

Co-funded by the
Europe for Citizens Programme
of the European Union



COOPERATION AGREEMENT

Title of the project: EUROPOLY – An innovative Bottom-Up
approach to fight euroscepticism through networking

Cooperation agreement for the implementation of the project “EUROPOLY - an innovative Bottom-Up approach to fight euroscepticism through networking” financed by the Europe for Citizens Programme (Decision Nr. 2017 – 1319 / 001 – 001)

Between

Applicant organization of Partner 1: Centro Diego Fabbri

PIC: 936225668

Corso Armando Diaz,34, Forlì, Italy

And

Partner 2: City of Dubrovnik

PIC: 931445411

Pred Dvrrom, Dubrovnik, Croatia

Partner 3: Local Government of Szolnok City of County Rank

PIC: 952116014

Kossuth tér 9.9, Szolnok, Hungary

Partner 4: Youth Centre Velenje

PIC: 947286966

Saleska cesta 3, Velenje, Slovenia

Partner 5: Ayto. Medina del Campo

PIC: 951157072

Plaza Mayor de la Hispanidad 1, Medina del Campo, Spain

Partner 6: Municipality of Fano

PIC: 926900476

Via San Francesco 76, Fano, Italy

Partner 7: Obshtina Shumen

PIC: 919647592

17 "Slaviyanski" bld, Shumen, Bulgaria

Partner 8: University of Arts Targu Mures

PIC: 945726236

Str Samuel Koteles 6, Targu Mures, Romania

On the basis of:

- Council Regulation (EU) No 390/2014 of April 2014 establishing the “Europe for Citizens” programme for the period 2014 – 2020;

- Programme Guide “Europe for Citizens” (Version valid as of January 2017);
- Call for proposal: EACEA 36/2014: Networks of towns

Article 1

Each project partner accepts the workplan of the Application Form and respects the timetable of the events to be organized by the partners involved. In case if any change of timetable is required, the partner in question has to come to a common conclusion with the Lead Applicant (Centro Diego Fabbri) and all other partners.

Article 2

Partners undertake the obligation to organize the project events allocated to their organization (one international meeting per partner), maintaining the structure of the programme outlined in the AF, while having the right to actualize the theme of the programme in a reasonable way, discussing the changes with Centro Diego Fabbri in advance.

Article 3

The partners undertake the obligation to send participants to the partner’s events hold in other countries; the number of persons delegated abroad is determined in the AF and is shown in the Table 1: Participation in meetings. If a partner cannot send the definite number of participants to a partner’s event abroad, it is its duty to inform Centro Diego Fabbri and all other partners about this situation before the meeting, asking for and helping to find substituting person(s) who can be enrolled on the attendants’ list. Participants of Centro Diego Fabbri in event in Fano and vice versa cannot be considered as “international”. However, both partners will have financial resources allocated to participate in each other event with 2 persons and cover their accommodation/meals.

Table 1 Participation in meetings									
	Event in Velenje	Event in Medina	Event in Szolnok	Event in Fano	Event in Dubrovnik	Event in Shumen	Event in Targu Mures	Event in Forli	
Velenje		2	2	2	2	2	2	4	16
Medina	2		2	2	2	2	2	4	16
Szolnok	2	2		2	2	2	2	4	16
Fano	2	2	2		2	2	2	0	12
Dubrovnik	2	2	2	2		2	2	4	16
Shumen	2	2	2	2	2		2	4	16
UAT	2	2	2	2	2	2		4	16
Centro Diego Fa	3	3	2	0	3	2	3		16
									0
	15	15	14	12	15	14	15	24	

Article 4

The partners undertake the obligation to ensure that minimum number of local participants defined in the Table 2: Local participants are taking part in the event organized by them. According to the rule of the Programme, 30% of the total participants must be foreign (sent by project partners).

Table 2: Local participants	
Event in Velenje	51
Event in Medina	50
Event in Szolnok	50
Event in Fano	48
Event in Dubrovnik	51
Event in Shumen	49
Event in Targu Mures	50
Event in Forlì	86

Article 5

Partners oblige themselves to manage and take part in the partners' events by respecting the following rules:

- the travel costs of the persons visiting a meeting abroad are to be paid by the sending partner;
- the accommodation costs of the invited participants and the organization costs of the meetings are paid by the respective organizing (host) partner.

The accommodation costs should cover the accommodation of the foreign participants (in form of hotel, private room or other one), the number of whom is determined in the Table 1. Maximum 3 nights per person.

The organization costs include the cost of the local transfer needed for arranging the meeting/programme, the costs of catering of the foreign participants (3 lunches and 2 dinners), and the expenses of the programme (e.g. fee for lectures, preparation of program materials, rental fee for rooms, etc.).

- The cost of transfer from the airport to the partner town has to be paid by the travelling partner, but the host partner can decide to manage the transfer by using its own capacity and financing.

