



PARTNERSHIP CONTRACT

Project name: Cunoaște tradiția! (Knows the traditions!)

Project number: 2019-2-RO-01KA105-064081

Project location: The leisure center OGLINZI, Neamț, Romania

Duration of project: 01/08/2019 - 31/12/2019

Dates of the youth exchange: 23/09 – 29/09/2019,

22st September and 30th September being travel days.

Project coordinator: Asociația PRO ROMA, Iasi, Iasi County, Romania

Participation:

- All partners will publish the Call for participants using its media or social media tools: website, Facebook page, newspaper, Radio, TV etc., and send the links via e-mail to Asociația PRO ROMA (margaretaheranu@yahoo.com) by latest **01th September 2019**
- Each partner will select 2 group leaders and 8 participants according to the profile established in the preparatory phase of the project, by latest **9th September 2019**
- All partners will finalise the preparation of participants by latest **15th September 2019**, preparation which includes:
 - Selection of participants;
 - First meeting with participants (at least via Skype if not possible in person) and first information;
 - Meeting where the Youthpass certificate will be presented to the groups;
 - Meeting for supporting the workshop design (from the activity schedule);
 - Pre departure meeting and finalizing transport aspects.

Note: *partners will organise as many meetings as needed, but necessary minimum 3. Partners will document the meetings and send to the organisers proofs and short report about the preparation (few sentences describing the role of the meeting and what were the main points);*

- All official points of programme are obligatory for group leaders and participants. Participants who will refuse participation in official points of programme can be asked to leave „**Knows the traditions!**” project without reimbursement of travel cost;
- All partners will advertise results of „**Knows the traditions!**” project (information about project should appear on internet, local media or website of sending organization till end of **01st November 2019**);
- All partners need to organize the follow-up and dissemination workshops in their communities, offering support to the leader and participants which attended the project to share their experience and knowledge gained, by latest **15 November 2019**, and will publish the events coordinated, on their website by latest **25th November 2019**;
- Hosting organization and sending organizations can use photos from official points of programme to advertise project „**Knows the traditions!**”

- Sending organization needs to provide explanation if there is lack of gender balance in group.
- Participants in group need to be aged **16 - 25 years old**. If age is different, sending organization needs to provide official explanation within a written declaration, signed and stamped by the legal representative.
- Every participant of „**Knows the traditions!**” project needs to have **insurance** (European Health Insurance Card or Hospital treatment policy), accidents after effects policy.
- Participants will be accommodated in international rooms, with own bathroom each room and no gender mix. The food is traditional Romanian, as this is an international and cultural experience; participants should be informed about this in advance.
- The group leader will have the task to fill in the report sent by the European Commission after the mobility ends, e-mail named replies-will-be-discarded. If the leader does not fill in the report, the reimbursement of travel cost will not be done!
- Participants of sending organization need to have address in country where the organization is, to represent sending organization. If the participant has different nationality, in order to attend from the partners countries, he/she needs to provide the residence permit before being selected. If he/she is not from city where is official address of sending organization, official explanation should be prepared by group leader.
- Group leader of sending organization will actively participate in leaders team work and will respect all its responsibilities as group leader.

Reimbursement of travel costs:

- It is allowed to come to Romania 2 days before the youth exchange and go back 2 days after youth exchange. If it's more sending organization needs to provide official explanation of this situation. Also, have in mind that if you choose to come and depart in different days as the official ones, you will have to cover your own expenses during your stay and to reach the meeting points which will be established afterwards in order to be picked up with the rest of the groups.

Read carefully!!!!

"Asociation PRO ROMA" gives back reimbursement of travel costs only after the following:

- partners send all related documents to „Asociation PRO ROMA” by e-mail and post, where needed, without exception, within **1 MONTH** after the departure day! If not, the reimbursement will not be sent anymore!!

- 1) **invoice: from the plane, train ticket, transport companies;**
- 2) **ticket with clearly visible information regarding the name, time and route of the travel, price;**
- 3) **contract with the service provider in the absence of a ticket;**
- 4) **boarding passes in case of a flight in original or PDF where allowed.**
- 5) **PROOF OF PAYMENT which is mandatory in Romania for the national legislation, which consist in providing the bank transaction details made when buying the tickets.**

Invoice must be original and must contain the name and address of the issuer, the name and address of the recipient, a clear description of the trip and a serial number.

- **Leader’s report has being submitted in Mobility Tool.**
- **Dissemination and follow up activities were made.**

The billing data of our Association:

*Asociația PRO ROMA
str, Ion Creangă, nr. 56A, PT 23 Tătărași
Postal Code: 700321
Iași, România*

Reimbursement will be done in EUR only to the bank account of the PARTNER NGO, not to the participants! These are official rules of the National Agency in Romania. Afterwards, the partner has the task to split the money to the participants, if they bought the tickets themselves. On-site reimbursement is only possible in case partner organization fills **REIMBURSEMENT CLAIM FORM** and submit it within maximum **1 MONTH** before actual meeting.

Evaluation:

All partners will fill in and send back evaluation forms about:

- *preparatory stage of project;
- *meeting in Romania;
- *evaluation questionnaire about whole project.

„Asociatia PRO ROMA” will send forms to all partners.

Other:

margaretahertanu@yahoo.com are the official e-mails of the project, used for communication. Information sent to them and from them will be treated as only official ones.

Name of sending organization:

Address of sending organization:

Account Holder's full name:

IBAN:

SWIFT/BIC:

Name Surname, Signature of legal representative:

.....

Place,

Date.....

Name of hosting organization: Asociația PRO ROMA

Address of hosting organization: str. Ion Creangă, nr. 56A, PT 23 Tătărași, Iași, Romania

Name Surname, Signature of legal representative:

Margareta HERȚANU

.....

Place,

Date.....