

GRANT AGREEMENT for a:

Project with multiple beneficiaries under the ERASMUS+ Programme

AGREEMENT NUMBER – 2015-1-UK01-KA202-013806

Ecorys UK Limited
Consortium member for UK National Agency – 1650169
Albert House
Quay Place
92-93 Edward Street
Birmingham
B1 2RA
GB 558 9423 95

The **National Agency** (hereinafter referred to as "the NA"), represented for the purposes of signature of this Agreement by Madeleine Rose, Deputy Director of the UK National Agency, and acting under delegation by the European Commission, hereinafter referred to as “the Commission”.

on the one part,

and

Name (in local characters): **Edinburgh World Heritage Trust**
Name (in Latin characters): **Edinburgh World Heritage Trust**
Legal form: **COMPANY LIMITED BY GUARANTEE**
Registration number: **195077**
VAT: **889289832**

PIC: **948324284**

Address: **5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD**
Country: **United Kingdom**

hereinafter referred to as “the coordinator”, represented for the purposes of signature of this Agreement by **Director, Adam Wilkinson**

and the other beneficiaries as set out in Annex VI,

hereinafter referred to collectively as “the beneficiaries”, and individually as “beneficiary” for the purposes of this Agreement where a provision applies without distinction between the coordinator or another beneficiary,

on the other part,

HAVE AGREED

to the Special Conditions (hereinafter referred to as “the Special Conditions”) Part I, the General Conditions (hereinafter referred to as “the General Conditions”) Part II and the following Annexes:

- Annex I Description of the Project – sections D to H of the grant application
- Annex II Estimated budget
- Annex III Financial and contractual rules
- Annex IV Templates for agreements documents to be used between beneficiaries and participants – only applicable to Key Action 1
- Annex V Mandate[s] provided to the coordinator by the other beneficiary[ies]
- Annex VI List of other beneficiaries

which form an integral part of this Agreement, hereinafter referred to as "the Agreement".

The terms set out in the Special Conditions shall take precedence over those set out in the General Conditions, as published on www.erasmusplus.org.uk.

The terms set out in the Special Conditions and in the General Conditions shall take precedence over those set out in the Annexes.

The terms set in Annex III shall take precedence over those set out in the other Annexes.

The terms set in Annex II shall take precedence over those set in Annex I.

PART I - SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT MATTER OF THE AGREEMENT

I.1.1 The NA has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the Project entitled “**Applicable Representation of City Centres with Heritage Importance**” (“the Project”) under the Erasmus+ Programme, Key Action 2: Strategic Partnerships, as described in Annex I.

I.1.2 With the signature of the Agreement, the beneficiaries accept the grant and agree to implement the Project, acting on their own responsibility.

ARTICLE I.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION

I.2.1 The Agreement shall enter into force on the date on which the last party signs.

I.2.2 The Project shall run between **31/12/2015** and **30/08/2018** both inclusive.

ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

I.3.1 Maximum grant awarded

The grant shall be of a **maximum amount of 359,890.00 EUR** and shall take the form of unit contributions and reimbursement of eligible costs actually incurred in accordance with the following provisions:

- (a) eligible costs as specified in Article II.16;
- (b) estimated budget as specified in Annex II;
- (c) financial rules as specified in Annex III.

I.3.2 Budget transfers without amendment

Without prejudice to Article II.11 and provided that the Project is implemented as described in Annex I, beneficiaries are allowed to adjust the estimated budget set out in Annex II, by transfers between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.11 provided that the following rules are respected:

- (a) The beneficiaries are allowed to transfer up to 20% of the funds allocated for Project management and implementation, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities and Exceptional costs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.
- (b) Any budget transfer shall result in an increase of maximum 20% of the amount awarded to that budget category as specified in Annex II.

- (c) The beneficiaries are allowed to transfer funds allocated for any budget category to the budget category Special needs support, even if no funds are allocated for Special needs support as specified in Annex II. In such case the maximum increase of 20% of the budget category Special needs support shall not apply.
- (d) By derogation to point (a) of the present Article, the beneficiaries are allowed to transfer funds allocated for any budget category except Special needs support to the budget category Exceptional costs in order to contribute to the costs of a financial guarantee in so far as required by the NA in Article I.4.1 and even if no funds are allocated for Exceptional costs as specified in Annex II. In such case the maximum increase of 20% of the budget category Exceptional costs shall not apply.

ARTICLE I.4 –REPORTING AND PAYMENT ARRANGEMENTS

The following reporting and payment provisions shall apply:

I.4.1 First pre-financing payment

The pre-financing is intended to provide the beneficiaries with a float.

The NA shall pay to the coordinator within 30 days following the entry into force of the Agreement a first pre-financing payment of **143,956.00 EUR** corresponding to **40%** of the maximum grant amount specified in Article I.3.1.

I.4.2 Interim reports and further pre-financing payments

By **30/09/2016** the coordinator shall complete a progress report on the implementation of the Project in Mobility Tool+ (if available), covering the reporting period from the beginning of the implementation of the Project specified in Article I.2.2 to **31/08/2016**.

By **29/06/2017** or once at least 70% of the first pre-financing payment has been used to cover costs of the Project, the coordinator shall complete an interim report on the implementation of the Project in Mobility Tool+ (if available), covering the reporting period from **31/12/2015** to **30/04/2017**.

In so far as the interim report demonstrates that the coordinator has used at least 70% of the amount of first pre-financing payment, the interim report shall be considered as a request for a further pre-financing payment and shall specify the amount requested up to **143,956.00 EUR** corresponding to **40%** of the total maximum amount specified in Article I.3.1.

Where the interim report shows that less than 70% of the first pre-financing payment paid has been used to cover costs of the Project, the coordinator shall submit a further interim report once at least 70 % of the amount of first pre-financing payment has been used, which shall be considered as a request for a further pre-financing payment and shall specify the amount requested **143,956.00 EUR** corresponding to 40% of the maximum amount specified in Article I.3.1.

Without prejudice to Articles II.17.2 and II.17.3 and following approval of the report by the NA, the NA shall pay to the coordinator the further pre-financing payment within 60 calendar days on receipt of the interim report completed in Mobility Tool+ (if available).

I.4.3 Final report and request for payment of the balance

Within 60 days after the end date of the Project specified in Article I.2.2, the coordinator shall complete a final report in Mobility Tool+ on the implementation of the Project, and upload all project results in VALOR as specified in article I.10.2. The report must contain the information needed to justify the contribution requested on the basis of unit contributions where the grant takes the form of the reimbursement of unit contribution or the eligible costs actually incurred in accordance with Article II.16 and Annex III.

The final report is considered as the coordinator's request for payment of the balance of the grant.

