

GRANT CONTRACT 2eu01 TANDEM Europe II

Tandem Europe engages participants in an intense international collaboration process, which includes the realisation of a shared interdisciplinary project linked to their cultural expertise.

The Tandem grant contract sets out the financial agreement between MitOst e.V., Alt-Moabit 90, 10559 Berlin (Germany) – implementing body of the Tandem programme – and the Tandem grant holders indicated below. All activities implemented in the framework of the Tandem grant are non-profit. All related communications are to take place in English, with euro as currency.

Annexes:

1. Tandem Application, incl. activity plan and budget
2. Partnership Agreement
3. Payment request for placement and collaboration project grant template
4. Travel costs reimbursement request template
5. (Placement) subsistence & accommodation costs template
6. Placement organisational costs receipt template
7. Budget and financial report template
8. Narrative report template
9. Tandem Europe Style Guide, incl. logos

1.1. Placement Grant

Placement Grant	<ol style="list-style-type: none"> 1. Travel costs for both participants travelling to their partner organisation: maximum 320,00 € per participant for 1 international return travel; 2. Accommodation and subsistence costs up to 100,00 € per placement day, maximum 12 placement days, in total maximum 1.200,00 € per participant; 3. Local organisational costs at 40,00 € per placement day, maximum 12 placement days: in total maximum 480,00 € per organisation. <p>Maximum per participant/organisation: 2.000,00 € In total, a maximum of 4.000,00 € per Tandem can be granted.</p>
Payment and Financial Report	<p>The participants can ask for 2000 € per placement in advance sending in a payment request (annex 3). Prepayment can be transferred earliest one month before the start of the first placement.</p> <p>The placement report should contain all the originals of all receipts related to expenditures eligible within the Tandem placement grant or digital copies if no hard-paper original was issued. If the originals must be kept for own accounting purposes, all provided copies must contain a clear accounting assignment to the Tandem project. All expenditures (reasons for payments) in languages other than German or English have to be translated. Local organisational costs are paid as a lump sum per diem. Only costs actually incurred can be covered.</p>

	The placement report and original receipts have to be submitted in digital and hard copy together with the project report adding the per diem receipts (annex 5 & 6).
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1.2. Collaboration Project Grant	
Grant	Max. 5.000,00 EUR (share of collaboration project grant)
Grant Conditions	<p>The grant is provided for the collaboration project as budgeted and planned as described in the application form (annex 1) or any addenda thereof after approval of the programme coordination.</p> <p>Please note that major changes made to the project plan as stated in the grant contract's annexes should be promptly reported to the programme coordination. This includes changing the partners involved, project activities, project outcomes, time planning and changes within the budget's main heading of more than 20%. This communication has to take place before the actual expenditure occurs and be approved by the project coordination team. Personnel costs can be covered up to a maximum of 1,500.00 EUR through the Tandem share. The Tandem grant only covers actual expenditures incurred. Unpaid balances, in case that the entire grant has not been used, cannot be claimed after the end date of the project and non-utilized funds will be reclaimed by MitOst e.V.. MitOst e.V. is entitled to require reimbursement of any ineligible payments made. Costs covered by the Tandem grant cannot be used for any other reporting to other funders.</p>
Payment	<p>Payment of the Tandem grant will take place no fewer than two weeks after signed copies of this contract and a first payment request (annex 3) has been received by MitOst e.V..</p> <p>The grant will be transferred to the organisation's bank account.</p> <p>Grant holders can ask for the first instalment up to 4.000,00 EUR. The remaining amount (1.000,00 EUR) will be transferred after the final narrative and financial reports have been approved and all other grants within the programme have been accounted for.</p>
Narrative and Financial Report	<p>The report form includes a financial report (annex 7) that grant holders should complete by the end of the programme.</p> <p>The final financial report should be submitted with the narrative report (annex 8) and a final payment request (annex 3). Expenses incurred in local currency through the grant shall be translated into EURO for reporting purposes, using the exchange rate as published on the EC website (http://ec.europa.eu/budget/inforeuro/) of the respective month of expenditure.</p> <p>The financial report should contain all the originals of all receipts related to</p>

