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COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

GRANT AGREEMENT
BETWEEN THE COUNCIL OF EUROPE AND
ZÁKLADNÁ ŠKOLA S MATERSKOU ŠKOLOU ŠTEFANA NÁHALKU, LIPTOVSKÁ
TEPLIČKA

The Council of Europe, which has its Headquarters at Avenue de l'Europe, F-67075 Strasbourg, France, represented by Thorsten AFFLERBACH, acting on behalf of the Secretary General (hereinafter referred to as "the Council of Europe");
on the one hand, and

Základná škola s Materskou Školou Štefana Náhalku, ŠtefanaNáhalku 396/10, 059 40 LiptovskáTeplička, Slovak Republic, represented by Anna Sakmáryová, School Director (hereinafter referred to as "the Grantee");
on the other hand,

Referring to the European Union / Council of Europe Joint Project entitled "Inclusive Schools: Making a Difference for Roma Children" (INSCHOOL);

have agreed as follows:

ARTICLE 1 - SUBJECT

1. The subject of this Agreement is the funding, for a maximum of Euro 14.990 (fourteen thousand, nine hundred and ninety Euros), by the Council of Europe as payment for the expenses to be met for implementation of the school project related to INSCHOOL (hereinafter referred to as "the Action") as described in APPENDIX I to the present Agreement.
2. The Grantee will be awarded the funding on the terms and conditions set out in this Agreement and its Appendices, which form an integral part of the present Agreement.
3. This Agreement shall enter into force on the date when the second of the two Parties signs it. The implementation period of the Action shall begin on 12 April 2019 and shall end on 15 June 2019.
4. The Grantee shall contribute to the Action either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the Action. The form of this contribution is to be detailed in APPENDIX II to the present Agreement.

ARTICLE 2 - OBLIGATIONS OF THE GRANTEE

1. The Grantee shall:
 - a) undertake to implement the Action, as described in APPENDICES I and II, in accordance with the terms and conditions of the current Agreement;
 - b) be responsible for complying with any legal obligations incumbent on it;
 - c) inform the Council of Europe immediately of any change likely to affect or delay the implementation of the Action of which the Grantee is aware.
2. The Grantee undertakes:
 - a) To use this funding exclusively for the subject as stated in Article 1;
 - b) To make no profit through the Council of Europe funding;
 - c) to respond adequately and promptly to any reasonable request for information made by the Council of Europe concerning the implementation of the action or the verification of costs;
 - d) To transmit to the Council of Europe a final narrative report¹ on the use made of the grant by 15 July 2019;
 - e) To transmit to the Council of Europe by 15 July 2019:
 - a final financial report (see APPENDIX III) on the payments made for the Action, certified by a responsible financial officer of the Grantee, accompanied by appropriate original supporting documents² (and a summary translation of those invoices not drawn up in English or French). If, under domestic law, the original documents must be retained by the Grantee, certified copies must be submitted with the final financial report;
 - a copy of the credit advice slip or any other document, provided by the Grantee's bank, to certify receipt of the payment;
 - where the Agreement was not concluded in Euros, a certified copy, provided by the Grantee's bank, indicating the exchange rate applied on the date(s) of conversion of the sum received into the local currency;
 - where applicable, upon request by the Council of Europe, the procurement documents referred to in Article 11.
 - f) where the documents specified in Article 2.2 d) and e) are not received by the Council of Europe by the due date(s), to relinquish the right to the payment of the balance referred to in Article 3.1;
 - g) to keep the accounts of the Action, for a minimum period of ten years from the date of transmission of the narrative reports and final financial report under Article 2.2 d) and e), for any further verification of the proper use of the grant that the European Union, the European Court of Auditors, the Council of Europe, its External Auditors or their appointed representative may effect;

¹ All reports should, unless otherwise agreed between the parties, be submitted in one of the official languages of the Council of Europe (English or French).

² "Appropriate original supporting documents" refer to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantee uses such practice, and reliable evidence of payment (authorized payment order and bank statement). As regards round tables / conferences, it implies a programme mentioning among others the title, the dates, the venue, the agenda of the event, the names of experts facilitating the event, a signed list of participants, contracts with the venue of the event (e.g. hotel) for the rent of hall, food and beverages of participants, invoices of the venue of the event for the above services, and a report on the results of the event. As regards consultancy services, it implies evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted). As regards travel fees / lodging of experts and participants, it implies, where relevant, contracts with a travel agency for travel fees and lodging, invoices of the travel agency mentioning destinations, dates, ticket costs, and names of the travelling persons, a programme of the event mentioning the names of the experts and signed lists of participants. This list is not comprehensive. Any doubt regarding the interpretation of the notion of "appropriate original supporting documents" should lead the Grantee to consult the Council of Europe.