The coordinator shall certify that the information provided in the request for payment of the balance is full, reliable and true. It shall also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.20.

I.4.4 Payment of the balance

The payment of the balance, which may not be repeated, is intended to reimburse or cover after the end of the period set out in Article I.2.2 the remaining part of the eligible costs incurred by the beneficiaries for its implementation.

Without prejudice to Articles II.17.2 and II.17.3, on receipt of the documents referred to in the final report, the NA shall pay the amount due as the balance within 60 calendar days.

This amount shall be determined following approval of the final report and in accordance with the fourth subparagraph. Approval of the final report shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

The amount due as the balance shall be determined by deducting, from the final amount of the grant determined in accordance with Article II.18, the total amount of pre-financing and interim payments already made. Where the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.18, the payment of the balance may take the form of a recovery as provided for by Article II.19.

I.4.5 Non – submission of documents

Where the coordinator has failed to submit an interim report due or final report accompanied by the documents referred to above, the NA shall send a formal reminder within 15 calendar days of the deadline. If the coordinator still fails to submit such a request within 30 calendar

days following this reminder, the NA reserves the right to terminate the Agreement in accordance with Article II.15.3.1(c), and request the reimbursement of the full amount of pre-financing payments in accordance with Article II.19.

I.4.6 Language of requests for payments and reports

The coordinator shall submit all requests for payments and reports in English.

I.4.7 Conversion of costs incurred in another currency into euro

By way of derogation to Article II.17.6, any conversion into euro of costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website¹ applicable on the day when the bank account of the beneficiary is credited with the first pre-financing payment.

If Article I.4.2 provides for a second or more pre-financing payments, the conversion rate shall apply for all costs incurred in the period from the date of transfer of the related pre-financing payment until the date of transfer of the next pre-financing payment.

ARTICLE I.5 – BANK ACCOUNT FOR PAYMENTS

All payments shall be made to the coordinator's bank account as indicated below:

Name of bank: **Royal Bank of Scotland**

Address of branch: **36 St Andrew Square, Edinburgh, EH2 2AD**

Precise denomination of the account holder: **Edinburgh World Heritage Trust**

Full account number (including bank codes): 83 06 08 **10971740**

IBAN code: **GB92RBOS83060810971740**

ARTICLE I.6 - DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES

I.6.1 Data controller

The entity acting as a data controller according to Article II.6 shall be: Paul Maturi.

I.6.2 Communication details of the NA

Any communication addressed to the NA shall be sent by the coordinator to the following address:

Ecorys UK Limited

Consortium member for UK National Agency – 1650169

¹ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Albert House
Quay Place
92-93 Edward Street
Birmingham
B1 2RA
E-mail address: erasmuplus@ecorys.com

I.6.3 Communication details of the beneficiaries

Any communication from the NA to the beneficiaries shall be sent to the coordinator at the following address:

Krzysztof Chuchra
International Programme Project Manager
Edinburgh World Heritage Trust
5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD
krzysztof@ewht.org.uk

ARTICLE I.7 –PROTECTION AND SAFETY OF PARTICIPANTS

The beneficiaries shall have in place effective procedures and arrangements to provide for the safety and protection of the participants in their Project.

The beneficiaries shall ensure that insurance coverage is provided to participants involved in mobility activities abroad.

ARTICLE I.8 - APPLICABLE LAW AND SETTLEMENT OF DISPUTES

I.8.1 The Agreement is governed by English Law.

I.8.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the NA and any beneficiary concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

ARTICLE I.9 – ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

In addition to the provision of Article II.8.3, if the beneficiaries produce educational materials under the scope of the Project, such materials shall be made available through the Internet, free of charge and under open licenses.

ARTICLE I.10 – USE OF IT TOOLS

I.10.1 Mobility Tool+

The coordinator is required to make use of the web based Mobility Tool to record all information in relation to the mobility activities undertaken under the Project, including activities with a zero grant from EU funds and to complete and submit the Progress Report, Interim report (if available in Mobility Tool+) and Final reports.

I.10.2 VALOR – Dissemination Platform

The coordinator shall input the deliverables of the Project in VALOR, the programme Dissemination Platform on the website <http://ec.europa.eu/programmes/erasmus-plus/projects/>, in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in VALOR by the time of its submission

ARTICLE I.11 – ADDITIONAL PROVISIONS ON SUBCONTRACTING

By way of derogation to the provisions set out in Article II.10, the beneficiaries shall not subcontract any activities funded from the budget category Intellectual outputs.

By way of derogation, the provisions set out in points (c) and (d) of Article II.10.2 shall not apply to any of the budget categories except Exceptional costs.

ARTICLE I.12 – SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES

The financial responsibility of each beneficiary other than the coordinator shall be limited to the amount received by the beneficiary concerned.

ARTICLE I.13 - NOT APPLICABLE PROVISIONS FROM THE GENERAL CONDITIONS

The following provisions of Part II – General conditions of this Agreement shall not apply Articles II.16.2.1 – II.16.2.4, II.16.2.6 and II.16.4.1 – II.16.4.3, II.16.4.5.

ARTICLE I.14 - SUPPORT TO PARTICIPANTS

Where the implementation of the Project requires giving support to participants, the beneficiaries shall give such support in accordance with the conditions specified in Annex I and Annex IV (if applicable), which shall at least contain:

- (a) the maximum amount of financial support, which shall not exceed EUR 60 000 for each participant;
- (b) the criteria for determining the exact amount of the support;
- (c) the activities for which the participant may receive support, on the basis of a fixed list;
- (d) the definition of the persons or categories of persons which may receive support;
- (e) the criteria for giving the support.

The beneficiaries shall:

- Either transfer the financial support for travel, individual support and linguistic support in full to the participants of Transnational learning/teaching/training activities, applying the rates for unit contributions as specified in Annex III;
- Or provide the support for the budget categories travel, individual support and linguistic support to participants of Transnational learning/teaching/training activities in the form of provision of the required travel, subsistence and linguistic support services. In such case, the beneficiaries shall ensure that the provision of travel, subsistence and linguistic support services will meet the necessary quality and safety standards.

The beneficiaries may combine the two options set out in the previous paragraph in so far as they ensure fair and equal treatment of all participants. In such case the conditions applicable to each option shall be applied for the budget categories to which the respective option is applied.

ARTICLE I.15 – ANY ADDITIONAL PROVISIONS REQUIRED BY THE NATIONAL LAW

I.15.1 Additional Provisions on Data Protection

All personal data contained in the agreement shall be processed in accordance with:

- national legislation by the NA, in particular the UK Data Protection Act 1998;
- in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

The beneficiary may lodge a complaint against the processing of his/her personal data with the Information Commissioners Office (ICO) with regard to the use of these data by the NA, or to the European Data Protection Supervisor with regard to the use of the data by the Commission.

