



**Transnational and UK Cooperation Project Agreement**

*(Project Name)*

Transnational LEADER Project

**Project Summary**

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| **Brief Description of Co-operation Project** |
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| **Project Applicants** |
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| **Partners** | | |
|  | **Partner Organisation Name (LAGs and other Partner Organisations)** | **Project Role (Lead Partner/**  **National Lead/Partner)** |
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| **Project Timescale** | |
| **Start date** |  |
| **Finish date** |  |

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| **Geographical Area(s) Covered** |
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**Contacts**

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| **Lead Partner (LAG or Partner Organisation)** | |
| Name of Lead Partner Organisation |  |
| Name of Chairperson |  |
| Chairperson Address |  |
| Chairperson Telephone No. |  |
| Chairperson Email |  |
| Name of Contact Person for this form  (Co-ordinator) |  |
| Position of Contact Person |  |
| Contact Person Telephone No. |  |
| Contact Person Email |  |
| Languages spoken/understood |  |
| Organisation responsible for Local Programme (LAG) |  |

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| **Partner *(National Lead where appropriate)*** | |
| Name of Partner Organisation |  |
| Name of Chairperson |  |
| Chairperson Address |  |
| Chairperson Telephone No. |  |
| Chairperson Email |  |
| Name of Contact Person for this form  (Co-ordinator) |  |
| Position of Contact Person |  |
| Contact Person Telephone No. |  |
| Contact Person Email |  |
| Languages spoken/understood |  |
| Organisation responsible for Local Programme (LAG) |  |

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| **Partner** | |
| Name of Partner Organisation |  |
| Name of Chairperson |  |
| Chairperson Address |  |
| Chairperson Telephone No. |  |
| Chairperson Email |  |
| Name of Contact Person for this form  (Co-ordinator) |  |
| Position of Contact Person |  |
| Contact Person Telephone No. |  |
| Contact Person Email |  |
| Languages spoken/understood |  |
| Organisation responsible for Local Programme (LAG) |  |

**The Project**

1. **Description of Project Objectives**
   1. Overall Aim
   2. Specific objectives of the transnational co-operation
   3. Main project activities outlined by year
2. **Project Activities Breakdown**
   1. Activities
   2. Role of each partner in relation to activities
3. **Approach, methods and procedures for implementing the project**
   1. Management structure (including establishment of any new legal structures to implement project)
   2. Role of Management group including Lead Partner and National Leads.
   3. Language
   4. Currency
   5. Duration of implementation
   6. Project Plan with timeline *(timeline is for guidance and changes are possible)*

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|  | **Responsible** | ***(Year)*** | | | | | | | | | |
| **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **09** | **10** |
| **Project's definition** |  |  |  |  |  |  |  |  |  |  |  |
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| **Project's implementation** |  |  |  |  |  |  |  |  |  |  |  |
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| **Communication plan** |  |  |  |  |  |  |  |  |  |  |  |
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1. **Beneficiaries**
   1. Target Public
   2. Grant Beneficiaries
   3. Targets per Partner/Nation
2. **Expected results, outputs, and outcomes/impact**
3. **Roles and Responsibilities**
   1. Role of Lead Partner *(Name of Lead Partner)*
      1. Responsibilities of Lead Partner
   2. Role of National Leads *(Name of Partner)*
      1. Responsibilities of National Leads
   3. Role of Partner *(Name of Partner)*
      1. Responsibilities of Partner *(Name of Partner)*
   4. Role of Partner *(Name of Partner)*
      1. Responsibilities of Partner *(Name of Partner)*
4. **Budget**
   1. Detail of costs and Partner split broken down per project years

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| **Item** | **Cost Per P** | **Total Cost** | **Joint Costs** | **Lead LAG** | **LAG** | **LAG** |
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* 1. Breakdown of budget by financial source

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| **Partners** | **TOTAL** | **EAFRD** | **Public** | **Private** |
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* 1. Detail of local actions costs per LAG

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| LAG | MONTH | YEAR | YEAR | YEAR | LOCAL CURRENCY | EUROS |
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**(conversion rate)**

* 1. Distribution of expenses during travel

1. **Project Monitoring and Reporting**
   1. Expenditure Claims and Monitoring
      1. Processes for approving and claiming expenditure
      2. Processes for monitoring expenditure
      3. Processes for monitoring project activities
      4. Responsibilities in relation to claiming and monitoring
   2. Impact Reporting and Evaluation
2. **Communications and Publicity**
   1. Working Language of the Project
   2. Communications strategy and plan
   3. Schedule of publicity and promotional activity
   4. Publicity requirements
3. **Continuance**

(where permanent collaborations are formed during the project, how this will continue after the project is closed?)

1. **Innovation**

**Agreement**

**Article I Language**

Official language for this cooperation project is *(language).* All official documents will need to be written in *(language).* Working language can be different in different situations, because the focus on the project is strongly on local traditions.

**Article II Composition of the agreement**

The agreement is composed of the present declaration and of the project details herewith.

**Article III Applicable law and competent court**

The agreement is governed by *(Nation)* law. *(Nation)* courts are competent.

**Article IV In case of dispute between partners**

In the event of a disagreement between the co-signatory parties of the present agreement, the aforementioned shall attempt to find an amicable solution. If agreement cannot be reached, the parties shall attempt to adopt the solutions proposed by the Managing Authority of the country of the Project Leader (xxxxx) before whom the problem shall be brought.

In the event where disagreement persists, the records covering the execution of the present agreement shall come within the jurisdiction of the ordinary courts of (*insert Lead Partner area*).

**Article V Time-schedule**

This agreement is valid for the length of the project xx/xx/xxxx – xx/xx/xxxx. The cooperation project will start according to the national rules of each partner, after *(Agreed Project Start Date)* and end at the latest on *(Agreed Project End Date).*  A detailed time-schedule is included in the agreement.

**Article V Clause permitting the inclusion of new partners**

Leader or other local action groups may be included by an amendment to this agreement should they express the wish.

**Article VI Clause permitting other amendments**

Other amendments are permitted only on mutual agreement.

**Article VII Responsibility of Lead Partner**

The coordinating Lead Partner in the project has the final responsibility for implementing the project and is the channel of communication with the national and/or regional authorities for giving the information required on the progress of applications for finance and actual achievements.

**Article VIII Responsibility of National Lead**

Where a project includes more than one partner from a given nation, the national partners can appoint a Country Lead to represent the groups involved in project delivery. They will be responsible for reporting at National level for all partners from that country.

**Declaration**

Agreement is written in (*insert LAG area and date)* and it is signed in (*insert number of copies to be signed in relation to number of LAGs who need originals for files*) original copies.

The undersigned, representing the partners, hereby declare ourselves committed to undertake implementation of the cooperation project defined in this Agreement according to the terms above and also certify the veracity of the information contained therein.

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| **Lead Partner** | |
| Partner Organisation |  |
| Chairperson Signature |  |
| Chairperson Name |  |
| Date |  |
| Co-ordinator Signature |  |
| Co-ordinator Name |  |
| Date |  |

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| **Partner *(National Lead where appropriate)*** | |
| Partner Organisation |  |
| Chairperson Signature |  |
| Chairperson Name |  |
| Date |  |
| Co-ordinator Signature |  |
| Co-ordinator Name |  |
| Date |  |

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| **Partner** | |
| Partner Organisation |  |
| Chairperson Signature |  |
| Chairperson Name |  |
| Date |  |
| Co-ordinator Signature |  |
| Co-ordinator Name |  |
| Date |  |