

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: RLT194612

The New Entrepreneur's Intermediary Organisation

Name: Creative Industry Košice, n.o.

Address: Kukučínova 2, 040 01 Košice

Tel.: +4216964279

Fax: -

E-mail: office@cike.sk

Name of the authorized representative: Ing. arch Michal Hladký

Hereafter referred as the "NIO"

of the one part,

and

the New Entrepreneur

Name: Martina Galliková

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 and the Host Entrepreneur's Intermediary Organisation (HIO), after agreement of the host entrepreneur Mireia Parera, La Mansarda del moble, 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 RLT194612

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 26 April 2019 to 31 July 2019. The stay has a total duration of 3 months and 6 days.
- 2.3. The stay abroad will take place in city Sabadell (Barcelona) – Spain.
- 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.

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

- 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 €830 per month, total 2603,18€.
- 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 Juriková
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): Martina Galliková
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 [Place], [Date]

Done at [Place], [Date]

Signature of _____ s
authorised re _____ ntative

Signature of ~~NE~~

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. 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.
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 and EASME.

2. Liability

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.

- 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.
- 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

RLT194612

I. DETAILS ABOUT THE NEW ENTREPRENEUR

Name of the participant: Ms Martina Gallikova

Contact details:

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

Creative Industry Košice, no [Slovakia]

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

II. DETAILS ABOUT THE HOST ENTREPRENEUR

Host entrepreneur: Ms Mireia Parera

Sector of activity: Crafts, art materials and accessories

Name of the enterprise: La Mansarda del moble

Total employees: 1

Contact details: c/ Pare Sallarès, 4 bis - 08201 Sabadell (Barcelona) - Spain
info@lamansardadelmoble.com - +34 666377922

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

Chamber of Commerce and Industry of Sabadell [Spain]

Ms Amalia QUERA , aquera@cambrasabadell.org , (+34) 937451260

III. SUMMARY OF THE PROPOSED STAY ABROAD

Months of stay abroad :

Planned start date of the stay: 26 April 2019

Planned end date of the stay: 31 July 2019

Objectives of the stay: Objectives for NE: Martina is working as an interior designer in Slovakia, but her aim is to open the concept store with the idea of mixing old and new. "Utulno" should become a multifunctional place where the interior design studio meets the concept store and workroom in one place. The objective of Martina's relationship would be to learn how to successfully run the business, to get the overview on financial issues, how to communicate with suppliers, how to market the products successfully, etc. Therefore, NE will be a part of the daily activities of her host, so she could see how successful entrepreneurs are dealing with it. Another part of her business plan is to offer not just the services of an interior designer but to produce and restore the old furniture herself. HE will be able to teach her new techniques so she can produce something herself. As a creative person, Martina would like to be inspired by working with other creative (her HE) and to apply the new knowledge in her own business, bring it to Slovakia to help the city and the local environment to grow. Objectives for HE: HE Mireia is running a successful shop, with refurbished old furniture and objects of different styles.



Besides her sales activities, she also offers different sort of services like furniture restoration or courses about various techniques used in this field. HE's motivation for participation in Erasmus for Young Entrepreneurs was to share their experience and increase the knowledge of perspective New entrepreneur from abroad. It is also opening the opportunity for future international cooperation. NE from Slovakia has also a background in marketing, so she will help HE with communication and promotion of her work. NE Martina is working as an interior designer, so she can also help with designing the new products. Both entrepreneurs are already professionals from the same field, so they can benefit from mutual feedback on their work and learn new ideas.

