

SVČ Děčko Náchod

European Voluntary Service – Partners' Agreement

1. Title of project : Volunteering matters

2. Project number: 2017-2-CZ01-KA135-035784

2.1 Duration of the mobility					
Start of the activity:	1/11/2017	End of the activity:	31/10/2018		

2.2 Hosting organisations

2.2.1 Hosting organisation

Name	Alice Società Cooperativa Sociale				
Street address	località Valle del Marta, snc, 01017 Tarquinia, Italy				
Postcode	01017		Postcode		
Email	info@coopalice.it		Email		
Telephone	+390766842752		Telephone		

Contact person

Surname and title	Mr ANDREA (name)		SPIGONI (surname)		
Position/function	legal representative				
Email	spigoni@coopalice.it				
Telephone	+390766842752		Telephone		

2.3 Sending 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	

2.3 Associated partner in the role of coordination organisation

Name	Cooperativa Sociale Muovimente			
Street address	Via Santa Maria in Gradi, 21, 01100 Viterbo, Italy			
Postcode	01100	City	Viterbo	
Email	evs@muovimente.it	Country	Italy	

Telephone	0039 3332215531	Telefax
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Contact person			
Surname and title	Pasquali	First name	Cinzia
Position/function	evs coordinator		
Email	evs@muovimente.it		
Telephone	0039 3332215531	Telefax	

3. EVS partnership

We ensure a solid partnership between EVS sending, associated partner (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 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

- **The associated partner (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:

- 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 of the funds received according to this Agreement
- Distribution of boarding money via volunteer account
- 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
- Italian language training
- Support and tools for the volunteer
- Medical care in case of need
- Italian 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 associated organisations will each get the following grants:

Hosting activity costs: **600 EUR** per month of the activity per one volunteers

7200 EUR in total per organization for 12 months of the activity

Payment will be 5400 EUR before start of activities and 1800 EUR after accepted final report.

Payment is going to be divided in 2 transfers. The next after the proof of expenses.

5. Bank details

5.1 Bank details of the sending organisation

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 associated organisations

5.2.1

Bank name	Cassa di Risparmio di Orvieto
Bank branch	
Street address	Via Igino Garbini, 27, 01100 Viterbo VT
Postcode	01100
Country	Italy
Sort code IBAN	IT76E0622014501000001100933
Account number	N. 463 1100933-0
Account holder	MUOVIMENTO SOCIETA' COOP SOCIALE

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.

Sending organisation:

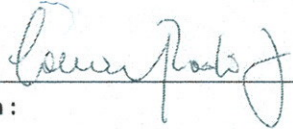
Surname *Mrs* Pohanková First name Ing. Ludmila
Signature  Date: 29.10.2017

STŘEDISKO VOLNÉHO ČASU
DĚČKO, NÁCHOD
Černá 243, 547 01 Náchod
Tel. 491 428 744
IC: 712 36 830 ③

Associated partner :

Surname *Mr* RODI FALANGA First name CARMINE
Signature Date: Viterbo, 17/10/2017





Hosted organisation :

Surname *Mr* SPIGONI First name ANDREA
Signature Date: Viterbo, 17/10/2017


ALICE
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Partita IVA: 00877070506