



1. Title of project : Newest Volunteers nest

2. Project number: 2017-1-CZ01-KA105-034604

2.1 Duration of the mobility

| | | | | | |
|------------------------|-----------|----------------------|------------|--|--|
| Start of the activity: | 1/09/2017 | End of the activity: | 31/08/2018 | | |
|------------------------|-----------|----------------------|------------|--|--|

2.2 Hosting organisations

2.2.1 Hosting organisation -

| | | | | | |
|----------------|---|---------|-----------------------|--|--|
| Name | Zakladni skola Nove Mesto nad Metuji, Komenského 15, okres Náchod | | | | |
| Street address | Komenského 15 | | | | |
| Postcode | 549 01 | City | Nové Město nad Metují | | |
| Email | zskom@zskom.cz | Country | Czech Republic | | |
| Telephone | 491 474 264 | Telefax | | | |

Contact person

| | | | | | |
|-------------------|------------------------|------------|------------------|--|--|
| Surname and title | Milt | First name | Vladimír | | |
| Position/function | | | | | |
| Email | vladimir.milt@zskom.cz | | | | |
| Telephone | 00420491474264 | Telefax | --00420491470544 | | |

2.3 Coordinating organisation

| | | | | | |
|----------------|----------------------|---------|-------------------|--|--|
| Name | SVČ Děčko Náchod | | | | |
| Street address | Zámecká 243 | | | | |
| Postcode | 54701 | City | Náchod | | |
| Email | decko@deckonachod.cz | Country | Czech Republic | | |
| Telephone | 00420 491 428 744 | Telefax | 00420 491 428 744 | | |

Contact person

| | | | | | |
|-------------------|----------------------|------------|--------------------|--|--|
| Surname and title | Mrs Hiebschová | First name | Kateřina | | |
| Position/function | EVS coordinator | | | | |
| Email | hiebschova@seznam.cz | | | | |
| Telephone | 00 420 775085859 | Telefax | 00 420 491 428 744 | | |

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: **225 EUR** per month of the activity per one volunteers
5400 EUR in total per organization for 12 months of the activity per 2 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

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|----------------|-------------------------------|-----------|-------------------------------|
| Bank name | Komerční banka | | |
| Bank branch | Náchod | | |
| Street address | Masarykovo náměstí | | |
| Postcode | 547 01 | Postcode | 547 01 |
| Country | Česká Republika | | |
| Sort code | CZ50 0100 0000 0000 1863 3551 | Sort code | CZ50 0100 0000 0000 1863 3551 |
| Account number | 18633551/0100 CZK | | |
| Account holder | SVČ Děčko Náchod | | |

5.2 Bank details of the hosting organisations

5.2.1

| | | | |
|----------------|---|-----------|-----------------------|
| Bank name | Komerční Banka | | |
| Bank branch | Nové Město nad Metují | | |
| Street address | Komenského 54 | | |
| Postcode | 549 01 | | Nové Město nad Metují |
| Country | Czech Republic | | |
| Sort code IBAN | CZ91 0100 0001 0783 7351 0237 | BIC/Swift | KOMBCZPPXXX |
| Account number | 107-8373510237/0100 | | |
| Account holder | Základní škola Nové Město nad Metují, Komenského 15, okres Náchod | | |

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 Pohanková First name Ing. Ludmila
Signature  Date: 11.9.14



STŘEDISKO VOJNĚHO ČASU
DĚČKA MACHOJ
Zámečka 213, 517 91 Machov
Tel: 491 428 744
IČ: 712 36 830

Hosting organisation:

Surname Mr MILT First name Mgr. Vladimír
Signature  Date: 20/8/14

ZÁKLADNÍ ŠKOLA
Nové Město nad Metují,
Komenského 13, okres Náchod
tel: 491 428 768 fax: 491 470 54
zsk@mmzsk.com