

Erasmus for Young Entrepreneurs

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Agreement for financial support to the New Entrepreneur between the New Entrepreneur and the Intermediary Organisation

Agreement for financial support number: RLT164009

The New Entrepreneur's Intermediary Organisation

Name: Creative Industry Košice, n.o.

Address: Kukučínova 2, 040 01 Košice

Tel.: +421 55 6964279

Fax: -

E-mail: marian.matusak@cike.sk

Name of the authorized representative: Michal Hladký

Hereafter referred as the "NIO"

of the one part,

and

the New Entrepreneur

Name: Michala Ilavská

Address:

Tel.:

Fax:

E-mail:

Here

of the other part,

considering that the NE has been successfully selected by both the NIO and the Host Entrepreneur's Intermediary Organisation (HIO), after agreement of the host entrepreneur *MUGAVERO Teresa - Mugavero Teresa S.A.S.*, to take part in the European Commission's programme "Erasmus for Young Entrepreneurs",

HAVE AGREED

the following special conditions and annexes below

- **Annex 1:** "General Conditions applicable to the financial support to the New Entrepreneur selected for a stay abroad with a Host Entrepreneur"
- **Annex 2:** "Erasmus for Young Entrepreneurs Commitment" concerning the relationship number RLT164009

which form an integral part of this agreement for financial support.

The terms of the special conditions shall take precedence over those in the annexes.

SPECIAL CONDITIONS

Article 1 - Aim and purpose of the financial support

Erasmus for Young Entrepreneurs aims to facilitate the exchange of experiences, learning and networking for new entrepreneurs in the EU through periods spent at companies of experienced entrepreneurs in other EU Member States.

The purpose of this agreement is to offer financial support to the NE. The support has the function of covering the travel, accommodation and subsistence costs which the NE incurs while staying with the Host Entrepreneur (HE) within the framework of this mobility programme. The NE accepts to take part in the European Commission's programme Erasmus for Young Entrepreneurs and to comply with all the conditions related to the implementation of this project.

Article 2 – Duration and place

- 2.1. This agreement shall enter into force on the date when the last of the two parties signs it.¹
- 2.2. The duration of the stay abroad with the HE is from *11/01/2016* to *10/05/2016*. The stay has a total duration of *4 months and 0 days*.
- 2.3. The stay abroad will take place in city *Campofelice di Roccella, Italy*.
- 2.4. The stay abroad must be completed within the eligibility period of the NIO's grant agreement that the latter has concluded with the Commission in the framework of the programme Erasmus for Young Entrepreneurs.
- 2.5. The minimum duration of the stay abroad of the NE shall be one month and the maximum duration shall be six months.
- 2.6. The NE and the HE may agree that the stay abroad should be completed in one or more periods of one week. NE is paid only for the stay abroad.
- 2.7. The NE is obliged to inform without any delay his/her NIO in case of events or developments that might have any impact on his/her stay or his/her relationship with the HE.

¹ The recommended practice is for the NIO to sign last.

Article 3 - Financial support

- 3.1. The NIO undertakes to pay to the NE a monthly lump sum of € 900.00 per month.
- 3.2. This monthly amount is deemed to cover all necessary expenses, such as travel, accommodation and subsistence.
- 3.3. The NIO is entitled to ask the NE for evidence to ensure that the exchange takes place.
- 3.4. In case of early termination of the exchange, the financial support will be modified according to the provision of Article 1 of Annex 1.

Article 4 – Payment arrangements

- 4.1. Prior to the start of the stay, the NIO shall do an advance payment to the NE being equivalent to one month of the financial assistance foreseen. Further advance payments should be made at least on a monthly basis allowing NEs to cover their expenses during the stay.
- 4.2. The request for final payment shall be accompanied by the NE's final activity report (feedback questionnaire) that needs to be submitted by the NE within 15 working days after the end of the stay. The balance of maximum one month equivalent should be paid within 45 days of submission of the corresponding feedback questionnaire.