The beneficiary shall take appropriate technical and organisational measures against the unauthorised or unlawful processing of personal data and against actual loss or destruction or, or damage to personal data, having regard to the state of technological developments and the cost of implementing any measures, and the measures must ensure a level of security appropriate to the harm that might result from unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the personal data.

I.15.2 Equal Opportunities

The Beneficiaries shall ensure that they do not, in delivering the Project under this

Agreement, discriminate within the meaning of the Equality Legislation.

The Beneficiaries shall comply with any equal opportunities or diversity policies or guidelines included in the NA or Commissions Requirements.

I.15.3 Protection of Children and Vulnerable Adults

The beneficiary warrants that, in relation to all activities in connection with the Project where project activity is taking place in England or Wales, it will comply with all legislation and statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (including without limitation, the UN Convention on the Rights of the Child and the Children Act 1989), as may be amended from time to time. Equivalent provisions in equivalent legislation in locations other than England and Wales shall apply in those locations.

The beneficiary acknowledges that, for the purposes of the Safeguarding Vulnerable Groups Act 2006, and any regulations made thereunder, as amended from time to time (the “SVGA”), and where the location is England or Wales, it is the “Regulated Activity Provider” in respect of any “Regulated Activity” (both as defined in the SVGA) carried out in connection with the Project and that it will comply in all respects with the SVGA and any regulations or orders made thereunder. Equivalent provisions in equivalent legislation applicable in locations other than England and Wales shall apply in those locations.

The beneficiary shall ensure that it is (and that any individual engaged by it to carry out Regulated Activity in connection with the Project) is subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service (DBS) including a check against the adult’s barred list or the children’s barred list, as appropriate or a valid local equivalent e.g. police certificate if the individual engaged is outside England or Wales. Where applicable, the Beneficiary shall monitor the level and validity of the checks under this clause I.14.4 for each member of staff or other individual engaged by it to carry out Regulated Activity in connection with the Project.

The beneficiary warrants that at all times whilst this Agreement is in force, it has not, and has no reason to believe that any person who is or will be employed or engaged by the Beneficiary in connection with the Project, is barred from carrying out such employment or engagement.

The beneficiary shall immediately notify Ecorys UK of any information that Ecorys UK reasonably requests to enable Ecorys UK to be satisfied that the obligations of this clause have been met.

The beneficiary shall refer information about any person employed or engaged by it to carry out Regulated Activity in connection with the Project to the Independent Safeguarding Authority (ISA) where it removed permission for such person to carry out the Regulated Activity (or would or might have, if such person had not otherwise ceased to engage in the Regulated Activity), because, in its opinion, such person has harmed or poses a risk of harm to children and/or vulnerable adults.

The beneficiary shall not employ or use the services of any person who is barred from, or

whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to children or vulnerable adults.

I.15.4 Health and Safety

The beneficiary shall take all necessary measures to comply with the requirements of the Health and Safety at work Act 1974 (or any equivalent legislation in any applicable jurisdiction) and any other acts, orders, regulations and codes of practice (including, without limitation, any approved codes of practice) relating to health and safety, which may apply to the performance of this Agreement.

SIGNATURES

For the beneficiary

For the NA

by or on behalf of

Director

Deputy Director – UK National Agency

Adam Wilkinson

Madeleine Rose,

[signature]

[signature]

Done at

Done at Birmingham,

Date:

Date:

PART II

GENERAL CONDITIONS

Download the General Conditions applicable to this Multi Beneficiary Grant Agreement at:

<https://www.erasmusplus.org.uk/file/1410/download>

ANNEX I – Description of the project

Agreement Number: 2015-1-UK01-KA202-013806

The beneficiary will implement the Project as described in the grant application with submission code: 1258049 with the exception of planned Intellectual Outputs/ Multiplier events/ Learning/teaching/training Activities that are not listed in this annex¹:

1 C Learning/Teaching/Training Activities

Activity type	Total number of participants	Total Duration (days)
	0	0
SP-VET-BLEND - Blended mobility of VET learners	20	200
	0	0
	0	0
Total	20	

¹ The NA shall list only approved Intellectual Outputs/ Multiplier events/ Learning/teaching /training Activities and exclude those that have been refused

Agreement Number: 2015-1-UK01-KA202-013806

Intellectual Outputs

1.

Output identification: 1

Output title: Online Learning Platform

2.

Output title: 2

Output identification: Study titled 'Applicable Representation of City Centres with Heritage Importance'

3.

Output title: 3

Output identification: Media Learning Material

Agreement Number: 2015-1-UK01-KA202-013806

Multiplier Events

1.

Event identifier: 1

Event title: 3D Map of Edinburgh - Intermediate Lecture and Exhibition

2.

Event identifier: 2

Event title: 3D Map of Budapest - Intermediate Lecture and Exhibition

3.

Event identifier: 3

Event title: 3D Map of Granada - Intermediate Lecture and Exhibition

4.

Event identifier: 4

Event title: 3D Map of Lublin - Intermediate Lecture and Exhibition

5.

Event identifier: 5

Event title: Final APPROACH Exhibition - Edinburgh

6.

Event identifier: 6

Event title: Final APPROACH Exhibition - Budapest

7.

Event identifier: 7

Event title: Final APPROACH Exhibition - Granada

8.

Event identifier: 8

Event title: Final APPROACH Exhibition - Lublin

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Multiplier Events

9.

Event identifier: 9

Event title: Final APPROACH Exhibition - Cluj Napoca

10.

Event identifier: 10

Event title: Final APPROACH Exhibition - Riga

Multiplier Events

ANNEX II – Estimated budget

Agreement Number: 2015-1-UK01-KA202-013806

Budget Summary

Budget items	Total per project, in Euros
Project management and Implementation	64,000.00
Transnational Project meetings	48,880.00
Intellectual outputs	201,610.00
Multiplier events	28,000.00
Travel	5,500.00
Subsistence	11,900.00
Linguistic support	0
Special Needs Support	0
Exceptional Costs	0
Total Calculated	359,890.00
Total Granted	359,890.00

ANNEX III – FINANCIAL and CONTRACTUAL RULES

I. INTRODUCTION

This annex complements the rules applicable to the use of the grant under the different budget categories applicable to the Project as specified in the Agreement. These clarifications are contained in section II.

Section IV specifies the rates applicable to the budget categories for which unit contributions apply as specified in Article II.16.2 of the Agreement.

Section V provides an overview of the types of checks that the beneficiary may be subject to and the related supporting documents.

