



# Example of a partnership agreement (EVS project)

[LOGOS OF THE PARTNER ORGANISATIONS]



## PARTNERSHIP AGREEMENT

ON  
*EUROPEAN VOLUNTARY SERVICE  
(EVS) PROJECT*

BETWEEN

**Receiving Organization,  
Sending Organisation  
&  
Volunteer**

NAME OF THE PROJECT: \_\_\_\_\_

NUMBER OF THE PROJECT: \_\_\_\_\_



DATE OF THE PROJECT: \_\_\_\_\_

DATE OF ACTIVITIES: \_\_\_\_\_

Between **Receiving Organisation**, represented by **Legal Representant**, on the one hand,  
The organization **Sending Organisation**, represented by **Legal Representant**, on the second hand,  
The volunteer **Name SURNAME**, on the third hand,  
made an agreement on the project named **Project's name**.

### Article 1- Details about the partners

#### 1.1- The Coordinating Organisation/Applicant

Is also  Host or  Sending organization

**NAME**

Address

Country

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

web : \_\_\_\_\_

mail : \_\_\_\_\_

EI : \_\_\_\_\_

The person in charge of the project in **Name of the Sending Organisation** is **Name SURNAME, statut, email**

#### 1.2- The partner

Is  Receiving Organization or  Sending organization

**NAME**

Address

Country

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

web : \_\_\_\_\_

mail : \_\_\_\_\_

EI : \_\_\_\_\_

The person in charge of the project in **Name of the Receiving Organization** is **Name SURNAME, statut, email**

#### 1.3- The volunteer

**Name SURNAME**

Born on \_\_\_/\_\_\_/\_\_\_ in Birth city

Address

email

ID number / passport:

Emergency Contact:

NAME



Youth Workers  
Online Training

Tel :

## Article 2- Role of partners involved in the project

### **2.1-COORDINATING ORGANIZATION/ Applicant**

**NAME of the Coordinating Organization**, as a coordinating organization, insures the full management of the project at pedagogical, administrative and financial levels.

#### **2.1.1 administrative and financial levels**

- a) proposes a calendar of activities to partner organisations and can adapt project's dates according to needs of hosting organisation or volunteer
- b) carries out the financial aspect of the project and distributes the grant, as described in the article 3 and in line with the distribution of tasks formalised in this agreement,
- c) collects all documents and invoices necessary for the final report and sends it to the National Agency Erasmus+,
- d) makes sure that hosting organisation establishes a Youth Pass certificate for the volunteer,
- e) in case of conflict situation, finds the best solution with the partner and the volunteer. Cancelling hosting project would be an exceptional decision.
- f) bears the financial and administrative responsibility for the entire project towards the National Agency Erasmus+.

#### **2.1.2 pedagogical level**

- a) checks if the sending organisation well prepared the volunteer,
- b) checks if the hosting organization carries out practical arrangements for the volunteer
- c) checks if the volunteer receives all needed support during all the voluntary service,
- d) makes sure that the volunteer attends the full EVS training and evaluation cycle
- e) makes sure that the volunteer is covered by the obligatory EVS group insurance plan foreseen in the Erasmus+ Programme
- f) promotes the project and disseminates all results of the project at local, regional, national, european and international level,
- g) makes sure that each organisation involved respects its own commitment and role as defined in the present article.
- h) if the project description doesn't correspond with real activities or/and the coordinating organisation wasn't informed about changes in advance, ADICE can decide to cancel the project,

### **2.2-SENDING ORGANIZATION**

**Name of the Sending Organization**, as a sending organization:

#### Preparation

- a) Helps the volunteer(s) to find and contact a receiving organization ;



- b) Provides clear information on volunteer's background and informs the hosting organization about the needs and expectations of the volunteer ;
- c) Provides adequate preparation for the volunteer(s) before departure, according to the individual needs and learning opportunities of the volunteer(s) and in line with the Volunteer Training Guidelines and Minimum Quality Standards of the European Commission ;
- d) Registers the volunteer to obligatory EVS group insurance plan foreseen in the Erasmus+ Programme ;
- e) Ensures, in cooperation with the receiving organization, that the volunteer receives support in carrying out language preparation (if applicable, support to carry out the online language course and assessments provided by the Commission) ;
- f) Ensures the participation of the volunteer(s) in the pre-departure session, if organized by the National Agency or SALTO.