Article 5 – Contact person

Any communication in connection with this agreement shall be done by the NE in writing to the contact person mentioned below. The NE is obliged to communicate his/her contact details to the contact person as soon as he/she has arrived in the city/country mentioned in Article 2.3.

Name and surname of the contact person in the NIO: Marián Matusák

Function: Project coordinator

Address: Kukučínova 2, 040 01 Košice

Tel.: +421

Fax: -

Email: marian.matusak@cike.sk

Article 6 – Bank account

Payment of the financial support will be made to the following bank account according to the conditions mentioned in Annex 2 of this agreement:

Name of the bank account holder (NE's bank account): Michala Ilavská
Name
Addre
Full ac
BIC: F
IBAN:

Article 7 – Applicable law and competent jurisdiction

- 7.1. The grant is governed by the terms of this agreement, the Community rules applicable and, on a subsidiary basis, by the law of the NIO's country relating to grants.
- 7.2. The courts having jurisdiction for matters relating to the grant agreement shall be those of the country of NIO.

Article 8 - Amendment

- 8.1. Any amendment to this agreement must be the subject of a written supplementary agreement. No oral agreement may bind the parties to this effect.

Done in two copies, one for each party

Done at Košice, 8.1.2016

Done at Košice, 8.1.2016

Signature of NE

²
Creative Industry Košice, n.o.
Kukučínova 2, 040 01 Košice
IČO: 35 583 461 DIČ: 2022737871

Annex 1

General conditions applicable to the financial support to the New Entrepreneur selected for a stay abroad with a Host Entrepreneur

In the framework of the programme “Erasmus for Young Entrepreneurs” the NIO shall provide financial support to the New Entrepreneur (NE) selected for his/her stay abroad with the Host Entrepreneur (HE). This financial support is subject to the following conditions.

1. Early termination of the stay abroad

- 1.1. If the entrepreneurs agree to finish the relation within a shorter period than initially agreed on and ask for **early completion** of the stay, both NE and HE must explain the reasons for early termination of the exchange and conclude that the stay abroad nevertheless reached the goals the parties committed to. In this case, the NE is entitled to receive financial assistance for the time he/she actually stayed abroad.
- 1.2. Provided the NE and an the HE did not fulfil the commitments agreed to by the HE, NE and the IOs, involved in the Erasmus for Young Entrepreneurs Commitment, the relation will be considered **failed**². Based on the NIO evaluation of the reasons given by the NE for early termination, either of the following actions are to be implemented:
 - 1.2.1 The NE will have to reimburse any amounts received if the relationship failed because the NE did not respect his/her obligations under the Erasmus for Young Entrepreneurs Commitment. The NE will have to reimburse all the advanced payments within 15 working days of receiving a request to do so.
 - 1.2.2. No reimbursement will be claimed from the NE and final payment will be made if the relationship failed because the HE did not respect his/her obligations under the Erasmus for Young Entrepreneurs Commitment.
 - 1.2.3. When responsibility for the unsuccessful relationship cannot be attributed to either the NE or HE, then the decision to reimburse the new entrepreneur will be taken by the European Commission.

2. Liability

- 2.1 The NIO cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained to the property of the NE or the HE

² A relationship is not considered as failed when: the NE stays for the full time of the contract/ the NE and HE mutually agree that the relationship can be shorter than initially agreed and are both satisfied with the exchange/ the relationship breaks due to force majeure.

while the stay abroad is being carried out or as a consequence of the stay abroad.

- 2.2 The NE shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them as a result of an infringement by the NE, or as a result of violation of a third party's rights by the NE while the stay abroad is being carried out, or as a consequence of the stay abroad. The NE shall discharge the NIO of all liability arising from any claim or action brought as a result of an infringement by the NE, or as a result of violation of a third party's rights.

3. Conflict of interests

- 3.1 The NE undertakes to take all the necessary measures to prevent any risk of conflict of interests which could affect the impartial and objective execution of the agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.
- 3.2 Any situation constituting or likely to lead to a conflict of interests during the execution of the agreement must be brought to the attention of the NIO, in writing, without delay. The NE shall undertake to take whatever steps are necessary to rectify this situation at once.
- 3.3 The NIO reserves the right to check that the measures taken are appropriate and may demand that the NE take additional measures, if necessary, within a certain time.