II. REPORTING RULES

In accordance with Articles I.4.2 and I.4.3 of the Agreement, the beneficiary shall use Mobility Tool+ to report on the activities for which grant support was awarded by filling-in all mandatory fields.

III. COMPLEMENTARY FINANCIAL AND CONTRACTUAL RULES

A. Eligibility of activities

- The beneficiaries shall ensure that the activities undertaken with grant support for the project are eligible in accordance with the rules set out in the Erasmus+ Programme Guide.
- Activities undertaken that are not compliant with the rules set out in the Erasmus+ Programme Guide as complemented by the rules set out in this Annex shall be declared ineligible by the NA and the grant amounts corresponding to the activities concerned shall be reimbursed in full. The reimbursement shall cover all budget categories for which a grant was awarded in relation to the activity that is declared ineligible.
- The eligible minimum duration of mobility activities specified in the Programme Guide is the minimum duration of the activity excluding time for travel.

B. Eligibility of expenses

1. General

- Expenses will be considered only for the budget categories for which funding is awarded by the NA as specified in Annex II.

- Budget transfers shall respect the limits set in Article I.3.2 of the Agreement. No budget transfer is allowed to a budget category for which no grant was requested in the grant application or for which no grant was awarded by the NA as specified in Annex II. The only exception refers to the budget category "special needs support" to which a budget transfer may take place also in the case that no grant support was requested in the grant application.

2. Project management and implementation

- The beneficiaries shall implement the activities and produce the outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency in the Agreement.
- The beneficiaries shall agree on the distribution of the amount between them depending on their respective workload and contribution to the project activities and results.
- The coordinator shall report on the project activities and results on behalf of the Project as a whole.

3. Transnational project meetings

- The coordinator shall upload in Mobility Tool+ the list of participants including the name of the participant, the places of origin and venue will be recorded, and determine the distance band on the basis of the on-line distance calculator. Mobility Tool+ will calculate the grant amount automatically on the basis of the applicable unit contribution.
- By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary shall provide the reason for this difference in Mobility Tool+.
- In all cases, the beneficiaries shall be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.
- Participation in Transnational project meetings taking place in the country of the Beneficiary is eligible under this budget category, provided that the activities involve participants from Project beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place

of arrival as specified above is at least 100 km following the online distance band calculator.

4. Intellectual outputs

- The beneficiaries shall develop the intellectual outputs proposed in the grant application and as approved by the NA in the Agreement.
- The coordinator shall report on the activities undertaken and results produced in Mobility Tool+ on behalf of the Project as a whole. The coordinator shall provide documentary evidence of the project results of the Project as a whole, which shall be uploaded at the latest at final report stage in VALOR.
- The coordinator shall report in Mobility Tool+ the number of days of work per category of staff for each of the beneficiaries on the basis of time sheets kept to that effect per person cooperating directly on the development of intellectual outputs. Mobility Tool+ will calculate the grant amount automatically on the basis of the applicable unit contributions for the category of staff and country concerned.
- To be considered as "staff" for the development of intellectual outputs, the persons have to be, either on a professional or voluntary basis, involved in education, training or youth non-formal learning, and may include professors, teachers, trainers, school leaders, youth workers and non-educational staff. In all cases, the beneficiaries have to be able to demonstrate the formal link with the staff member concerned, whether the person is involved in the Project on a professional or voluntary basis.

Nota bene: staff working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under "intellectual outputs" but may be eligible under "exceptional costs" under the conditions specified in the related section below.

- The staff category applicable to each person has to be one of the four categories listed in section III of this Annex. In the case of staff working on a voluntary basis, the category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the intellectual output.
- Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item. These costs can be used under the "Intellectual Outputs" budget item only if applied for and approved by the NA, as specified in Annex II.

5. Multiplier events

- The organisation of multiplier events is eligible only if applied for and approved by the National Agency in Annex II of the Agreement.
- In the case that the beneficiaries do not develop the Intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either. If the NA awarded support for the development of several Intellectual outputs but only some of them are ultimately realised, the NA will determine to which extent each of the related Multiplier events is eligible for grant support.
- Only participants from organisations other than the beneficiaries can be counted in for the number of persons on the basis of which the grant amount is established.
- Multiplier events can take place only in the Programme or Partner Countries in which the beneficiaries are located.
- The coordinator shall report in Mobility Tool+ on the description of the events, the Intellectual outputs related to the multiplier events, the leading and participating organisations, the receiving country, and the numbers of local and international participants.

6. Transnational learning, teaching and training activities

- The coordinator shall record all Transnational learning, teaching and training activities in the Mobility Tool+. If necessary, the beneficiary may add one day for travel directly before the first day of the activity abroad and one day for travel directly following the last day of the activity abroad; these extra days for travel will be considered for the calculation of the individual support.
- In case no travel took place, the coordinator shall report that situation accordingly in Mobility Tool+ for each participant concerned. For the establishment of the distance band applicable, the coordinator shall use the on-line distance calculator available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. By default, the place of departure is understood as the place where the sending organisation is located and the place of arrival as the place where the hosting organisation is located. If a different place of departure or arrival is reported, the coordinator shall provide the reason for this difference in Mobility Tool+.
- The coordinator shall report for each participant undertaking a learning, teaching or training activity abroad of more than 2 months whether linguistic preparation was undertaken with the support of the grant awarded for linguistic support.

- Mobility Tool+ will calculate the grant amounts for travel, individual support and linguistic support based on the applicable unit contribution rates.
- Eligible Transnational learning, teaching and training activities are:
 - Blended mobility combining short-term physical mobility (5 days to 2 months) with virtual mobility;
 - Long-term teaching or training assignments (2 to 12 months);
 - Short-term joint staff training events (5 days to 2 months).
- Transnational training, teaching or learning activities must take place in the countries in which the beneficiaries are located. However, activities of learners as well as long-term activities of staff or youth workers from or to Partner Countries are not eligible, with the exception of staff from Partners Countries teaching in Intensive Study Programmes.
- Support to participants in Blended mobility and Short-term joint staff training events (Transnational learning, teaching and training activities) taking place in their own country is eligible under this budget category, provided that the activities involve participants from beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 100 km following the online distance band calculator.
- Eligible participants in Transnational learning, teaching and training activities are persons who have a direct link with a beneficiary organisation in one of the following capacities, as follows:
 - Students registered in a participating HEI and enrolled in studies leading to a recognised degree or other recognised tertiary level qualification, up to and including the level of doctorate (in Intensive Study Programmes and blended mobility activities);
 - Apprentices, VET students, adult learners, and young people in blended mobility;
 - Pupils of any age, accompanied by school staff (in short-term exchanges of groups of pupils);
 - Pupils aged 14 or older enrolled in full-time education at a school participating in the Strategic Partnership (in long-term study mobility of pupils);
 - Professors, teachers, trainers and educational and administrative staff employed at a participating organisation, youth workers.

