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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: RLT166037

The New Entrepreneur's Intermediary Organisation

Name: Creative Industry Košice, n.o.

Address: Kukučínova 2, 040 01 Košice, Slovakia

Tel.: +421556964279

Fax: -

E-mail: ivana.filkova@cike.sk

Name of the authorized representative: Michal Hladký

Hereafter referred as the "NIO"

of the one part,

and

the New Entrepreneur

Name: Linda van Dalen

.....
.....
.....
.....
.....

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 *Helena BJÖRKLUND - AleVeterinären* 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 RLT166037
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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 *11/07/2016* to *23/10/2016*. The stay has a total duration of *1 month and 21 days*.
- 2.3. The stay abroad will take place in city *Alafors, Sweden*.
- 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 € 950.00 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: Ivana Fil'ková
Function: Project coordinator
Address: Kukučínova 2, 040 01 Košice
Tel.: +421556964279
Fax: -
Email: ivana.filkova@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): Linda van Dalen

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 28-04-2016.,

Done at 28.4.2016,

Signature of

Creative Industry Košice, n.o.²
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

RLT166037

I. DETAILS ABOUT THE NEW ENTREPRENEUR

Name of the participant: Mrs Linda van Dalen

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@cike.sk , (+421

II. DETAILS ABOUT THE HOST ENTREPRENEUR

Host entrepreneur: Ms Helena Björklund

III. SUMMARY OF THE PROPOSED STAY ABROAD

Months of stay abroad : 2

Planned start date of the stay: 01 July 2016

Planned end date of the stay: 19 October 2016

Objectives of the stay: For the HE: Using an art therapy concepts and processes to create a better environment for customers, focusing on comfort, stress reduction and sensibility, re-interpreting the meeting space and format, exploring new connections between waiting in examination rooms and meetings processes between veterinarian and pet owner, based on NE's experience. For the NE: Using her art therapy competences and methods in a new sector (veterinary care) and in a different line of work, within a new context (new international culture), with the long-term perspective of implementing a business service of art therapy within veterinary care (based on this first experience case-study), as well as get feedback/advice about business model and NE's profile as an entrepreneur from HE as customer. NE will experience and explore the possibilities of using art therapy in such a different environment and will try to find a solution for the problem/issue/challenge that vets, clients and pets are facing not just in Sweden, but all over Europe. NE wants to develop model that could be used in different towns or countries that would fulfill the objectives of this project.



Description of the work/learning project: The HE and the NE will cooperate to create a new concept of customer experience for HE's veterinary clinic. This concept can include physical space arrangement, communication methods, and internal social protocol/etiquette related to the meetings of veterinarian, animal, and owner. The collaboration will be conducted at two levels: as a trial "customer-supplier" relationship, in which the NE will explore and document this case as a basis for improvement of her business plan and service concept on the one hand, and gathering feedbacks from experienced entrepreneur and discussing her business model, on the other hand. As well NE can test her creative and art therapy competences in a new way in HE's business.

Proposed plan of activities: Plan of cooperation: HE's cooperation with NE via mentoring in the field of business practice, management and development of NE's business plan and its associated Aleveterinären Case-study (1-hour meeting per day), NE's collaboration with HE in Aleveterinären (approx. 3 days per week or more, if required); joint discussions on specific topics of NE's interest like: (animal health and wellbeing, customers care, etc); NE's creation of a professional network with relevant stakeholders in the region; Plan of activities: /Week 1 - 2/ Reception by HE and his team, personal presentation; NE's research about clinic, physical space, customer base, joint discussion of findings and development of intervention methods; /Week 3-4/ Continuation of research, working on intervention proposals based on research; Conceptual development and design of customer experience concepts; Joint budgeting for solutions; Joint meetings and discussion about solutions feasibility and development of NE's business model based on HE's profile as customer and also mentor in business. /Week 5-6/ Joint implementation and testing of the concepts in real-life context with staff and customers; adapting concept based on immediate/ongoing feedback; preparation of follow-up initiatives/contents for the transition after NE leaves. Finalisation of suitable business model development for NE based on HE's profile as customer and also business mentor; Joint evaluation of results, exchange process and relationship between HE and NE.

Expected outcome: For the HE: The HE will get a concept/strategy for customer experience (based on the relationship between veterinarian, animal and owner) to be tested during the exchange, on which future initiatives can be based upon; also, increased market competitiveness and visibility on the market, due to creative/differentiating development project. For the NE: The NE will get new experience, knowledge of a foreign entrepreneur/customer, gain important feedback and development inputs for business plan in the field of customer experience and veterinary healthcare sector, and a new case for her portfolio.

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: Mrs Linda van Dalen

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

Signature of the NE

Date:

Mrs Linda van Dalen (Signed)

12/04/2016

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)

12/04/2016

THE HOST ENTREPRENEUR: Ms Helena Björklund

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

Signature of the HE

Date:

Ms Helena Björklund (Signed)

12/04/2016

THE HE's INTERMEDIARY ORGANISATION: Ale Municipality [Sweden]

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

Coordinator's signature

Date:

Mr Jerry Brattåsen (Signed)

12/04/2016





