

Erasmus for Young Entrepreneurs

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**[Draft] Agreement for financial support to the New Entrepreneur
between the New Entrepreneur and the Lead Intermediary Organisation**

Agreement for financial support number: RLT191245

The New Entrepreneur's Lead Intermediary Organisation

Name: Creative Industry Košice, n. o.

Address: Kukučínova 2, 040 01 Košice, Slovakia

Tel.: +421 55 696 4279

Fax: -

E-mail: office@cike.sk

Name of the authorized representative: Ing. arch. Michal Hladký, director

Hereafter referred as the "LNIO"

of the one part,

and

the New Entrepreneur

Name: Marija Mitić

Address:

Tel.: -

Fax: -

E-mail:

Hereafter referred as the "NE"

of the other part,

considering that the NE has been successfully selected by both the NIO Nova Iskra Creative Hub and the Host Entrepreneur's Intermediary Organisation Creative Region Linz & Upper Austria GmbH, after agreement of the host entrepreneur Johannes Kerschbaummayr (Digital Insanity), 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 RLT191245

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 participating countries through periods spent at companies of experienced entrepreneurs in other participating countries.

The purpose of this agreement is to offer financial support to the NE. The support has the function of covering some of the expenses (travel, accommodation and subsistence costs) which the NE incurs while staying with the Host Entrepreneur (HE) in the HE's country 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 1.10.2018. to 31.12.2018. The stay has a total duration of 3 months and 0 days.
- 2.3. The stay abroad will take place in Vienna, Austria.
- 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 Executive Agency for Small and Medium-sized Enterprises (EASME) in the framework of the programme Erasmus for Young Entrepreneurs.
- 2.5. The minimum duration of the stay abroad of the NE shall be three months and the maximum duration shall be three months.
- 2.6. The NE and the HE may agree that the stay abroad should be completed in one or more periods of one month. **NE is paid only for the stay abroad.**
- 2.7. The NE is obliged to inform without any delay his/her NIO and LNIO in case of events or developments that might have any impact on his/her stay or

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

his/her relationship with the HE.

Article 3 - Financial support

- 3.1. The LNIO undertakes to pay to the NE a monthly lump sum of € 900 EUR per month.
- 3.2. This monthly amount is deemed to cover necessary expenses, such as travel, accommodation and subsistence.
- 3.3. The LNIO is entitled to ask the NE for evidence to ensure that the exchange takes place (boarding passes, rental agreement, etc.).
- 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 LNIO 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 30 days of submission of the corresponding feedback questionnaires by both entrepreneurs, as well as any support documents required by the LNIO.

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: Relja Bobić
Function: Project manager
Address: Gavrića Principa 43, 11 000 Belgrade, Serbia
Tel.: 00 381 11 4051 897
Fax: -
Email: relja@novaiskra.com

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):

Name of the Bank:

Address:

Full account number (including bank codes):

SWIFT:

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 LNIO'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 LNIO.

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.
- 8.2. Extension of a relationship is allowed, with or without an increase in the initial financial contribution agreed, only if the relationship is still ongoing and if all actors (NE, HE, NIO, HIO, and their corresponding consortia) remain the same. A written approval for such an extension must be obtained before the end of the exchange and a written amendment to this agreement must be signed accordingly.

Done in two copies, one for each party

Done at Košice, Date 19.9.2018

Done at Belgrade, Sept 13th 2018

Signat
author

Signature of NE

Annex: Erasmus for Young Entrepreneurs Commitment

RLT191245

I. DETAILS ABOUT THE NEW ENTREPRENEUR

Name of the participant: Ms Marija Mitic

Contact details:

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

Kulturni Kod [Serbia]

Mr Relja Bobić , relja@novaiskra.com , (+381) 381114051897

II. DETAILS ABOUT THE HOST ENTREPRENEUR

Host entrepreneur: Mr Johannes Kerschbaummayr

Sector of activity: Advertising, promotion, printing, media and related products and services

Name of the enterprise: Johannes Kerschbaummayr

Total employees: 1

Contact details: :

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

Creative Region Linz& Upper Austria GmbH [Austria]

Ms Gisa Schosswohl , gisa@into-projects.com , (+43) 6645260362

III. SUMMARY OF THE PROPOSED STAY ABROAD

Months of stay abroad :

Planned start date of the stay: 01 October 2018

Planned end date of the stay: 31 December 2018

Objectives of the stay: The objective is to at the same time support the NE in her aspirations to start her own design/consulting studio, which the HE has already accomplished, and managed to scale his business in a good way. NE is at the right moment in her career, as she gained enough diverse experience to go into an entrepreneurial project. The goal is to use the complementary nature of their experience for mutual benefit. Initial communications between the potential HE and NE have showed that there truly is an open space for collaboration and exchange of experience, on the one hand to support the NE in her aspiration to become economically independent and self-sustainable, while pursuing a career in the field she educated herself in, while on the other hand to support the further development of the portfolio of the HE and fresh creative solutions coming from a professional of a slightly different background, and coming from another cultural space.

Description of the work/learning project: NE will join the HE, who has already scaled his



company in a good way, and will benefit from learning about how to start and run your own studio. NE will spend time at the HE's studio over a period of 3 (three months), enabling a direct and open knowledge and experience transfer. At the same time, NE will contribute to HE's ongoing projects with her specific creative expertise. The NE will join HE on two specific projects, through which she will build her capacities for starting a business, and also support the HE in exploring new creative disciplines and concepts. One of the specific projects that will act as a space for collaboration and exchange is "Biennale in Osnabruck", while another one is "Digital Vacation".

Proposed plan of activities: NE will join HE in preparatory meetings, thus learning about new client relations and the managing aspect of running a design agency. NE will be, on the other side, contributing concept proposals and creative developments to the HE's workflow. Daily communication and presence of the NE in the office of the HE will provide deep insights into day-to-day operations of a self-run design studio. Furthermore, HE and NE will experiment together in the creative domain by developing a small workshop for animation, and trying to produce an innovative video content for one of the two projects in focus. Throughout the process, NE will be gaining substantial knowledge of different aspects of running a small business, including administration, planning, client relations, marketing financial management and models of collaboration with external associates.

Expected outcome: We expect NE to gain significant experience and know-how into client relations, sales, management, HR, marketing and other aspects that are key to running a successful, small design studio. She will also get "a taste" of the daily rhythm and challenges that small businesses alike are usually facing. The HE, on the other hand, will enrich his own creative output and get a valuable collaborator on some of the projects that are in progress, and will potentially be finalized during the stay. He will potentially use the new approaches in future client jobs, or might want to branch out into new creative disciplines that so far he has not utilized in a commercial context.



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 Marija Mitic

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

Signature of the NE

Date:

Ms Marija Mitic (Signed)

17/09/2018

THE NE's INTERMEDIARY ORGANISATION: Kulturni Kod [Serbia]

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

Coordinator's signature

Date:

Mr Marko RADENKOVIC (Signed)

12/09/2018

THE HOST ENTREPRENEUR: Mr Johannes Kerschbaummayr

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

Signature of the HE

Date:

Mr Johannes Kerschbaummayr (Signed)

12/09/2018

THE HE's INTERMEDIARY ORGANISATION: Creative Region Linz& Upper Austria GmbH [Austria]

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

Coordinator's signature

Date:

Mr Patrick Bartos (Signed)

12/09/2018

