



## Partnership agreement

Creating a partnership agreement is a good practice in all projects with multiple beneficiaries. The agreement can be drafted based on the needs and wishes of the organisations in your partnership.

It is recommended to include at least the following details:

- Project number and type of the project
- Project name
- Project start and end date
- Activity start and end date
- Name and country of the funding national agency (eg. Opetushallitus/EDUFI)
- Parties to the agreement: coordinating organisation and partner organisation
  - Legal representatives and contact persons from each partner organisation
    - How to operate in cases of changes in key persons
  - Signatures of legal representatives
- List of all the organisations involved, roles of the partners (coordinator, host etc.)
- The contribution each partner will make
  - Financial (co-funding?)
  - Operational (practical arrangements, programme elements etc.)
  - Obligations and responsibilities of the partners (before, during and after)
- Ways of management/administration (who is responsible and for which task)
  - Travel arrangements, documentation, participant lists etc.
  - Preparation of participants, insurances, safety, personal needs etc.
  - How will you commit to the framework of Erasmus+ Quality Standards
- Finances
  - How the grant is distributed between the partners
  - How money transfers are handled and on which basis
  - Documentation and receipts
- Commitments based on the Erasmus+ programme rules and the grant agreement

Also consider these questions:

- Aims of the project
- Ways of communication (what, when, from whom to whom)
- Decision making (who and what about)
  - Planning, activities, execution
- Monitoring and evaluation (when, how, who)
- Follow-up activities
- How disagreements will be resolved
- Possible annexes