



SVČ Děčko Náchod

European Voluntary Service – Partners' Agreement

1. Title of project : Take the best from volunteering

2. Project number: 2018-2-CZ01-KA125-048270

2.1 Duration of the mobility

Start of the activity:	1/09/2019	End of the activity:	31/08/2020	Duration:	11 months
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2.2 Hosting organisations

2.2.1 Hosting organisation

Name	DDM Děčko Rychnov nad Kněžnou				
Street address	Poláčkovo Náměstí 88				
Postcode	516 01	Postcode	516 01		
Email	[redacted]		Email	[redacted]	
Telephone	[redacted]		Telephone	[redacted]	

Contact person

Surname and title	Mgr. Solár	Josef
Position/function	Director	
Email	[redacted]	
Telephone	[redacted]	Telephone [redacted]

2.3 Coordinating organisation

Name	SVČ Děčko Náchod				
Street address	Zámecká 243				
Postcode	54701	City	Náchod		
Email	[redacted].cz		Country	Czech Republic	
Telephone	[redacted]		Telefax	[redacted]	

Contact person

Surname and title	Mrs Skalová	First name	Tereza
Position/function	EVS coordinator		
Email	[redacted]		
Telephone	[redacted]	Telefax	[redacted]

3. EVS partnership

We ensure a solid partnership between EVS sending, coordinating and host organisations and the volunteer during the whole process of the EVS activity.

In prior consultation with the volunteer and the organisations involved, the tasks of the volunteers will be arranged.

• **The sending organisation** is in charge of the preparation and support of the volunteer before, during and after the EVS activity. The specific tasks are:

- Preparation for departure (insurance, application for visa, travel arrangements and costs)
- Preparation for pre-departure training

- Seminar upon return
- Responsibility for validity of all information about volunteer
- Communication with coordinating and hosting organisation
- Cooperation in case of crisis, service or personal troubles of volunteer

- **The coordinating organisation**

Communicates with all partners involved in the project about all arrangements needed for the project, especially in terms of preparation and financial management. The coordinating organisation distributes the funds received according to this Agreement.

Tasks:

- The transfer of money for any other costs linked to the activities of the project (if agreed separately according to possibilities and the budget)
- Distribution of pocket and boarding money via volunteers accounts
- Support of and regular meetings with the volunteer to ensure the exchange of information between the volunteer and all other partners involved, and also to assist with special topics and getting to know the foreign country.
- Particular support in crisis prevention and management.
- The informing of the sending organisation in case of changes to the project. The person in charge of the project should manage crises or conflicts with the volunteer before deciding to return him or her back to her sending country
- Providing evidence of the receipts and finalising the financial report
- Distribution the funds received according to this Agreement
- Evaluation of the project with the volunteer and the communication of this to the sending and hosting organisation
- Re-evaluation of the project and dissemination all results at the local, regional, national and European level; realisation of a follow up activity for the increasing of knowledge about EVS in the local community.

The coordinating organisation will transfer the money to the hosting organisation quarterly, upon an invoice stating the list of expenditures made in the previous three months together with the copies of the receipts and vouchers. The last instalment may be only paid to the hosting organisation after the grant balance is received from the Czech National Agency.

The hosting organisation has to ensure sufficient working conditions for the volunteer throughout the entire activity period. They have to provide adequate personal, linguistic and task-related support, including the identification of a mentor for the volunteer.

The hosting organisation will provide:

- Accommodation
- Facilities for meals
- Money for local transport to on-arrival- and mid-term-training sessions
- Preparation for on-arrival and mid-term-training sessions
- Cooperation in case of crisis, service or personal troubles of volunteer
- Czech language training
- Support and tools for the volunteer
- Medical care in case of need
- Czech SIM card for a personal mobile phone and partial coverage of work-related call costs
- The hosting organisation together with the volunteer will write the text part of the final report and will provide it to the coordinating organisation within two months of the end of the activity.

4. Division of the Community grant for volunteer

The hosting organisations will each get the following grants:

Hosting activity costs: **255 EUR** per month of the activity per one volunteers

11 220 EUR in total per organization for 11 months of the activity per 4 volunteers

Payment will be 80% during the project and 20% after accepted final report.

Payment is going to be divided in 3 transfers. The next always after the proof of expenses.

5. Bank details

5.1 Bank details of the coordinating organisation

Bank name	Fio banka		
Bank branch	Náchod		
Street address	Tyršova 64		
Postcode	547 01	Postcode	547 01
Country	Czech Republic		
Sort code	CZ2620100000002000522692	SWIFT code	FIOB CZPP XXX
Account number	2000522692/2010 EUR		
Account holder	Středisko volného času Dečko, Náchod, Zámecká 243		

5.2 Bank details of the hosting organisations

5.2.1

Bank name	Komerční banka, a.s.		
Bank branch	Rychnov nad Kněžnou		
Street address	Staré náměstí 65		
Postcode	816 01		Rychnov nad Kněžnou
Country	Czech Republic		
Sort code IBAN			
Account number	78 8970820207 / 0100		
Account holder			

The hosting organisation will manage a bank account for the volunteer in the host country, if they need it, so the volunteer is able to manage their own grant.

6. Declaration of honour

All information concerning me, the undersigned is correct and is considered to the best of my knowledge.
I confirm that my institution has the financial and operational capacity to complete the proposed project.

Coordinating organisation:

Surname Mrs

Ing. Hiebschová

First name Kateřina

Signature


Náchod
744
712 36 830 (5)

Date: 31.8.2019

Hosting organisation :

Surname Mr

Mgr. Solár

First name

Josef

Signature



Date: 31.8.2019