

**1. Title of project : Volunteering Matters****2. Project number: 2017-2-CZ01-KA135-035784****2.1 Duration of the mobility**

Start of the activity:	1/09/2018	End of the activity:	31/08/2019		
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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	Decko.rk@seznam.cz	Email	Decko.rk@seznam.cz		
Telephone	00 420 494 535 680	Telephone	00 420 494 535 680		

**Contact person**

Surname and title	Surname and title	Surname and title	
	Mgr. Josef Solár		
Position/function	Director		
Email	Decko.rk@seznam.cz		
Telephone	+420603543702	Telephone	+420603543702

**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: **240 EUR** per month of the activity per one volunteers  
**5760,- EUR** in total per organization for 12 months of the activity per 2 volunteers

Czech language course **150 EUR** per volunteer  
**300 EUR** in total for 2 volunteers

**Total: 6060 EUR**

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

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

## 5. Bank details

### 5.1 Bank details of the coordinating 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 hosting organisations

#### 5.2.1

Bank name	Komerční banka, a.s.		
Bank branch	Rychnov nad Kněžnou		
Street address	Staré náměstí 65		
Postcode	516 01		Rychnov nad Kněžnou
Country	Česká republika		
Sort code IBAN	CZ 74 0100 0001 1544 3404 0227		
Account number	115-4434040227/0100		
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

Pohanková

STREDISKO VOJNEHO ČASU

First name Ing. Ludmila

Signature

STREDISKO VOJNEHO ČASU  
HĚZSKÝ NÁCHOD  
80-01-01-017-01 Náchod  
tel. 491 428 744  
IC 712 36 830

Date:

16.5.2018

### Hosting organisation :

Surname Mr

Solár

First name

Josef

Signature

Dům dětí a mládeže  
Poláčkovo náměstí 88  
516 01 Rybnov u Kn.  
Č.Ú. 1/2018/18

Date:

16.5.2018