**Internal partnership agreement**

**For the Erasmus+ project**

**[Title]**

**[Project number]**

This agreement (‘the agreement’) is concluded between the following parties:

on the one part,

[full official name of the coordinator]

[official legal form] [if applicable]

[official registration No] [if applicable]

[official address in full]

[VAT number], [if applicable]

[PIC number],

The applicant and coordinating organisation [Name of the organisation]  
(Hereinafter referred to as “coordinator”), represented for the purposes of signature of this Agreement by [function, forename and surname]

and

on the other part,

The partner organisation [Name of the organisation]  
(Hereinafter referred to as “project partner”), represented for the purposes of signature of this Agreement by [function, forename and surname]

[full official name of the project partner]

[official legal form] [if applicable]

[official registration No] [if applicable]

[official address in full]

[VAT number], [if applicable]

[PIC number],

have agreed to the following conditions in addition to the agreement with the National Agency:

1. Together with [number of project partners] other project partners, both parties implement the aforementioned Erasmus+ project between the [start date] and [end date].

Both parties have taken notice of the following underlying documents:

* 1. The application form
  2. The detailed internal budget description as annex to the agreement [the coordinator to choose].

1. All project partners work together confidentially and promise to provide truthful and accurate information during the implementation of the project.
2. [Coordinator to choose] All costs incurred according to the application form are reimbursed by the project to a maximum amount of […] EUR for all project partners.   
   The reimbursement takes place according to the following procedures:
   1. Every project partner receives […] % of the management costs as an advance payment within 30 days after taking effect of the present agreement.
   2. […] % of the eligible costs of the implemented mobility activities are reimbursed within 30 days to all affected project partners after the submission of all supporting documents to the coordinator.  
      This corresponds to […] EUR for a staff mobility, […] EUR for a mobility to a transnational project meeting and […] EUR for a student mobility.  
      The following attestations are considered eligible supporting documents in their entirety:
      1. Certificate of attendance
      2. The completed evaluation questionnaires
      3. A complete list of the participants
   3. […] % of the eligible costs of the implemented activities are reimbursed within 30 days to all affected project partners after the submission of all supporting documents (receipts, time sheets,…) to the coordinator.

All supporting documents shall be submitted to the coordinator within 30 days after the end of the corresponding mobility/activity and on the [date] at the latest.  
In case of delayed or incomplete supporting documents, a reimbursement of the eligible costs can only take place after the finalisation and acceptance of the final report by the National Agency related to a potential balance payment.

1. Any adjustments to the project implementation shall be, if necessary, discussed with all project partners und decided by a simple majority.
2. In case of any misconduct related to the implementation of the project or incomplete implementation of activities, the respective project partner is held liable by the coordinating organisation, which is held liable by the National Agency.   
   Those signing the present partnership agreement therefore commit themselves to reimburse the grant received by the coordinator and to waive any claims on further project-related payments in case of incomplete implementation of the project on their part.
3. For the purpose of checks and audits by the National Agency or the European Union, all project partners shall keep any supporting documents within 5 years after the finalisation of the project.  
   All copies shall be submitted to the coordinator in due time. All project partners commit to taking any precaution necessary to guarantee that audits and checks can take place without obstructions.
4. Potential final balance payments take place within 60 days after the acceptance of the final report and transfer of the remaining grant by the National Agency.
5. All payments must be made to the project partner’s bank account as indicated below:  
     
   IBAN: ………………………………………………………..

BIC: …………………………………………………………..

Name of the bank: ……………………………………….

Name of the account holder: ……………………….

|  |  |
| --- | --- |
| Legal representative of the  Coordinating organisation  Signature:  Name:……………………………..  Function:…………………………  Date:……………………………. | Legal representative of the  Project partner  Signature:  Name:…………………………..  Function:………………………  Date:………………………….. |
| Stamp: | Stamp: |