



SVČ Děčko Náchod

European Voluntary Service – Partners' Agreement

1. Title of project : Volunteering matters

2. Project number: 2017-2-CZ01-KA135-03573

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	Zakladni skola Nove Mesto nad Metuji				
Street address	Komenského 15				
Postcode	549 01	City	Nové Město nad Metují		
Email	zskom@zskom.cz	Country	Czech Republic		
Telephone	+420491 474 264	Telefax			

Contact person

Surname and title	Mrs. Pelikánová	First name	Eva		
Position/function	coordinator				
Email	[REDACTED]				
Telephone		Telefax	+420491 474 264		

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	[REDACTED]				
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: **215 EUR** per month of the activity per one volunteers
5160 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 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 455		Sort code	50 0100 0000 0000 1863 455
Account number	1003355170100 0210			
Account holder	SVČ Děčko Náchod			

5.2 Bank details of the hosting organisations

5.2.1

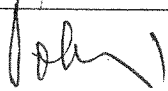
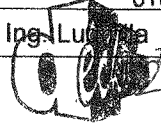
Bank name	KOMERČNÍ BANKA		
Bank branch	NOVÉ MĚSTO NAD METVÍ		
Street address	KOMENSKÉHO 54		
Postcode	549 01		NOVÉ MĚSTO N. M.
Country	CZECH REPUBLIC		
Sort code IBAN	CZ11 0100 0000 0000 1863 455		KOMENSKÉHO
Account number	107 004 001 0000 0000		
Account holder	ZAKLADNÍ ŠKOLA NOVÉ MĚSTO N. M., KOMENSKÉHO 15, OKRES NÁ		

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

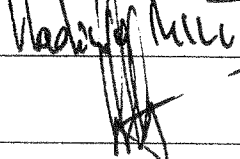
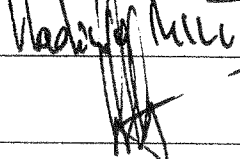
I information concerning me, the undersigned is correct and is considered to the best of my knowledge. confirm that my institution has the financial and operational capacity to complete the proposed project.

Coordinating organisation:

Surname	Mrs	Pohanková	First name	Ing. Lucie
Signature			Date:	

STŘEDISKO VOLNÉHO ČASU
 DEČKO, NÁCHOD
 Zámecká 243, 547 01 Náchod
 Tel. 491 428 744
 IC: 712 36 830 (5)

Hosting organisation :

Surname		First name	ZÁKLADNÍ ŠKOLA
Signature			Date:

Nové Město nad Metují
 Komenského 15, okres Náchod
 Tel. 491 474 264 Fax 491 470 544
 zskom@zskom.cz (1)