	<p>expenditures eligible within the Tandem project grant or digital copies if no hard-paper original was issued. If the originals must be kept for own accounting purposes, all provided copies must contain a clear accounting assignment to the Tandem project. All expenditures (reasons for payments) in languages other than German or English have to be translated.</p> <p>The grant holders agree to present an up-to-date report during the Tandem interim meeting. They furthermore agree to transmit their completed financial report two weeks after completing the project activities and latest October 15. Deadline for submitting all remaining financial documents and the narrative report is November 30, 2018.</p>
Audit	<p>Please note that the funding organisations supporting Tandem randomly select projects for an on-site audit. This audit will not only pertain to the funds awarded by the Tandem grant but to all income and expenditure related to the projects under review. By accepting a Tandem grant, you agree to accept a visit from an auditor appointed by MitOst, or any of the funding organisations and to assist him or her in auditing your bookkeeping with regard to the project for which a grant has been received. All expenditures incurred for the project should be clearly identifiable in your bookkeeping and available for ten years after the end of the project. As a result of the audit, MitOst and the funding organisations are entitled to require reimbursement of any payments made.</p>

3. Reimbursement of Programme Related Meetings

The programme covers travel expenses of the project managers related to attendance of the Tandem Europe meetings. This includes travel costs, accommodation and meals. Approval from the programme coordination is necessary before booking plane and train tickets. Any deviation (e.g. additional nights in the hotel due to earlier/later flights) has to be pre-approved by the programme coordination. The meetings to which this reimbursement applies include the Kick-Off, the Interim and the Final Meeting.

The **reimbursement** is based on the originally signed reimbursement sheet (annex 4) submitted to MitOst along with the invoices, receipts, tickets and original boarding passes, both in digital and original. The documents shall be received by MitOst within three weeks after the respective meeting. Payment of the expenses will take place within two weeks after the reimbursement documents have been received and approved by the programme coordination.

4. Acknowledging Support and Visibility

Grants are awarded on the condition that grant holders agree to acknowledge explicitly support from Tandem in any publication, publicity materials, communications, or events relating to the project and to include the logos of the partners along with the sentence:

“Tandem Europe is an initiative developed by European Cultural Foundation and MitOst e.V.. together with Fondazione Cariplo with additional financial support from Robert Bosch Stiftung and Stavros Niarchos Foundation. It is implemented together with 4iS (Aveiro), COMM’ON (Athens) and Ideas Factory (Sofia).”

See also annex 9 for further instructions.

Grant holders have the obligation to provide the programme coordination with copies of any publication, audio-visual materials, or other documentation that resulted from their project (e.g. proceedings of the events, programme booklets, posters, photographs, leaflets, website up-dates, and related statistics). When possible and in order to facilitate sharing of the project's results through the Tandem website, the grant holders will be asked to provide photos, a digital version of the publication and/or a digital file of any video or film that documents the work. It is strongly recommended to clearly state the name of the photographer, the event and date of any visual material so that he/she can be credited accordingly.

Publication and database rights for the material published on the Tandem website remain with MitOst. All usage of media footage will be done according to a Creative Common license agreement or any other agreement the grant holder, MitOst, ECF, Fondazione Cariplo, the Robert Bosch Stiftung and Stavros Niarchos Foundation find appropriate. See further <http://creativecommons.org/>.

Grant holders should include the Tandem logo and a clear, accessible **link on their organisations' websites** to <http://www.tandemforculture.org/>.

Grant holders should inform the programme coordination about all dates of all events/activities financed by the Tandem grant no later than **one month before** the event takes place.

5. Violation of Agreement, Applicable Law and Competent Court

In the case that the grant holder is in violation of any of the provisions of this agreement, MitOst has the right, at its sole discretion, to terminate this agreement and is entitled to a reimbursement of some or all funds paid to the grant holder under this agreement.

This contract is subject to German law. The parties hereby undertake to execute their agreement in good faith and, in the event of any dispute arising herewith, to make every effort at arriving at a conciliatory solution. Should litigation occur and legal action be proven necessary, the sole jurisdiction shall lie with the District Court of Berlin.

We agree and confirm:

- to implement only non-profit activities within the collaboration project funded through Tandem. All events and outputs will be of charitable character.
- to take part in all elements of Tandem Europe 2017-2019 to their full extent, especially the meetings, placements, and the joint project, including the final meeting in November 2018.
- that our organisations are informed as to the content and goals of the Tandem Europe programme and support our participation.
- to decide on all relevant matters of our project together on the basis of our partnership agreement (annex 2).

Organisation 1:

in collaboration with organisation 2:

SIGNATURE
Project Manager:

SIGNATURE
Project Manager:

SIGNATURE
Managing Director:

SIGNATURE
Managing Director:

On behalf of Tandem

On behalf of MitOst e.V.

SIGNATURE
Hatem Hassan Salama,
Tandem Europe Project Manager

SIGNATURE
Jotham Sietsma,
Managing Director of MitOst e.V.