#### Contact during the voluntary activity

- g) Keeps in contact with the volunteer(s) and with the receiving organization(s) during the project ;
- h) Supports the volunteer all along the project ;

#### Upon volunteer's return

- i) Makes an internal evaluation of the project with the volunteer ;
- j) Provides support to volunteer(s) to help reintegrate them into their home community ;
- k) Gives volunteers the opportunity to exchange and share experiences and learning outcomes ;
- l) Encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes ;
- m) Provides guidance regarding further education, training or employment opportunities ;
- n) Ensures the participation of the volunteers in the annual EVS event organized by the National Agency in their country ;
- o) Promotes and disseminates the results of the project at local, regional, national, European and international levels.

## 2.3- RECEIVING ORGANIZATION

**NAME of the Receiving Organization**, as a host organization:

- ❖ Gives all information necessary for the administrative coordination of the project ;
- ❖ Is in contact with the coordinating and sending organizations all along the project ;
- ❖ Informs the coordinating and sending organizations if something happened or changed in the frame of the project ;
- ❖ Promotes and disseminates the results of the project at local, regional, national, European and international levels ;
- ❖ Prepares an explanation letter and sends it to the coordinating organization if the project is shortened by its own decision ;

#### Mentor

- ❖ Identifies a mentor who is responsible for providing to the volunteer(s):



- Personal support ;
- Support to carry out the online language course and assessments provided by the Commission (if applicable) ;
- Support to carry out a self-reflection on the learning outcomes of the EVS activity (through the use of Youthpass) ;
- Manages crisis or conflict situations together with the sending tutor ;
- Makes an evaluation of the project with the volunteer (volunteer's final report) and sends it to the coordinating and sending organizations ;

#### Task-related support

- ❖ Offers supervision and guidance to the volunteer(s) through experienced staff ;

#### Personal support

- ❖ Provides personal support and support during the learning/Youthpass<sup>1</sup> process to volunteer(s) ;
- ❖ Gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialize, to participate in leisure activities, etc. ;
- ❖ Encourages contact with other EVS volunteers whenever possible ;

#### EVS training and evaluation cycle and language support

- ❖ Ensures the participation of the volunteer(s) in the on-arrival training and mid-term evaluation organized by the NA or SALTO ;
- ❖ Arranges language learning opportunities and support to volunteers undertaking language courses ;

#### Principles of EVS

- ❖ Ensuring universal accessibility to EVS: receiving organizations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s) ;
- ❖ Offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated ;
- ❖ Identifying clear learning opportunities for the volunteer(s) ;

#### Accommodation and food

- ❖ Providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s) ;

#### Local transport

- ❖ Ensures that means of local transport are available for the volunteer(s) ;

#### Allowance

- ❖ Gives the due allowance to the volunteer(s) on a weekly or monthly basis.

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<sup>1</sup> **How to create the Youthpass :**

Go on this web page: <https://www.youthpass.eu/fr/youthpass/youthpass/>

Ask for the login details to the coordinating organisation, and then choose the project you are participating in, and enter a new participant.

Please describe the hosting activities and important information needed for the volunteer and the partner organisations:

### RECEIVING ORGANISATION

*Please give a short description of hosting organisation (and, if applicable, of local coordinating organisation)*

### TASKS OF THE VOLUNTEER

*Please give a detailed description of volunteer's tasks :*

*Please specify weekly schedule :*

### TRAINING AND SUPPORT

*What kind of linguistic support will be provided to the volunteer?*

*Will the volunteer receive any additional training from your organisation?*

TUTOR			
<i>Name of the tutor:</i>			
<i>Phone number:</i>		<i>E-mail:</i>	
<i>What languages does he/she speak?</i>			
<i>How frequently will the volunteer meet the mentor?</i>			
<i>Is the mentor a member of hosting organisation?</i>			

