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## Erasmus for Young Entrepreneurs

### Erasmus for Young Entrepreneurs

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

**Agreement for financial support number: RLT194011**

The New Entrepreneur's Intermediary Organisation

Name: Creative Industry Košice, n.o.

Address: Kukučínova 2, 04001 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 "NIO"

of the one part,

and

the New Entrepreneur

Name:

Address:

Tel.: +4

E-mail:

Hereafter referred as the "NE"

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 Jörg Ehtreiber representing KIMUS Kindermuseum Graz GmbH 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 RLT194011

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.<sup>1</sup>
- 2.2. The duration of the stay abroad with the HE is from 28. 1. 2019 to 28. 2. 2019. The stay has a total duration of 1 months and 1 days.
- 2.3. The stay abroad will take place in city Graz, 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 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.

### **Article 3 - Financial support**

- 3.1. The NIO undertakes to pay to the NE a monthly lump sum of €900 per month, in total € 1056.519.

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<sup>1</sup> The recommended practice is for the NIO to sign last.

- 3.2. This monthly amount is deemed to cover 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 (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 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 30 days of submission of the corresponding feedback questionnaires by both entrepreneurs, as well as any support documents required by the NIO.

#### **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: Alexandra Juríková  
Function: Project manager  
Address: Kukučínova 2, 04001 Košice  
Tel.: +421907926571  
Fax: -  
Email: alexandra.jurikova@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): Petra Vancová  
Name of the Bank:  
Address:  
Full account number (including bank codes):  
BIC:  
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.
- 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: 21.12.2018

Done at Košice, Date: 17.12.2018

S  
authorised representative

Signature of NE

## 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**<sup>2</sup>. 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 and EASME.

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

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<sup>2</sup> 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.

- 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 ...**



# Annex: Erasmus for Young Entrepreneurs Commitment

RLT194011

## I. DETAILS ABOUT THE NEW ENTREPRENEUR

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**Name of the participant:** Ms Petra Vancová

**Contact details:**

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

Creative Industry Košice, no [ Slovakia]

Ms Alexandra Juriková , alexandra.jurikova@cike.sk ,

## II. DETAILS ABOUT THE HOST ENTREPRENEUR

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**Host entrepreneur:** Mr Jörg Ehtreiber

**Sector of activity:** Music, theater, events and related cultural and entertainment services

**Name of the enterprise:** KIMUS Kindermuseum Graz GmbH

**Total employees:** 77

**Contact details:** Friedrichgasse 34 - 8010 Graz - Austria

joerg.ehtreiber@stadt.graz.at -

**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 ,

## III. SUMMARY OF THE PROPOSED STAY ABROAD

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**Months of stay abroad :**

**Planned start date of the stay:** 28 January 2019

**Planned end date of the stay:** 28 February 2019

**Objectives of the stay:** Objectives for NE: As a representative of the newly opened children's museum, NE's main objective of the stay is to experience being a part of the professional team working in the children's museum. She would like to be involved and learn how the successful business model works in Austria, and how organization Graz Kindermuseum is running the museum and dealing with the management of the team. NE would also like to learn more about how to set the dramaturgy for the children's museum, how to get new exhibitions and compare it to the experience she has in Slovakia. Also, as a newly established museum, NE needs to work on our networking, and she would like to know other organizations and people in this field to broaden the options for getting international travel exhibitions. Her personal goal is to also have enough time for developing her business plan, to get the relevant feedback and to consult the overall programming for her museum with her Host Entrepreneur. She is also interested in the strategy for communication of these specific events and strategy to attract different audiences. Objectives for HE: One of the main objectives for HE Graz Kindermuseum for participating in



the Erasmus project is to increase the opportunity to operate on an international level. By hosting motivated NE, they could start and foster the dialogue on the professional topics of educating young people in the form of a children's museum. HE can also get the fruitful professional and personal reflection on culture within the organization and the feedback on its running processes. HE also aims to share and pass on knowledge in order to contribute to the establishment of high-quality children's museums in another EU-member state and benefit from new Inspiration perspectives of NE. HE also sees the opportunity for finding a potential new Partners for future Projects, gaining valuable insights into the development of our sector on a European scale.