Parameters used to define the budget:

- Accommodation costs: 70,00 Euro per person for 1 night
- Dinner: 20,00 Euro per person
- Lunch: 15,00 Euro per person
- Travel costs: 450,00 Euro per person

- General costs for the organization of event: 2000,00 Euro per partner (except for the Lead Applicant who will have a higher budget for the organization of the final project event in Forlì).

The partners accept the allocation of the budget as shown in the Table 3: Budget allocation for partners.

Table 3 Budget allocation for partners				
	Travel	Accommodation and meals for international participants *	General costs (coordination + local communication)	TOTAL
Velenje	7.200,00	4.425,00	2.000,00	13.625,00
Medina	7.200,00	4.425,00	2.000,00	13.625,00
Szolnok	7.200,00	4.130,00	2.000,00	13.330,00
Fano	5.400,00	4.425,00	2.000,00	11.825,00
Dubrovnik	7.200,00	4.425,00	2.000,00	13.625,00
Shumen	7.200,00	4.130,00	2.000,00	13.330,00
UAT	7.200,00	4.425,00	2.000,00	13.625,00
Centro Diego Fabbri	7.200,00	7.965,00	2.500,00	17.665,00
TOTAL				110.650,00

The division of the budget among budget lines (Travel, Accommodation and General Costs) has been done by the Lead Applicant in order to define the budget allocation per project partner. Considering that the expenditures do not need to be reported to the EU (the grant is calculated on the basis of flat-rate financing), the partners will be free to administrate their share of budget as they prefer. EU contribution covers 100% of estimated costs and no co-financing is needed.

Taking into consideration that the final meeting in Forlì will be a wide-ranging event, which will take much resources in its organization, Partners accept that 5.850,00 Euro are dedicated to the organization of the final event in Forlì. 7.500,00 Euro is used for producing the common communication and dissemination outputs of the project, the production and costs of which will be shared between the partners, as agreed during the drafting phase, as follows:

- 1) Realization of promotional spots during each event (2.000,00 Euro) – Responsible partner: YOUTH CENTRE VELENJE
- 2) Realization of a video (DVD) collecting initiatives and outputs of each meeting (3.500,00 Euro) – Responsible partner: MUNICIPALITY OF FANO
- 3) Realization of project website (2.000,00 Euro) – Responsible partner: CENTRO DIEGO FABBRI

Partners accept that 21.000,00 Euro is separated from the project budget for managing the common activities: 14.000,00 Euro is for the tasks of coordination by Centro Diego Fabbri (including preparation of application, coordinating the whole

implementation of the project, supporting partners in definition of the Agenda and the management of partners), 7.000,00 Euro is for the tasks of financial reporting, writing the final report and managing contact with the Agency by Centro Diego Fabbri.

Article 6

Partners accept that an amount of advance payment calculated as 40% of the Partner's Budget of Table 3 is to be transferred from the LP to the bank account number of the partners after signing the PA by all the partners.

Article 7

In case of a partner do not participate in a foreign meeting, the reduction of its budget will be calculated in the following way:

- The partners accept that if the number of the foreign participants delegated by one partner is less than defined in Table 1, the financial consequences arising in form of reduction of the EU grant will be allocated to the partner concerned.
- If a foreign participant is substituted by another partner, the amount of the average travel costs (450 euro) shall be allocated to the partner who manages the substitution.

Article 8

If a partner do not achieve its tasks for organizing a meeting and sending participants to project meetings abroad, all financial consequences has to be borne by itself, and the relevant amount of money, obtained from pre-financing payment, has to be paid back to the EU/EACEA via the Lead Applicant of the project.

The partners accept that they do not take over the pre-payment amount if not intending to take part in the implementation of the process.

Partners agree that efforts will be made for helping each other in managing the financial realization of the project. Such supports could relate to direct transfer of the travel cost in case of missing from a meeting, or providing free transportation to a partner going to a meeting, or providing free-of-charge accommodation for extra number of participants, etc. - supposing that such support is reasonable, of course.

Article 9

The partners acknowledge that each hosting partner has to provide a summary documentation of the meeting, which includes all relevant information and documents of the event (agenda, signed sheets of participants, documents of presentations and lectures, photos and video of the event, short summary of the programme in English, list of places visited, publications, report on promotional events and tools, etc.). All documents have to be presented in paper form and uploaded to a DVD/website as well, handed over or sent by post to the lead partner, normally in one month after the meeting.

Article 10

Partners accept that any conflicting situation and question relating to the implementation of the project shall be managed via the Lead Applicant and a common forum of the project partners, and every partner makes effort to achieve the tasks of the project EUROPOLY in proper way.

Article 11

The partners acknowledge that the recent document of the Cooperation Agreement is to be signed by each partner separately, and the signed document is to be sent to the Lead Applicant in scanned form via e-mail (info@centrodiegofabbri.it) as soon as possible, and it will be handed over in paper form as well, latest during the first project meeting.

a) Place and date and stamp of **Lead Applicant**:.....

Mrs. Baccolini Raffaella, President
Centro Diego Fabbri

b) Place and date and stamp of the **Partner**:.....

name and function of the representative of Partner

name of the partner's organization