<i>Who is the person in charged of the project?</i>			
<i>Phone number:</i>		<i>E-mail:</i>	

HOSTING COMMUNITY	
<i>Is the project located in rural or urban area? Please give a short description of the hosting community:</i>	
<i>What kind of leisure activities does the community provide? (Cinema, theatre, disco, swimming pool,...)</i>	
<i>Are there other foreigner young people/volunteers in your area?</i>	

TRANSPORT	
<i>How will the volunteer get from his lodging to his working place? Will he/she be given a transport card?</i>	
<i>What kind of transport service is provided?</i>	



FOOD	
<i>Will the volunteer :</i>	
<input type="checkbox"/> eat in the canteen	Is there any possibility to adapt meals to a potential special diet (vegetarian, Muslim diet and etc.)?
<input type="checkbox"/> get allowance to buy food by himself/herself	How much?  Are there any special rules regarding shopping or invoices?
<input type="checkbox"/> other	Please specify :

ACCOMMODATION
<i>What kind of accommodation?</i>
<i>What is the detailed address of the accommodation?</i>
<i>Will the volunteer share the lodging with someone else?</i>
<i>What kind of facilities will be provided? (e.g. Washing machine, TV, phone, kitchen...)</i>
<i>Are there any rules concerning the accommodation? (Possibility to host guests, cleaning, organising parties...)</i>

POCKET MONEY
<i>When will the volunteer receive the pocket money?</i>
<input type="checkbox"/> At the beginning of every month <input type="checkbox"/> At the end of every month <input type="checkbox"/> Once a week <input type="checkbox"/> Directly transferred to the volunteer's bank account by the Coordinating Organisation ( <i>for projects in Partner Countries</i> )

Are you going to open a bank account for the volunteer?

Yes

No

Will the volunteer get the money in:

Cash

Bank transfer?

**ANY FURTHER INFORMATION THAT MAY BE USEFUL FOR THE VOLUNTEER:**

## 2.4- The Volunteer

**Name SURNAME** as a volunteer, undertakes to:

- a) Be actively involved in the project process,
- b) Provide all administrative and pedagogical information necessary for the project,
- c) Be on time for the meeting with coordinating/sending/receiving organisations,
- d) Prepare candidate with the support of the sending organisation,
- e) Achieve the project on a given period, and respect the internal rules imposed by the host organisation,
- f) Respect rules regarding accommodation
- g) Complete and sign all documents required for the final report (pocket money declaration, mid-term and final evaluations...),
- h) Be in contact by mail, telephone or meeting with the involved partner organisations,
- i) Stay in regular contact with sending organisation (send back contact sheet once a month)
- j) Return to the coordinating organisation the original travel tickets (boarding pass, train ticket...),
- k) Help sending and hosting organisations to promote the project
- l) Participate in pre-departure, on-arrival, mid-term and evaluation seminar/s
- m) Take holidays (equivalent of 2 days per each month of EVS) with the accordance of hosting organisation

### 3- Financial issues and money transfer

#### 3.1 Budget division according to EU's grant

All items in euros			
	Sending Organisation	Hosting Organisation	Volunteer
Travel costs	0 €	0 €	0 €**
Sending activity costs	0 €	0 €	0 €
Host activity costs	0 €	0 €	0 €
Volunteer's allowance	0 €	0 €	0 €
Coordination costs	0 €	0 €	0 €
Exceptional costs	0 €	0 €	0 €
Linguistic support	0 €	0 €	0 €
<b>Total grant awarded:</b>	<b>0 €</b>	<b>0 €</b>	<b>0 €</b>

**\*\* If the travel costs allowed by Erasmus+ Program is not enough to cover the totality of the international transport, the volunteer will have to pay the complement**

The coordinating organization/applicant will transfer the money **for the partner organization** as follows:

