Youth in Action

Action 1.1 Youth Exchanges
Internal Partnership Agreement

Projects supported under Youth Exchanges are transnational and based on the cooperation among two or more promoters.

Among the promoters of a project, the applicant plays a major administrative role; it submits the application form on behalf of all the partners and, if the project is approved:

- bears the financial and legal responsibility for the entire project towards the granting Agency
- coordinates the project in cooperation with all other partner promoters involved
- receives the EU Youth in Action financial support.

However, as regards the implementation of the project, all partners are responsible for carrying out tasks. It is therefore essential that the applicant promoter distributes the EU Youth in Action grant to each of the project promoters in proportion to the tasks they have to carry out.

For this reason, the Commission strongly recommends that all promoters involved in a Youth in Action project sign an *internal partnership agreement* among them; such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project.

An internal partnership agreement constitutes a key instrument to ensure a solid partnership among promoters in a Youth in Action project as well as to avoid or manage potential conflicts.

Indicatively, it should contain at least the following information:

- project title and reference of the grant agreement between the applicant promoter and the granting Agency
- names and contacts of all the promoters involved in the project
- role and responsibilities of each promoter
- division of the EU YiA grant (according to the above responsibilities)
- payments and budget transfer modalities among promoters
- name and signature of the representative of each promoter.

Although this practice is strongly recommended to safeguard the interests of each partner in a project, the Commission does not oblige promoters to formalise their relations with partners through a written agreement; nor would such an agreement be requested and overseen by the granting National or Executive Agency.

Moreover, it is up to the project promoters to jointly decide on how the EU grant will be distributed and which costs it will cover. With this regard, the table below aims at providing an indication of how the EU grant could be used to support the main tasks carried out based on past experience:

Youth Exchanges
Indicative sharing of funding awarded under "project costs"
(excluding funding for travel costs and exceptional costs)

Category of tasks	Sending Organisation(s)*	Host Organisation(s)**
Percentage out of total "project costs"	5%-15%	85%-95%

* E.g. preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication.
** E.g. food, accommodation, premises, equipment, materials/tools, local transport, safety measures, evaluation, dissemination and exploitation of results, administration/communication.

Reference of the grant agreement: **MT - xx- xx - 201x - Rx**

Internal Partnership Agreement (template)

Project No : MT - xx- xx - 201x - Rx
Project Title :

I. Preliminaries:
The following Partnership agreement should be signed between applicant and partner organisations/groups involved in the above mentioned Youth in Action project.
A signed original of the Partnership agreement is handed out to all involved organisations/groups.

II. Names and Contacts of all the promoters involved:
The following Partnership agreement is to be signed between applicant and partner organisations involved in the above mentioned Youth in Action project.

Applicant organisation/Group (beneficiary of the grant)
Name:
Address:
Legal Representative:
Position/function:

Partner Organisation/Group
Name:
Address:
Representative:
Position/function:

III. Roles and Responsibilities of the Host Organization and The Partner:

a) Roles and Responsibilities of the Applicant Organization:
   - [Example: Providing food, accommodation, premises, equipment, materials/tools, trainers/facilitators, safety measures, local transport, evaluation, dissemination and exploitation of results, administration/communication, …..]
   - ...

b) Roles and Responsibilities of the Partner Organization:
   - [Example: preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication…..]
   - …

IV. Sharing of the project costs:
The partners agree to share the project costs as follows:

Share of the total project cost	Percentage	Euro (€)
for the partner organisation/group (5%-15%):	….%	0,00

for the applicant organisation/group (85%-100%):	….%	0,00
Total:	**100%**	**0,00**

V. Money transfer for the project costs:

The transfer is operated in

☐ direct payment on project venue for 100% of the shared amount during the activity
☐ one single bank transfer of 100% of the shared amount at the beginning of the project
☐ direct payment on project venue for 80% at the beginning of the activity, 20% after payment of the balance by the granting NA.
☐ Other: for example: Full repayment if the activities are carried out as planned in the original agreement'

……

VI. Signatures

By signing this partnership agreement the partners agree on carrying out jointly the project in the frame of the YOUTH IN ACTION programme and the conditions set out above, and agree to comply with the guidelines of the YOUTH IN ACTION programme, valid for the year in which the grant has been allocated.
The partners allow the European Commission and the involved National Agencies to make available and to use all data provided in the frame of this project for the purposes of managing the YOUTH IN ACTION programme.
All data, on paper or electronically, will always be used respecting the privacy of individual persons.

Applicant organisation/Group	**Partner Organisation/Group**
Name of the legal representative: …… Position/function: ……..	Name of the legal representative: …… Position/function: ……
Signature:	*Signature:*
Place: Date: ……./……/201X	Place: Date: ……./……/201X

Youth in Action

Youth Exchange PARTNERSHIP – Example of Roles and Responsibilities

The Coordinating / **host organisation** will

- encourage the implementation of an Advanced Planning Visit with a maximum of two leaders per partnership in sufficient time prior to the exchange activity
- carry out preparation activities with the exchange group prior to the exchange activity.
- ensure safe and decent living and working conditions for the exchange group throughout the entire activity period.
- support the transport arrangements for the sending groups on arrival to Malta to reach the exchange venue
- ensure that the protection and safety of participants throughout the project
- will ensure measures aimed at enhancing the visibility of the project and the visibility of the Youth in Action Programme in general
- Ensure the promotion and dissemination of project results at the end of the activity.
- take responsibility for overall budgetary management of the project and liaison with sending promoters and the submission of the final report to the National Agency.

The **sending promoter(s)** is responsible for

- the leaders of the youth exchange attending the pre-arranged Advanced Planning Visit with a maximum of two leaders per partnership in sufficient time prior to the exchange activity
- carrying out preparation activities with the exchange group prior to the exchange activity.
- support the transport arrangements for the sending groups to the nearest airport for departure to Malta
- ensure that the protection and safety of participants throughout the project
- will ensure measures aimed at enhancing the visibility of the project and the visibility of the Youth in Action Programme in general
- Ensure the promotion and dissemination of project results at the end of the activity.

take responsibility for returning all travel receipts and participant signatures in the agreed time of XXX weeks