- h) when acting under this Agreement, to observe any applicable laws and to ensure that the European Union and the Council of Europe are not held liable in respect of third party (including State authorities') claims in this connection.
 - i) To take appropriate measures to prevent irregularities, fraud, corruption or any other illegal activity in the management of the Action. All suspected and actual cases of irregularity, fraud and corruption related to this Agreement as well as measures related thereto taken by the Grantee must be reported to the Council of Europe without delay.
3. If the Grantee breaches any of its obligations under this Article, the grant award may be reduced or the Agreement terminated in accordance with Article 14 and Article 17 of this Agreement.

ARTICLE 3 - PAYMENT MODALITIES

1. The Council of Europe shall pay the amount mentioned in Article 1(1) in two instalments, as follows:
 - 90 % within 30 days of receipt of this Agreement duly signed;
 - The balance within 30 days of receipt and approval of the documents specified in Article 2.2 d) and e).

Payment of the balance will be based on actual expenditure (as indicated in the statement of expenditure incurred), up to the amount provided for in the estimated budget, subject to the provisions of Article 14 of this Agreement.

2. Payments will be made in the currency in which the Agreement was concluded (See Article 1.1)
3. The above-mentioned amounts will be paid only by bank transfer to the following account opened in the name of the Grantee:

Account holder name: ZŠ s MŠ Štefana Náhaluku

RIB: N/A

IBAN: SK38 3100 0000 0043 1012 5528

BIC/SWIFT CODE: LUBASKBX

Name of the Bank: Prima banka

Address of the Bank: Hodžova 11, 010 01 Žilina

ARTICLE 4 –COMMUNICATIONS BETWEEN THE PARTIES

1. The Contact point within the Council of Europe is:
 - Severina SPASSOVA, INSCHOOL Project Manager
 - Council of Europe, Agora Building, 1 quai Jacoutot, F – 6707, Strasbourg Cedex France
 - Tel: 0033 390214669
 - Email: severina.spassova@coe.int

The Contact point within the Grantee is:

Anna ŠÁKMÁRYOVÁ

ZŠ s MŠ Štefana Náhaluku, Štefana Náhaluku 396/10, 059 40 Liptovská Teplička, Slovak Republic

Tel: 00421915 505 874

<Fax>

2. Any communication is deemed to have been made when it is received by the receiving party, unless the Agreement refers to the date when the communication was sent.
3. Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in paragraph 1 above. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses listed in paragraph 1 above. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline, provided the communication is dispatched by another means of communication without further delay.
4. Mail sent to the Council of Europe using the postal services is considered to have been received by the Council of Europe on the date on which it is registered by the department identified in paragraph 1 above.
5. Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

ARTICLE 5 – LIABILITY FOR DAMAGES

The Council of Europe shall not be held liable for any damage caused or sustained by the Grantee, its employees, contractors or sub-contractors, including any damage caused to third parties as a consequence of or during the implementation of the Action.

ARTICLE 6 – CHANGES IN GRANTEE'S CIRCUMSTANCES

1. The Grantee shall inform the Council of Europe without delay of any changes in the persons who may legally represent it, or in its name, address or legal domicile.
2. By signing this Agreement, the Grantee declares on its honour certifying that it is not in any of the listed below situations and shall inform also inform the Council of Europe without delay in cases where:
 - a) it is or becomes the subject of a request for the opening of insolvency proceedings, or himself makes such a request, or goes into liquidation, ceases trading, or is or comes in a situation of bankruptcy, liquidation, termination of activity, or arrangement with creditors, or any like situation arising from a procedure of the same kind, or of any similar proceedings under the laws of the country in which he is domiciled;
 - b) it is sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
 - c) it has received a final judgment, finding an offence that affects his professional integrity or serious professional misconduct;
 - d) it does not comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of its country of legal domicile.
3. In the event of failure to comply with the above provisions, costs incurred after the change of circumstances shall not be eligible.
4. The Grantee shall also inform the Council of Europe without delay in cases where it is or becomes involved in a merger, takeover or change of ownership or partnership or there is a change in its legal status. In the event of failure to comply with this obligation, costs incurred after the change of circumstances may not be eligible.

ARTICLE 7 – CONFLICT OF INTERESTS

1. The Grantee undertakes to take all necessary precautions to avoid any risk of a conflict of interests and shall inform the Council of Europe without delay of any situation constituting or likely to lead to any such conflict.
2. A conflict of interests exists where the impartial and objective exercise of the functions of any person under this Agreement is compromised for reasons involving family or private life, political or national affinity, economic interest or any other interest shared with another party.

ARTICLE 8 - CONFIDENTIALITY

The Council of Europe and the Grantee undertake to preserve the confidentiality of any document, information or other material directly related to this Agreement and duly classified as confidential, for a minimum of ten years after the date of transmission of the final narrative report and final financial report under Article 2.2 d) and e) of this Agreement.