Transfer rounds	Amount	Conditions of payment
The hosting organization will receive <b>00%</b> of the host budget not later than one week after the arrival of the volunteer	<b>0.00 euros</b>	after sending to <b>[NAME OF THE COORDINATING ORGANISATION]</b> by post the financial agreement in 3 copies (signed and stamped) and arrival of the volunteer on the project
The partner organization will receive <b>00%</b> of the host budget in the middle of volunteer's project.	<b>0.00 euros</b>	
The partner organization will receive the balance not later than 4 months after the end of the project <b>[NAME OF THE PROJECT]</b>	<b>0.00 euros</b>	<ul style="list-style-type: none"> <li>- after receiving the final report and the youth pass of the volunteer</li> <li>- after approving final financial sold</li> <li>- after receiving all documents concerning on arrival and mid-term training of the volunteer (please see Article 3.5 for details)</li> <li>- after receiving documents justifying expenses (ex: visa costs)</li> </ul>

**For the volunteer:**

Volunteer's allowance: **00 euros**.

3.2 For **all expenses done in other currency than euro**, the **conversion into euro shall be made** at the accounting rate established by the European Commission and published on its website:

(<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=fr>).

Please use the exchange rate applicable for the month when the expense was done.

3.3 If the project of the volunteer **is shortened, the grant** received by hosting organization **will be reduced** according to the dates of presence of the volunteer on the project.

3.4 Volunteers hosted outside Program Countries will receive 50% of pocket money before departure and 50% in the middle of the project on his/her French bank account. If volunteer's project finishes before the date agreed by partners, the volunteer is OBLIGED to reimburse the pocket money for days/months that he didn't achieve.

### 3.5 Trainings not organized by National Agencies or SALTO

In the countries without National Agencies or SALTO, the hosting organization is responsible for carrying out on-arrival and mid-term trainings and the sending organization for pre-departure training (according to the demand done in the application form of the current project).

The training must be based on a provisory budget presented to the coordinating organisation before the beginning of the project. If the budget is not validated in advance, the coordinating organisation is not obliged to accept the expenses of the training.

If the training costs are higher than the subvention allocated by the National Agency Erasmus+, the organiser will be obliged to cover them itself.

After the training and before the end of the project the organizer must present to **[NAME OF THE COORDINATING ORGANISATION]**:

- a presence list with the signatures of volunteers and trainers,
- pedagogical/narrative report with the description of the training,
- financial report (on excel form) with certified copies of all bills and contracts with trainers,
- an invoice for the coordinating organisation with the demand of the reimbursement of training costs,

Training costs will be reimbursed only after their acceptance by the National Agency Erasmus+, which allocated the grant. If the NA Erasmus+ refuses some of the bills, **[NAME OF THE COORDINATING ORGANISATION]** will not reimburse organizer for those expenses.

**Article 4- Bank details to be provided**

**4.1- Bank details of the partner organisation**

<i>Please fill in the details needed for the payment to reach the account of the partner organisation</i>			
Bank name	[REDACTED]		
Country	[REDACTED]		
IBAN number	[REDACTED]	BIC/Swift	[REDACTED]
Account holder	[REDACTED]		

**4.2- Bank details of the volunteer, if necessary**

Bank details of	[REDACTED]
Bank name	[REDACTED]
IBAN number	[REDACTED]

### Article 5- Specific Conditions

5.1 The Agreement is prepared in 3 original copies.

5.2 Any amendment to the present agreement shall be agreed by all the parties and signed by legal representatives.

5.3 In case of disagreement, the parties shall find a common solution. If necessary, they will be solved according to the current legislation.

### Signature

On a behalf of the **Coordinating organization/Applicant**

Is also  host organization or  Sending organization

**Name of organisation**

**Name of legal representative & function**

Signature & Stamp

Place:

Date:

On a behalf of the **Partner Organization**

Is  host organization or  Sending organization

**Name of organization**

**Name of legal representative & function**

Signature & Stamp

Place:

Date:

On a behalf of the **Volunteer**

**Name SURNAME**

Signature

Place:

Date:

### Declaration of honour of the volunteer

I, undersigned, declare that:

This is the first EVS project that I am participating in.

I have already participated in a short term EVS project in .....  
it lasted for .....