- In all cases, the beneficiaries shall be able to demonstrate the formal link with the persons participating in Transnational training, teaching or learning activities, whether they are involved in the Project as staff (either on a professional or a voluntary basis) or as learners.

7. Special needs support

- The coordinator shall report in Mobility Tool+ whether additional grant support for special needs support was used for any of the participants with special needs. The coordinator shall report in Mobility Tool+ the type of additional expenses as well as the real amount of related additional costs incurred.
- The Special needs support includes costs directly related to participants with special needs and accompanying persons taking part in transnational teaching, training and learning activities.

8. Exceptional costs

- Exceptional costs can cover only the costs stipulated in Article II.16.4 of the Agreement.
- Grant support for exceptional costs can be claimed only for sub-contracting of goods and services and depreciation costs of equipment or other assets purchase and for a financial guarantee if required by the Agreement. Sub-contracting of services is limited to services that cannot be provided by the beneficiaries for duly justified reasons. Equipment cannot include normal office equipment (such as PCs, laptops, printers, beamers, etc.) or equipment used by the beneficiaries for their normal activities (such as equipment for computer classes or training purposes that are part of the normal curriculum).
- The coordinator shall report in Mobility Tool+ the type of expenses and actual costs incurred for exceptional costs.
- The same type of costs cannot be claimed both under grant items based on unit contributions and grant items based on real costs incurred.
- In the case of equipment purchase, rental or lease only the amount corresponding to the share of time of the use of the equipment for the project can be claimed. Cost related to the depreciation of equipment or other assets (new or second-hand) shall be calculated by reference to the cost recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary.

- For exceptional costs, the coordinator is required to provide all supporting documents at final report stage.

C. Grant reduction for poor, partial or late implementation

- Poor, partial or late implementation of the Project may be established by the NA on the basis of:
 - The final report submitted by the coordinator;
 - The products and outputs produced by the project;
- The NA may consider also information received from any other relevant source, proving that the Project is not implemented in accordance with the contractual provisions. Other sources of information may include monitoring visits, desk checks or on the spot checks undertaken by the NA.
- The final report will be evaluated on the basis of quality criteria and scored on a total of maximum 100 points. If the final report scores below 50 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place.
- The final report, products and outputs will be assessed by the NA, using a common set of quality criteria focusing on:
 - The extent to which the project was implemented in line with the approved grant application
 - The quality of activities undertaken and their consistency with the project objectives
 - The quality of the products and outputs produced
 - The learning outcomes and impact on participants
 - The extent to which the project proved to be innovative/complementary to other initiatives
 - The extent to which the project proved to add value at EU level
 - The extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes
 - The impact on the participating organisations
 - In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation,

monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants

- The quality and scope of the dissemination activities undertaken
- The potential wider impact of the project on individuals and organisations beyond the beneficiaries
- A grant reduction based on poor, partial or late implementation may be applied to the total final amount of eligible expenses and may be of:
 - 25% if the final report scores at least 40 points and below 50 points;
 - 50% if the final report scores at least 25 points and below 40 points;
 - 75% if the final report scores below 25 points.

IV. Rates applicable for unit contributions

1. Project management and implementation

Contribution to the activities of the coordinating organisation: 500 EUR per month
Contribution to the activities of the other participating organisations: 250 EUR per participating organisation per month
Maximum amount in the case of 10 Beneficiaries or more: 2750 EUR per month for the Project as a whole

2. Transnational project meetings

For travel distances between 100 and 1999KM: 575 EUR per participant per meeting
For travel distances of 2000 KM or more: 760 EUR per participant per meeting
Maximum amount: 23 000 EUR per year for the project as a whole

Nota bene: the "travel distance" represents the distance between the place of origin and the venue

3. Intellectual outputs

Programme Countries	Manager	Teacher/Train er/Researcher / Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

Partner Countries	Manager	Teacher/Trainer/ Researcher/ Youth worker	Technician	Administrative staff
	Amount per day in EUR			
Australia, Canada, Kuwait, Macao, Monaco, Qatar, San Marino, Switzerland, United States of America	294	241	190	157
Andorra, Brunei, Japan, New Zealand, Singapore, United Arab Emirates, Vatican City State	280	214	162	131
Bahamas, Bahrain, Equatorial Guinea, Hong Kong, Israel, Korea (Republic of), Oman, Saudi Arabia, Taiwan	164	137	102	78
Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Bangladesh, Barbados, Chile, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Colombia, Comoros, Congo (Brazzaville), Congo (Kinshasa), Cook Islands, Costa Rica, Cuba, Djibouti, Dominica, Dominican Republic, East Timor, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea (Republic of), Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Iraq, Ivory Coast, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea (DPR), Kosovo, Kyrgyzstan, Laos, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Niue, Pakistan, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Russian Federation, Rwanda, Samoa, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, St. Lucia, St. Vincent and the Grenadines, St. Kitts and Nevis, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe	88	74	55	39

4. Multiplier events

100 EUR per local participant
(i.e. participants from the country where the event is taking place)
200 EUR per international participant (i.e. participants from other countries)
Maximum 30 000 EUR for the project as a whole

5. Transnational training, teaching and learning activities

5.a. Travel

For travel distances between 100 and 1 999KM:
275 EUR per participant
For travel distances of 2 000KM or more:
360 EUR per participant

Nota bene: the "travel distance" represents the distance between the place of origin and the venue, whereas the "amount" covers the contribution to the travel both to and from the venue.

5.b. Individual support

Short-term activities

Short term joint staff training events, teaching in Intensive Study Programmes and accompanying persons	up to the 14 th day of activity: 100 EUR per day per participant + between the 15 th and 60 th day of activity: 70 EUR per day per participant
Short term activities for learners (blended mobility, short term pupils' mobility, intensive programmes)	up to the 14 th day of activity: 55 EUR per day per participant + between the 15 th and 60 th day of activity: 40 EUR per day per participant

Long-term activities

Long term teaching or training assignments Long term mobility of youth workers	up to the 14 th day of activity: B1.5 per day per participant + between the 15 th and 60 th day of activity: B1.6 per day per participant + between the 61 th day of activity and up to 12 months: B1.7 per day per participant
Long term mobility of pupils	B1.8 per month per participant