4. Confidentiality

The NIO and the HE undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the agreement that is duly categorised as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

5. Checks and audits

- 5.1 The NE agrees that the NIO may carry out an audit of the use made of this financial support, either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the period of implementation of the agreement until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to reimbursement from the NE to the NIO.

- 5.2 The NE undertakes to allow the NIO staff the appropriate right of access to sites and premises where the programme is or has been carried out and to all the information, including information in electronic format, needed in order to conduct such audits.
- 5.3 The European Court of Auditors and the European Commission shall have the same rights as the NIO, notably right of access, as regards checks and audits.

Annex 2

**‘Erasmus for Young Entrepreneurs Commitment’
concerning the relationship number ...**

{to be added}

Annex: Erasmus for Young Entrepreneurs Commitment

RLT164009

I. DETAILS ABOUT THE NEW ENTREPRENEUR

Name of the participant: Ms Michala Ilavska

Intermediary organisation (home country) and contact person (name, e-mail, tel.):

Košice - European Capital of Culture 2013, n.o. [Slovakia]

Ms Jana Romanová , jana.romanova@kosice2013.sk , (+421) !

II. DETAILS ABOUT THE HOST ENTREPRENEUR

Host entrepreneur: Dr. Teresa Mugavero

Sector of activity: Agricultural, forestry, horticultural, aquacultural and apicultural products and services

Name of the enterprise: Mugavero Teresa Sas

Total employees: 30

aly

Intermediary organisation (home country) and contact person (name, e-mail, tel.):

Centro per lo Sviluppo Creativo "Danilo Dolci" [Italy]

Ms Antonella Alessi , antonella.alessi@danilodolci.org , (+39) 0916177252

III. SUMMARY OF THE PROPOSED STAY ABROAD

Months of stay abroad : 4

Planned start date of the stay: 11 January 2016

Planned end date of the stay: 10 May 2016

Objectives of the stay: For the NE: Business advice in terms of expanding into international market, right management tools when it comes to different business phases such as international market research, client servicing and finance. For the HE: NE will help to develop Mugavero's social media marketing strategy, online brand awareness, online communication and CSR.

Description of the work/learning project: As the digitalization is making contact with possible customers way easier HE would like to focus on the development of digital marketing. Virtual communication is an essential part of a growing business and therefore HE would like NE to helping develop their social media marketing strategy, online brand awareness, online communication and CSR. NE is looking mainly for the business advice in terms of expanding into international market, learn how did they do international market research and what are the



best ways of collecting data about the possible international customers. NE would also like to know how to serve international clients, what are the essentials when it comes to finance management and international payments. Cooperation between HE and NE will help NE's business not only to grow, but also to use the right management tools when it comes to different business phases such as international market research, client servicing and finance.

Proposed plan of activities: /Week 1-3/ NE's introduction to Mugavero S.A.S. and the team, division of responsibilities and exploration of the international trade. Introduction to international research market and the tools helping to identify potential customer. In order to build online presence from scratch NE will be helping with a research among competitors using social media, creating personas that will be the audience. NE will be also helping team with content for Facebook, LinkedIn and Twitter and graphic visuals. /Week 4-7/ HE will be tutoring NE about international customers including custom procedures step by step in order to give her an overview about all the necessary activities when it comes to dealing with international clients. NE will advise how to establish the profiles on Facebook, LinkedIn and Twitter. According to the content management NE will be engaged in building the fan and followers base, creating interaction on posts and working on growing the fan pages. /Week 8-11/ HE will be tutoring NE about Import procedures and information of all the documents needed for importing and exporting products or services out of borders. NE will be engaged to work on SEO and will help to make short interviews and stories related to Mugavero's field to be placed on the blog and shared on different social media platforms. /Week 12-14/ HE will show her how the international way of payments work. What are the essentials of a healthy business and what tools to use in order to keep finance organized. NE will help Mugavero's with database through Facebook and Newsletter subscription. /Week 15-16/ Wrapping up the cooperation, space for final questions, suggestions and advice for her future in business environment. Together will work on reports, based on that they will create a document comprising data and suggestions for the future. NE will also create a document for HE, that will serve as a tutorial for Mugavero's digital marketing so there will be smooth continuity.