Description of the work/learning project: The exchange will be focused on 4 different areas. 1. Management. NE will be introduced to the team and will get the overall information about the daily managerial tasks. She will learn what types of stakeholders are involved in each part of the process. HE will share her experience with cooperation with different groups as costume designers, interior designers, decorators, producers, customers, etc.. Based on the information and experience, NE will be able to revise her business plan. She will start to plan the next steps for opening her future concept store. 2. Practice work. HE is running different workshop and lectures. NE will, therefore, learn how to restore the old furniture in a professional way using various techniques, so she will be that able to use it for her own business. NE plans to rent the multifunctional space with a workshop room, so she can get the relevant information about how to set up space. As both entrepreneurs are designers there will be a space for developing a new type of products in a creative way. 3. Marketing and digital marketing. HE is selling her products online. NE has a lot of experience with marketing management. Together, they can develop the marketing plan and different campaigns on how to promote and sell products and services online, as well as offline. NE is an interior designer, so she will also help with redecorating the part of the HE's brick shop. One of the other goals of NE is to find a way how to build a strong brand, so she will focus also on this process. 4. New ideas and cooperation. NE will bring new ideas to HE. She plans to get in touch with different designers and other stakeholders in order to develop cooperation between both entrepreneurs and other people working in creative sectors on the local/regional level.

Proposed plan of activities: NE and HE has mutually agreed about these activities: Month 1 • NE will be involved in the regular activities of HE's company • NE will get the overall introduction to the organization, team, structure, stakeholders, and collaborators. • HE will share her managerial experience, present the processes and day to day tasks, and the overall way of work • HE will present the type of workshops/courses she is doing • NE will exchange the business ideas with HE, so she will get the relevant feedback on her business plan • HE will teach NE various types of furniture restoration Month 2 • NE, together with HE will go through the marketing activities and NE will share her knowledge and experience with communication and PR services in order to attract different audiences. They will work on different campaigns. NE will plan how to build her own brand. • HE will share how she is selling stuff online and will share the tools with NE • NE will feedback on the processes and provide new ideas for the HE's organization • NE will make research on the other possible collaborators (designers, decorators, producers, companies working in the creative sector) and will propose future cooperation Month 3 • NE will design the part of the brick shop • NE and HE will discuss future collaboration and possible projects • HE will teach NE how to work with the furniture or object applying the most appropriate treatments to guarantee its conservation respecting the origin and style of each piece of furniture. They will be then able to create together. • NE will learn how to run a brick store

Expected outcome: Outcomes for NE: NE will learn how to manage a successful company that is offering products and services as well. She will understand the processes, which stakeholders are involved, what is the best organizational structure for her. Moreover, she will experience how to set up a workshop space used for restoring the old furniture and she will be able to use various new techniques of production in her own business. NE also see all the aspects, advantages and disadvantages of selling the products online, as well as at the brick store. NE will also get valuable feedback on her business plan and the practical advice on how to improve her company. NE will experience how the successful company is coordinating activities on a daily basis and get the knowledge of how the decisions are being made. She will have the



network of the possible future collaborators. Outcomes for HE: He will share her experience and knowledge with the management of the successful organization. While working with NE from a different country, she will get professional feedback on her products, services, and workshops. NE will also share her business ideas and proposals for the future improvement of the company. Thanks to cooperation with creative NE, HE will get the information on how to decorate the space of the brick store. They will both cooperate in the creative process of restoration of the old furniture with the overview of future permanent collaboration. NE will use her marketing skills to help HE set the different promotion campaigns and marketing strategy. Presence of the NE from abroad will also help to promote the HE's company on the local level as well as to raise the international profile of the HE's organization.



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 Martina Gallikova

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

Signature of the NE	Date:
Ms Martina Gallikova (Signed)	25/02/2019

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 signature	Date:
Mr Michal Hladký (Signed)	25/02/2019

THE HOST ENTREPRENEUR: Ms Mireia Parera

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

Signature of the HE	Date:
Ms Mireia Parera (Signed)	26/02/2019

THE HE's INTERMEDIARY ORGANISATION: Chamber of Commerce and Industry of Sabadell [Spain]

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

Coordinator's signature	Date:
Ms Ester Raventos (Signed)	25/02/2019



