**Partnership Agreement**

**Hidak Ifjúsági Alapítvány,** address: 33. Fsz/1. Ajtosi Durer sor, 1146 Budapest, Hungary; registration number: 01-01-0012740; represented by: Csenge Kolozsvári, President of Board of Trustees; hereinafter referred to as *Coordinator*,

and

**Organisation name,** Kotlářská 260/15, Veveří, 602 00 Brno, registration number: 03376010; represented by: Katerina Kalabova, managing director and Anna Benisova, project coordinator, hereinafter referred to as *Partner*,

have agreed on the following:

Coordinator prepared and submitted the **Our EU 2024 – V4 in Action** project (ID: #22320117) and it was approved by the International Visegrad Fund for funding.

Parties agreed on cooperate and implement the project together between 1.10.2023 and 31.01.2025. In general, Coordinator is responsible for the implementation, takes responsibility for financial management and administrative tasks of the project as coordinator and Partner contributes to the implementation of the project.

In detail, **responsibilities of the Coordinator are**:

* Overall project management, financial management, dissemination, evaluation and reporting;
* Keeps contact with the project manager of the International Visegrad Fund;
* Prepares a cloud-based folder dedicated to the project and shares every necessary information with the partners;
* Prepares and regularly updates the project subpage;
* Organises online meetings with the partners;
* Prepares templates and provides information for each deliverable, organises the workflow;
* Provides experts to work on the Our EU 2024 E-learning Course and the Our EU 2024 Mobility Roadshow, elaborates Hungarian translation of the e-learning course;
* Hosts a part of the Mobility Roadshow and delegates a facilitator and 4 participants
* Follows-up of the Mobility Roadshow and the social media challenges;
* Implements a social media campaign in its social media pages;
* Is available for the partners, project managers, experts, facilitators and young people in case of any questions, remarks or problems.

In detail, **responsibilities of the Partner are**:

* Contributes to the project management, financial management, dissemination, evaluation and reporting with any information or document requested by the Coordinator;
* Participates in the kick-off meeting, final meeting and the online meetings with the partners;
* Provides experts to work on the Our EU 2024 E-learning Course and the Our EU 2024 Mobility Roadshow, elaborates translation of the E-learning Course into their national language;
* Delegates 4 participants to the Mobility Roadshow, hosts a part of the Mobility Roadshow and delegates a facilitator;
* Follows-up of the Mobility Roadshow and the social media challenges;
* Implements a social media campaign in its social media pages;
* Cooperates with the Coordinator and the other project partners, supports the implementation of the project to the best of its knowledge;

In case of completion of the above listed responsibilities, Partner entitled to a **payment** of €2950 and the reimbursement of the travel costs based on the actual costs up to €1320. Based on compliance verification, Partner provides invoices or payment requests about the following cost items:

* Project management and overhead costs: €1200
* Contribution to the Our EU 2024 e-learning course (expert fee): €1000
* Translation of the Our EU 2024 e-learning course (expert fee): €150
* Promotion of the Our EU 2024 e-learning course: €100
* Facilitation on the Our EU 2024 Mobility Roadshow (expert fee): €150
* Promotion of the Our EU 2024 Mobility Roadshow: €50
* Contribution to the V4 in Action online campaign (expert fee): €150
* Promotion of the V4 in Action online campaign: €150
* Personal travel costs of the kick-off meeting, final meeting, and mobility roadshow participants: based on original tickets and invoices, up to €1320

Bank transfer will be made in two parts:

1. €3070 within 10 business days after signing the partnership agreement – expert fees; promotional costs; training equipment; and travel costs for all events.
2. A maximum amount of €1200 within 10 business days after the final meeting – overhead cost, from which travel costs differences will be deducted based on the actual costs.

Transfers will be made exclusively via bank transfer based on this contract, compliance verification documents and invoices, in accordance with Hungarian law, to the following bank account:

**Beneficiary: Brno for you, z.s.**

**Bank name: Fio banka, a.s.**

**Bank Address: V Celnici 1028/10, 117 21 Praha 1**

**SWIFT: FIOBCZPPXXX**

**Account number IBAN: CZ7720100000002100708400**

During the project implementation Parties will respect both Hungarian and Czech law. If there is any difference between this agreement and the grant agreement between the Coordinator and the International Visegrad Fund, the latter is decisive. Parties declare that in case of any misunderstanding or disagreement, they will seek open communication, cooperation and a peaceful solution.

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| **Hidak Ifjúsági Alapítvány**  Csenge Kolozsvári  Location: Budapest, Hungary  Date: | **Organisation name**  Name of the representative  Location:  Date: |