Expected outcome: For the HE: Established online presence on social media platforms mentioned above with a concrete social media marketing strategy that would include tips on content perfect for each social media platform. For the NE: Knowing what steps need to be taken in order to expand business in abroad, how to make an international market research, what tools to use and to be aware of indicators that represent a possible client, how to serve a client in abroad and what are the best practices in keeping the business relationship healthy. Touch with finance management tools in order to know what are the essentials in keeping finance legal and financially healthy.



IV. COMMITMENT BY THE FOUR PARTIES

By signing this document the new entrepreneur, host entrepreneur and intermediary organisations confirm that they will abide by the principles of the Erasmus for Young Entrepreneurs Commitment attached below.

THE NEW ENTREPRENEUR UNDERTAKES TO:

Abide	by the rules and regulations of the host entrepreneur, his or her usual working hours, code of conduct and rules of confidentiality.
Communicate	with the intermediary organisations about any problem or changes regarding the placement.
Comply	with all arrangements negotiated for his or her stay in order to achieve the stated objectives, particularly execute the planned activities and the work/learning project and to do his or her best to make the stay a success.
Submit	a report in the specified format, together with the requested supporting documentation to substantiate costs, at the end of the stay.

THE INTERMEDIARY ORGANISATIONS UNDERTAKE TO:

Select	suitable, recently established, new entrepreneurs (NE) and host entrepreneurs (HE) and ensure that they are both able to achieve the objectives of the stay.
Facilitate	the matching between a qualified and suitable NE and HE and ensure that both parties agree on a work/learning project whose contents are transparent and acceptable and whose objectives are achievable. Prepare the NE and HE for the practical, professional and cultural aspects of the stay.
Help	to manage transport, accommodation, visa/work permit arrangements, social security cover and insurance, to the extent necessary and desired.
Provide	contact details of all parties involved and ensure that final arrangements are in place before the NE leaves his or her home country.
Establish	appropriate communication channels for all parties.
Evaluate	progress on the project on an ongoing basis and take appropriate action if required.
Disburse	funding to the NE as appropriate, on the basis of agreed activities, milestones and reporting.
Evaluate	with each NE the personal and professional development achieved.



THE HOST ENTREPRENEUR UNDERTAKES TO:

Comply	with all arrangements negotiated, particularly the NE's work/learning project, and to do his or her best to achieve the objectives and make the stay a success.
Assign	to the NE tasks and responsibilities that match his or her knowledge, skills, competences and objectives and ensure that appropriate equipment and support are available and that the NE's work/learning objectives are achieved.
Foster	the NE's understanding of entrepreneurship and how to start-up a business.
Provide	practical support if required.
Submit	a report in the specified format at the end of the stay.

THE NEW ENTREPRENEUR: Ms Michala Ilavská

I agree with the above mentioned stay abroad and the principles that concern me.

Signature of the NE	Date:
Ms Michala Ilavská (Signed)	06/01/2016

THE NE's INTERMEDIARY ORGANISATION: Košice - European Capital of Culture 2013, n.o. [Slovakia]

I agree with the above mentioned stay abroad and the principles that concern my IO.

Coordinator's signature	Date:
Mr Michal Hladký (Signed)	05/01/2016

THE HOST ENTREPRENEUR: Dr. Teresa Mugavero

I agree with the above mentioned stay abroad and the principles that concern me.

Signature of the HE	Date:
Dr. Teresa Mugavero (Signed)	07/01/2016

THE HE's INTERMEDIARY ORGANISATION: Centro per lo Sviluppo Creativo "Danilo Dolci" [Italy]

I agree with the above mentioned stay abroad and the principles that concern my IO.

Coordinator's signature	Date:
Mr Amico Dolci (Signed)	07/01/2016