Receiving country	Long-term teaching or training assignments - mobility of youth workers			Long-term activities of pupils
	in EUR per day			in EUR per month
	B1.5	B1.6	B1.7	B1.8
Belgium	105	74	53	110
Bulgaria	105	74	53	70
Czech Republic	105	74	53	90
Denmark	120	84	60	145
Germany	90	63	45	110
Estonia	75	53	38	85
Ireland	120	84	60	125
Greece	105	74	53	100

Receiving country	Long-term teaching or training assignments - mobility of youth workers			Long-term activities of pupils
	in EUR per day			in EUR per month
Spain	90	63	45	105
France	105	74	53	115
Croatia	75	53	38	90
Italy	105	74	53	115
Cyprus	105	74	53	110
Latvia	90	63	45	80
Lithuania	75	53	38	80
Luxembourg	105	74	53	110
Hungary	105	74	53	90
Malta	90	63	45	110
Netherlands	120	84	60	110
Austria	105	74	53	115
Poland	105	74	53	85
Portugal	90	63	45	100
Romania	105	74	53	60
Slovenia	75	53	38	85
Slovakia	90	63	45	95
Finland	105	74	53	125
Sweden	120	84	60	115
United Kingdom	120	84	60	140
former Yugoslav Republic of Macedonia	90	63	45	60
Iceland	105	74	53	135
Liechtenstein	105	74	53	120
Norway	105	74	53	135
Turkey	105	74	53	80

5.c. Linguistic support

Only for long-term activities as specified in 5.b. above: **150 EUR** per participant

V. Provision of supporting documents

In accordance with Article II.20, the beneficiaries may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the beneficiaries managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the beneficiaries are entitled. To that effect, the beneficiaries may be subject to the following types of checks:

- Final report check: NA check at final report stage undertaken at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled. This type of check will be undertaken in all cases;
- Desk check: in-depth check of supporting documents at the NA premises, usually at or after final report stage, if the Agreement is included in the NA sample for desk checks required by the European Commission or if the NA included the Agreement for a targeted desk check based on its risk assessment;
- On the spot check: check at the premises of the beneficiaries or at any other relevant premise for the execution of the Project. The beneficiaries may be subject to an on the spot check if the Agreement is included in the NA sample for on the spot checks required by the European Commission or if the NA included the Agreement for a targeted on the spot check based on its risk assessment. There are three types of possible on the spot checks:
 - On the spot check during action: check undertaken during the implementation of the Project
 - On the spot check after action: check undertaken after the end of the Project and usually after the final report check
 - Systems check: check of the beneficiary in order to establish compliance with the commitments undertaken as a result of the EVS charter (only applicable to KA1).

The table below specifies the subject of the NA verification for each budget category under the different types of checks. The beneficiaries shall note that the NA may request for any type of check also supporting documents or evidence that are typically specified for another type of check in the table below.

In view of checks, the coordinator shall supply supporting documents in original, including for supporting documents from the other beneficiaries. In so far as any of the beneficiaries is legally not authorised to send original documents for final report or desk checks, the beneficiary concerned may send a copy thereof instead. The NA shall return original supporting documents to the coordinator upon its analysis thereof.

Budget category	Final report check	Desk check	On-the-spot check during action	On-the spot check after action
Project management and implementation	Final report Project results uploaded in Dissemination Platform	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Transnational project meetings	Final report	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Intellectual outputs	Final report Project results uploaded in Dissemination Platform	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Multiplier events	Final report	Final report Supporting documents specified in	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in

Budget category	Final report check	Desk check	On-the-spot check during action	On-the spot check after action
		Article II.16.2		Article II.16.2 Recording of Project expense in beneficiary accounts
Transnational learning, teaching, training activities	Final report	Final report Supporting documents specified in Article II.16.2	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.2 Recording of Project expense in beneficiary accounts
Special needs support	Final report	Final report Supporting documents specified in Article II.16.4	Reality and eligibility of the activity and the participants	Final report Supporting documents specified in Article II.16.4 Recording of Project expense in beneficiary accounts
Exceptional costs	Final report Supporting documents specified in Article II.16.4	Final report Supporting documents specified in Article II.16.4	Reality and eligibility of the activity	Final report Supporting documents specified in Article II.16.4 Recording of Project expense in beneficiary accounts

MANDATE

I, the undersigned,

Ódön Hajnal, general manager

forename and surname and function of the legal representative of the partner organisation signing this mandate

representing,

Digitális Legendárium Kft

full official name of partner organisation

korlátolt felelősségű társaság

official legal status or form

01-09-203705

official registration No.

9 Lévai utca, 1022 Budapest, Hungary

full official address

25167146-2-41

VAT number

hereinafter referred to as 'the partner organisation' or 'my organisation',

for the purposes of participating in the project 'Applicable Representation of City Centers with Heritage Importance (APPROACH)' under the Erasmus+ programme (*hereinafter referred to as 'the project'*) hereby:

1/ Mandate

Edinburgh World Heritage Trust

full official name of the coordinator organisation

Company Limited by Guarantee

official legal status or form

195077

official registration No.

5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD

full official address

889289832

VAT number

represented by

Adam Wilkinson, director

forename and surname and function of the legal representative of the coordinator

hereinafter referred to as 'the coordinator'

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to Ecorys UK in the United Kingdom.

hereinafter referred to as 'National Agency'

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.



2/ Mandate the coordinator to act behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all the terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

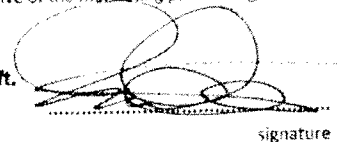
I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURES

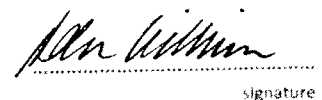
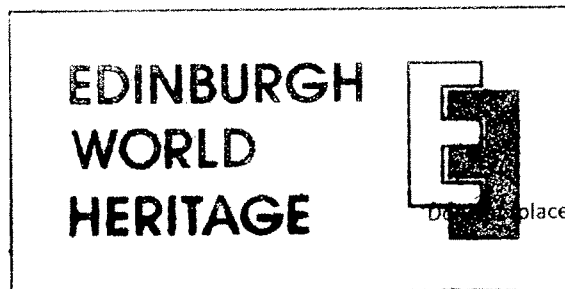
Ödön Hajnal, general manager
forename, surname, function of the legal representative of the mandating partner organisation

Digitális Legendárium Kft.
1022 Budapest
Lóvay u. 9. a. ép. 2.
Adószám: 25167146-2-41


signature

Done at Budapest, 7th December 2015

Adam Wilkinson, director
forename, surname, function of the legal representative of the coordinating organisation


signature

Date (place, date): 9th Dec 2015, Edinburgh

MANDATE

I, the undersigned,

Ramón Francisco Rubio Domene, president

forename and surname and function of the legal representative of the partner organisation signing this mandate

representing,

Asociación Centro de Intervención Cultural y Educativa DOCTUM

full official name of partner organisation

Asociación

official legal status or form

6906 Seccion 1

official registration No.