**Description of the work/learning project:** Graz Kindermuseum is the successful children's museum in Graz. Petra, together with her business partner has opened a museum like this in Slovakia on September. Their objective for the next few months is to get to know how to manage an organization like this, how to prepare an educational program of a high quality and how to promote their products and services for different audiences. HE's motivation to participate in the program is to share his experience with managing a big team and how the decisions are made. NE would like to experience all stages of work in a company, so she can see it in its complexity. Graz Kindermuseum is not just exhibiting, but also designs the exhibitions, so they use the strong knowledge of their audiences. NE is interested in learning how the long-term program is developed, how the additional supporting programs and events are designed and who is included in the decision-making process. Another part of running a children's museum is attracting new exhibitions, its distribution, and the overall conditions. Petra would also like to experience all the preparations for the new exhibitions and all the production and technical support needed for this. Another part of the learning project is to share networking opportunities and contacts of NE and HE, discussion on the possible future collaboration and projects. NE's background is in Public Relations, fundraising and event production, so she will share her experience and feedback on these fields. She can help with the PR research, communication, and management of the databases. As a temporary team member, she can also encourage and motivate the staff to participate in Erasmus exchanges in the future, facilitate peer learning and boosting innovative educational approaches in the team. She will also help with raising the awareness of the international cooperation and responsibility of our work among our regional partners and policymakers.

**Proposed plan of activities:** NE and HE has mutually agreed about these activities: NE will get the overall introduction to the organization, its structure, and employees (week 1) HE will share his managerial experience, present the processes and day to day tasks (week 1) HE will show NE how they do short and long-term planning of the exhibitions and the events (week 1) NE will feedback their plan and draft the plan for her own museum (week 2-4) NE and HE will share their international contacts on other European Children's museum, exhibitions, distributors, etc. (week 2) NE and HE will discuss the options for future cooperation (week 2) NE will work on the strategy for raising the awareness of the Graz Kindermuseum on the local and international level, cherish the city's Status as a winner of the European Prize (awarded by the Council of Europe) for showing outstanding commitment promoting the European ideal. (week 3 - 4) NE will encourage the staff to also participate in international exchange programs in the future by providing them with role models and best practice experiences, facilitate peer learning and boosting innovative educational approaches in our daily work. (week 3) HE will consult the business plan and ideas of NE (week 3) NE will feedback on the processes and provide new ideas for the HE's organization NE and HE will discuss the communication and audience development strategy to reach the different audiences and stakeholders (young people, parents, schools, municipalities, media, ...) (week 2 - 4)

**Expected outcome:** Outcomes for NE: To broaden the options for getting to interesting international travel exhibitions, by getting to know other organizations and people in this field. To set the international cooperation with HE. To get the knowledge of how successful children's museum is being managed and how the decisions are being made. To have revised business plan and ideas for the future of running a children's museum in Slovakia. Improved management and organizational skills and effectivity of her work. Plan and job description for the paid positions in their organization To get the relevant knowledge for preparation of the plan for audience development. Outcomes for HE: To raise the international profile of the



organization. To get feedback on the activities, products, services, and exhibition of Graz Kindermuseum. To have the future international cooperation with NE set. To get the information about the situation on the Slovak market. Staff motivated to participate in international programs and exchanges. To have the strategy for raising the awareness of the Graz Kindermuseum on the local and international level.

#### 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.

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**THE NEW ENTREPRENEUR:** Ms Petra Vancová

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

Signature of the NE

Date:

Ms Petra Vancová (Signed)

17/12/2018

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**THE NE's INTERMEDIARY ORGANISATION:** Creative Industry Košice, no [ Slovakia]

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

Coordinator's signatur

Date:

Mr Michal Hladký (Sig

17/12/2018

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**THE HOST ENTREPRENEUR:** Mr Jörg Ehtreiber

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

Signature of the HE

Date:

Mr Jörg Ehtreiber (Signed)

19/12/2018

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**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)

18/12/2018

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