ARTICLE 9 – VISIBILITY

1. Unless the Council of Europe requests or agrees otherwise, the Grantee shall take all necessary measures to publicise the fact that the Action has been funded within the framework of a Joint Project between the European Union and the Council of Europe. Information given to the press and to the beneficiaries of the Action, all related publicity material, official notices, reports and publications, shall acknowledge that the Action was carried out with a grant from a Joint Project between the European Union and the Council of Europe and shall display in an appropriate way the Joint Projects' visual identity (for instructions on use of the Joint Projects' visual identity, see Appendix IV).
2. In cases where equipment or major items have been purchased using funds provided by the European Union or the Council of Europe, the Grantee shall indicate this clearly on that equipment and those major items (including display of the European Union and Council of Europe's logos), provided that such actions do not jeopardise the safety and security of the Grantee's staff.
3. The acknowledgement and Joint Projects' visual identity shall be clearly visible in a manner that will not create any confusion regarding the identification of the Action as a project of the Grantee and the ownership of the equipment and items by the Grantee.
4. All publications by the Grantee pertaining to the Action that have received funding from a Joint Project between the European Union and the Council of Europe, in whatever form and whatever medium, including the Internet, shall carry the following or a similar disclaimer: "This document has been produced using funds of a Joint Project between the European Union and the Council of Europe. The views expressed herein can in no way be taken to reflect the official opinion of the European Union or the Council of Europe".
5. If the equipment purchased with a grant from a Joint Project is not transferred to the local partners of the Grantee or to the final recipient of the Action at the end of the implementation period of this Agreement, the visibility requirements as regards this equipment shall continue to apply between the end of the implementation period of this Agreement and the end of the Joint Project, if the latter lasts longer.

6. All layouts of any communication items prepared by the Grantee are subject to approval with the Contact point within the Council of Europe.
7. The Grantee accepts that the European Union and the Council of Europe may publish in any form and medium, including on their websites, the name and address of the Grantee, the purpose and amount of the grant and, if relevant, the percentage of co-financing.

ARTICLE 10 – OWNERSHIP/USE OF RESULTS AND EQUIPMENT

1. Ownership, title and industrial and intellectual property rights in the results of the Action and the reports and other documents relating to it shall be vested in the Grantee, as the case may be together with third parties, unless otherwise decided by the Grantee.
2. Notwithstanding the provisions of Article 10(1) and subject to Article 8 above, the Grantee grants the European Union and the Council of Europe the right to use free of charge, and as they see fit, all documents deriving from the Action, whatever their form, provided this is in accordance with the existing industrial and intellectual property rights.

ARTICLE 11 – PROCUREMENT

1. Unless otherwise agreed by the Parties (the Council of Europe and the Grantee) in writing, the procurement of any goods, works or services and the award of grants by the Grantee and its partners in the context of the Action shall be carried out in accordance with the applicable rules and procedures adopted by the Grantee.
2. This shall apply on the understanding that the Grantee's rules and procedures involve competitive tendering (with at least three competitive tenders) and conform to nationally or internationally accepted standards, in compliance with the principles of transparency, proportionality, sound financial management, equal treatment and non-discrimination, care being taken to avoid any conflict of interests. The Grantee must be in a position to submit the documents showing that it has complied with the obligations set forth in this article when requested to do so by the European Union, the Council of Europe or their designated auditors.
3. As a derogation to paragraph 2, above contracts may be negotiated directly with suppliers without competitive tendering, if the expenditure concerns a purchase for an amount of less than €2000 excluding tax, or less than €5000 excluding tax for intellectual services where the basic selection criterion is the service provider's technical expertise.
4. Without prejudice to the specific procedures and exceptions applied by the Grantee, the award by the Grantee of contracts financed under this Agreement may not be cumulative or retrospective or have the purpose or effect of producing a profit for the Grantee.
5. The Grantee shall adopt reasonable measures, in accordance with its own procedures, to ensure that potential candidates or tenderers and financial aid beneficiaries shall be excluded from participation in a procurement procedure or a procedure for the award of financial aid if:
 - a) their legal status is unclear (e.g. they are unable to provide information concerning their incorporation under the applicable national law or registration with the tax and other competent authorities); or
 - b) they are bankrupt or subject to bankruptcy proceedings, are being wound up, are in judicial liquidation, have entered into an arrangement with creditors, have suspended business activities, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; or
 - c) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*; or

- d) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's or the Council of Europe's financial interests; or
 - e) they are guilty of misrepresentation when supplying the information required as a condition of participation in the procedure or fail to supply this information; or
 - f) they are subject to a conflict of interests.
6. The grantee shall discharge the Council of Europe of all liability associated with any claim or action brought by a third party with whom the grantee enters into contracts for the purposes of implementation of the grant.