Maestro Faus 7, 1A, Granada, 18008, Spain

full official address

ESG18895672

VAT number

hereinafter referred to as 'the partner organisation' or 'my organisation',

for the purposes of participating in the project 'Applicable Representation of City Centers with Heritage Importance (APPROACH)' under the Erasmus+ programme (*hereinafter referred to as 'the project'*) hereby:

1/ Mandate

Edinburgh World Heritage Trust

full official name of the coordinator organisation

Company Limited by Guarantee

official legal status or form

195077

official registration No.

5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD

full official address

889289832

VAT number

represented by

Adam Wilkinson, director

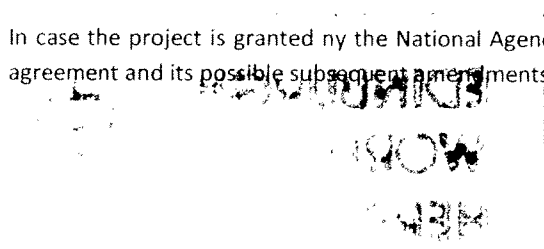
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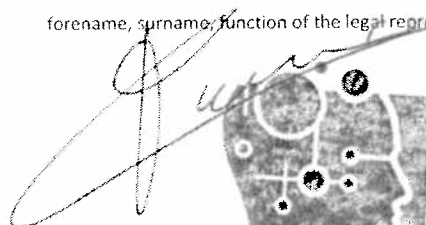
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SIGNATURES

Ramón Francisco Rubio Domene, president
forename, surname, function of the legal representative of the mandating partner organisation

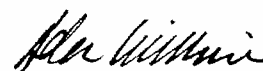


.....
signature

Done at Granada, 7th December 2015

DOCTUM
G-18.895.672
forename, surname, function of the legal representative of the coordinating organisation

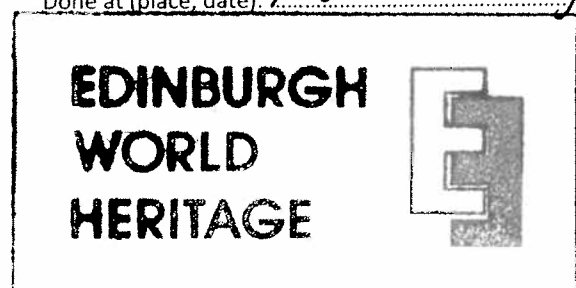
Adam Wilkinson, director



.....
signature

Done at (place, date): 9th Dec 2015, Edinburgh

In duplicate in English



MANDATE

I, the undersigned,

Ákos Csécsei, chairman

forename and surname and function of the legal representative of the partner organisation signing this mandate

representing,

ÉK Egyesület

full official name of partner organisation

Egyesület

official legal status or form

12193

official registration No.

Felső Zöldmáli út 33/b. fszt. II., 1025 Budapest, Hungary

full official address

HU18259412

VAT number

hereinafter referred to as 'the partner organisation' or 'my organisation',

for the purposes of participating in the project 'Applicable Representation of City Centers with Heritage Importance (APPROACH)' under the Erasmus+ programme (*hereinafter referred to as 'the project'*) hereby:

1/ Mandate

Edinburgh World Heritage Trust

full official name of the coordinator organisation

Company Limited by Guarantee

official legal status or form

195077

official registration No.

5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD

full official address

889289832

VAT number

represented by

Adam Wilkinson, director

forename and surname and function of the legal representative of the coordinator

hereinafter referred to as 'the coordinator'

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2/ Mandate the coordinator to act behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all the terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

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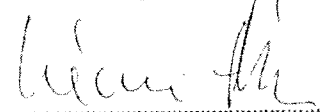
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SIGNATURES

Ákos Csécssei, chairman

forename, surname, function of the legal representative of the mandating partner organisation

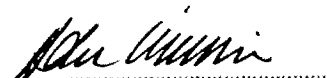


signature

Done at Budapest, 7th December 2015

Adam Wilkinson, director

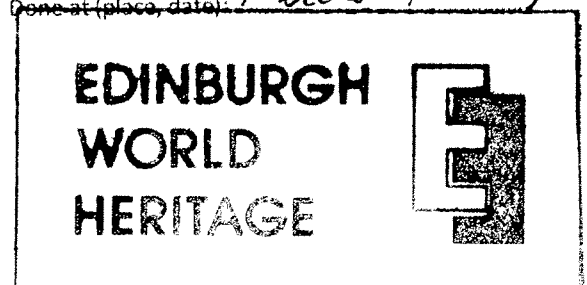
forename, surname, function of the legal representative of the coordinating organisation



signature

Done at (place, date): 9th Dec 2015, Edinburgh

In duplicate in English



MANDATE

I, the undersigned,

Hubert Maćkik, Head of the Municipal Office for Historic Preservation

forename and surname and function of the legal representative of the partner organisation signing this mandate

representing,

Gmina Lublin

full official name of partner organisation

Unknown

official legal status or form

431019514

official registration No.

Pl Krola Wladyslawa Lokietka 1, 20 109, Lublin, Poland

full official address

PL9462575811

VAT number

hereinafter referred to as 'the partner organisation' or 'my organisation',

for the purposes of participating in the project 'Applicable Representation of City Centers with Heritage Importance (APPROACH)' under the Erasmus+ programme (*hereinafter referred to as 'the project'*) hereby:

1/ Mandate

Edinburgh World Heritage Trust

full official name of the coordinator organisation

Company Limited by Guarantee

official legal status or form

195077

official registration No.

5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD

full official address

889289832

VAT number

represented by

Adam Wilkinson, director

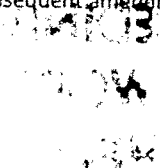
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I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURES

Hubert Mącik, Head of the Municipal Office for Historic Preservation
forename, surname, function of the legal representative of the mandating partner organisation

MIEJSKI KONSERWATOR ZAPISKÓW


Hubert Mącik

signature

Done at Lublin, 9th December 2015

Adam Wilkinson, director
forename, surname, function of the legal representative of the coordinating organisation



signature

Done at (place, date): 9th Dec. 2015, Edinburgh

In duplicate in English



MANDATE

I, the undersigned,

Maija Vanaga, Headmistress

forename and surname and function of the legal representative of the partner organisation signing this mandate

representing,

Riga Art and Media School

full official name of partner organisation

Vocational Secondary School

official legal status or form

3331001357

official registration No.

