps – Individual Volunteering ‘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 European Solidarity Corps 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 European Solidarity Corps Programme will cover, according to the official funding rules of the programme.

### Travel costs

#### Amount

This amount was calculated for (the number of people involved) multiplied by (the budget related to the distance band calculated number of kilometers) = €XXX.  
See overview (point 1.9 of this agreement) to see the amount.

#### Procedure

Organisation xxx finances the travel costs (plane tickets, train tickets, etc.) and keeps the 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).

### Management costs

#### Amount

Unit cost: €225 per participant (excluding accompanying persons) in individual volunteering, with a maximum of €4.500 per grant request.   
Total budget: €XXX (maximum amount, if all approved participants are present).

#### Procedure

The amount of €XXX will be used to cover the expenses for administration, planning, finances, coordination and communication between partners related to this volunteering activity.  
The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

### Organisational support

#### Amount

Unit cost: €XXX per day per participant (including accompanying persons).  
Total budget: €XXX (maximum amount, if all participants are present for the approved number of days).   
See overview (point 1.9. of the agreement) to see the amount.

#### Procedure

The amount of €XXX will be used to cover the expenses of lodging, local travel, validation of learning outcomes etc. related to this volunteering activity.   
The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

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

#### Amount

Unit cost: €XXX per day per participant with fewer opportunities (excluding accompanying persons).  
Total budget: €XXX (maximum amount, if all participants with fewer opportunities are present for the approved number of days).   
See overview (point 1.9. of the agreement) to see the amount.

#### Procedure

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

### Pocket money

#### Amount

Unit cost: €XXX per day per participant (excluding accompanying persons).  
Total budget: €XXX (maximum amount, if all participants are present for the approved number of days).   
See overview (point 1.9. of the agreement) to see the amount.

#### Procedure

The amount of €XXX is a contribution to additional personal expenses for participants.  
The beneficiary organisation will manage the finances for this project.  
(hier kan je bijvoorbeeld een verdeling van de budgetten toevoegen)

### Language learning support (enkel van toepassing voor activiteiten die langer duren dan 60 dagen en als geen OLS – Online Language Support – is voor die taal/dat niveau)

#### Amount

Unit cost: €150 per day per participant  
Total budget: €XXX (maximum amount, if all participants are present for the approved number of days).   
See overview (point 1.9. of the agreement) to see the amount.

#### Procedure

The amount of €XXX will be used to cover the expenses of support offered to participants in order to improve the knowledge of the language they will use to carry out their volunteering tasks.   
The beneficiary organisation 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 (including accompanying persons)  
Total budget: €XXX (maximum amount, if all participants are present for the approved number of preparatory visits).   
See overview (point 1.9. 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

Unit cost: €575 per participant per preparatory visit (including accompanying persons)  
Total budget: (maximum amount, if all participants are present for the approved number of preparatory visits).   
See overview (point 1.9. of the agreement) to see the amount.

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

visa.

visa-related costs.

vaccinations.

medical certifications.

clearance requirements costs.

residence permits.

expensive travel costs.

support of the participation of young people with fewer opportunities.

personal insurance for in-country activities.

*(Gelieve de juiste selectievakjes aan te kruisen)*

See overview (point 1.9. 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. travel costs |  |  |  |  |  |
| * 1. management costs |  |  |  |  |  |
| * 1. organisational support |  |  |  |  |  |
| * 1. Inclusion support |  |  |  |  |  |
| * 1. pocket money |  |  |  |  |  |
| * 1. Language learning support |  |  |  |  |  |
| * 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 the basis of 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

#### 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 volunteering project.
* 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 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 |  |