Jurmālas gatve 96, Rīga LV-1029, Latvia

full official address

90001251999

VAT number

hereinafter referred to as 'the partner organisation' or 'my organisation',

for the purposes of participating in the project 'Applicable Representation of City Centers with Heritage Importance (APPROACH)' under the Erasmus+ programme (*hereinafter referred to as 'the project'*) hereby:

1/ Mandate

Edinburgh World Heritage Trust

full official name of the coordinator organisation

Company Limited by Guarantee

official legal status or form

195077

official registration No.

5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD

full official address

889289832

VAT number

represented by

Adam Wilkinson, director

forename and surname and function of the legal representative of the coordinator

hereinafter referred to as 'the coordinator'

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to Ecorys UK in the United Kingdom.

hereinafter referred to as 'National Agency'

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

2/ Mandate the coordinator to act behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all the terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required to the grant agreement.

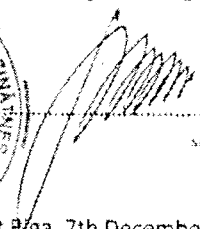
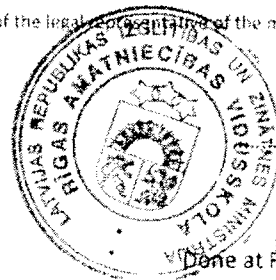
I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application and shall form an integral part of the grant agreement in case the project is selected for funding.

SIGNATURES

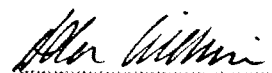
Maija Vanaga, Headmistress
forename, surname, function of the legal representative of the mandating partner organisation



signature

Done at Riga, 7th December 2015

Adam Wilkinson, director
forename, surname, function of the legal representative of the coordinating organisation



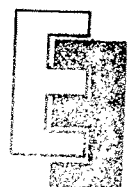
signature

Done at (place, date):

9th Dec 2015 - Edinburgh!

In duplicate in English

EDINBURGH
WORLD
HERITAGE



MANDATE

I, the undersigned,

Gábor TÓTHFALUSI, owner

forename and surname and function of the legal representative of the partner organisation signing this mandate

representing,

TEKTUM ARCHITECTURĂ & ARTĂ SRL

full official name of partner organisation

PRIVATE COMPANY

official legal status or form

J12/3894/07.11.2005

official registration No.

400029, Cluj Napoca, str. Cardinal Iuliu Hossu 13, Romania

full official address

RO18106307

VAT number

hereinafter referred to as 'the partner organisation' or 'my organisation',

for the purposes of participating in the project 'Applicable Representation of City Centers with Heritage Importance (APPROACH)' under the Erasmus+ programme (*hereinafter referred to as 'the project'*) hereby:

1/ Mandate

Edinburgh World Heritage Trust

full official name of the coordinator organisation

Company Limited by Guarantee

official legal status or form

195077

official registration No.

5 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD

full official address

889289832

VAT number

represented by

Adam Wilkinson, director

forename and surname and function of the legal representative of the coordinator

hereinafter referred to as 'the coordinator'

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to Ecorys UK in the United Kingdom.

hereinafter referred to as 'National Agency'

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

2/ Mandate the coordinator to act behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all the terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required to the grant agreement.

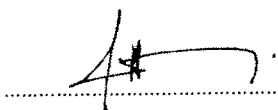
I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the project application and shall form an integral part of the grant agreement in case the project is selected for funding.

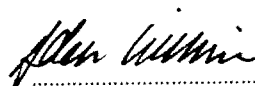
SIGNATURES

Gábor TÓTHFALUSI, owner
forename, surname, function of the legal representative of the mandating partner organisation


signature

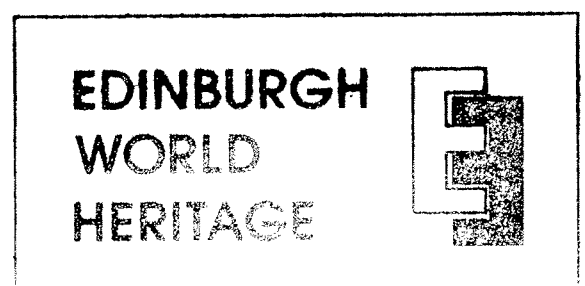
Done at Cluj Napoca, 7th December 2015

Adam Wilkinson, director
forename, surname, function of the legal representative of the coordinating organisation


signature

Done at (place, date): 9th Dec 2015, Edinburgh

In duplicate in English



Agreement Number - 2015-1-UK01-KA202-013806

1.

Business Name:

Latin Legal Name: Riga Art and Media School

Organisation Name:

Registration Number: 90001251999

Legal Form: Unknown

Address: Jurmalas gatve 96, LV-1029, Riga, Latvia

VAT (if applicable): N/A

PIC: 947420923

2.

Business Name: Digitális Legendárium Kft.

Latin Legal Name: Digitális Legendárium Kft.

Organisation Name:

Registration Number: 01-09-203705

Legal Form: KORLATOLT FELELOSSEGU TARSASAG

Address: Lévy utca 9/a, 1022, Budapest, Hungary

VAT (if applicable): HU25167146

PIC: 929649262

3.

Business Name: DOCTUM

Latin Legal Name: Asociación Centro de Intervención Cultural y Educativa DOCTUM

Organisation Name:

Registration Number: 6906 Seccion 1

Legal Form: ASOCIACION

Address: Maestro Faus 7, 1A, 18008, Granada, Spain

VAT (if applicable): ESG18895672

PIC: 940922408

4.

Business Name: ÉK Egyesület

Latin Legal Name: EK Egyesulet

Organisation Name: ÉK Egyesület

Registration Number: 12193

Legal Form: EGYESULET

Address: Felső Zöldmáli út 33/b. fszt. II., 1025, Budapest, Hungaria

VAT (if applicable): HU18259412

PIC: 949353939

Agreement Number - 2015-1-UK01-KA202-013806

5.

Business Name: GMINA LUBLIN

Latin Legal Name: GMINA LUBLIN

Organisation Name:

Registration Number: 431019514

Legal Form: Unknown

Address: PL Krola Wladyslawa Lokietka 1, 20 109, Lublin, Poland

VAT (if applicable): PL9462575811

PIC: 952988044

6.

Business Name: TEKTUM ARHITECTURA & ARTA SRL

Latin Legal Name: TEKTUM ARHITECTURA & ARTA SRL

Organisation Name: SC TEKTUM ARHITECTURA & ARTA SRL

Registration Number: J12/3894/2005

Legal Form: UNKNOWN

Address: Str. Cardinal Iuliu Hossu 13/4, 400029, Cluj Napoca, Romania

VAT (if applicable): RO18106307

PIC: 940179291