ARTICLE 12 - ELIGIBLE COSTS

1. To be considered eligible as direct costs under this Agreement, costs must:
 - a) be necessary for the purpose of the grant;
 - b) comply with the principles of sound financial management, in particular best value for money and cost-effectiveness;
 - c) have actually been incurred by the grantee during the implementation period as defined in Article 1.3 of this Agreement;
 - d) be identifiable and verifiable by the European Union and the Council of Europe, in particular being recorded in the grantee's accounts and determined according to the accounting standards applicable to the grantee;
 - e) comply with the requirements of applicable tax and social security legislation;
 - f) be backed up by originals or certified copies of supporting documents (as the case may be in electronic form); and
 - g) have been indicated in the estimated overall budget of the Action (see APPENDIX II).
2. Indirect costs may be considered eligible only where they are incurred by the grantee in connection with the Action which is the subject of the grant award; appear in the estimated budget; and are approved upon presentation of the final financial report. These costs shall not exceed the amount laid down, as the case may be, in APPENDIX II, and in no case may they exceed 7% of the total eligible costs.
3. It should be noted that, except when this is materially impossible (e.g. to pay taxi fares), all payments to third parties must be made by transfers to their bank account.
4. The following expenses shall not in any manner be considered as eligible costs (the list is not comprehensive):
 - a) Debts and debts service charges;
 - b) Provisions for losses or potential future liabilities;
 - c) Loans to third parties;
 - d) Interest owed by the Grantee to any third party;
 - e) Items already financed through other sources
 - f) Customs and import duties;
 - g) Purchase, rent or leasing of facilities, or refurbishment of facilities unless directly related to the Action;
 - h) Fines, Financial penalties and expenses of litigation;
 - i) Bank charges, costs of guarantees and similar charges;
 - j) Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;

- k) Costs incurred outside the implementation period as defined in Article 1.3 of this Agreement;
- l) Costs incurred during suspension of the Agreement, excepted those considered by the Council of Europe as absolutely necessary to the preservation of the conditions of implementation of the Action;
- m) Items already financed in another framework.

ARTICLE 13 - ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

1. The Grantee shall keep accurate and systematic records and accounts in respect of the implementation of the Action. A separate management account shall be kept for the Action, and shall detail all receipts and payments.
2. The accounting regulations and rules of the Grantee shall apply, on the understanding that these regulations and rules conform to nationally or internationally accepted standards. In all other cases, the Grantee shall use a dedicated double-entry book-keeping system as part of, or as an adjunct to, the Grantee's own accounts. This dedicated system shall follow the procedures dictated by professional practice and provide precise details of interest accruing on funds paid by the Council of Europe.
3. The Grantee shall have in place a system of financial control involving segregation of duties, evidence of authorisation of transactions, use and retention of purchase orders, goods-received notes, quotes and contracts.
4. Financial transactions and financial statements shall be subject to the internal and external monitoring procedures laid down in the Financial Regulations, rules and guidelines of the Grantee. A copy of the audited financial statements shall be submitted to the Council of Europe by the Grantee, where relevant.
5. The Grantee shall, for a minimum of ten years from the date of transmission of the narrative report and final financial report under Article 2 d) or e) of this Agreement:
 - a) keep financial accounting documents concerning the activities financed; and
 - b) make available to the Council of Europe, at its request, all relevant financial information, including statements of accounts concerning the Action, whether they are kept by the Grantee or by its implementing partners or contractors.
6. The Council of Europe, its External Auditors, the European Commission, OLAF and the European Court of Auditors may undertake checks (including on the spot) related to the Action financed by this Agreement.

ARTICLE 14 – FINAL AMOUNT OF THE COUNCIL OF EUROPE FUNDING

1. The total amount to be paid by the Council of Europe to the Grantee may not exceed the maximum funding established under Article 1.1 of this Agreement even if the overall payments exceed the estimated total budget set out in APPENDIX II.
2. The Grantee accepts that the funding by the Council of Europe shall be limited to the amount required to balance receipts and payments of the Action, as reflected in the estimated total budget set out in APPENDIX II, and that it may not in any circumstances result in a surplus for the Grantee. The Council of Europe's undertaking to pay its funding shall apply only for expenditure qualifying as eligible costs.
3. In cases where the Action is suspended or not completed within the implementation period of this Agreement, the funds that remain unspent after all liabilities incurred in this period have been satisfied, including any interest earned, will be promptly reimbursed to the Council of Europe.
4. Where the Action is not carried out at all, or is not carried out properly, in full or on time, and without prejudice to its right to terminate this Agreement pursuant to Article 17, the Council of Europe may, after allowing the Grantee to submit its observations, reduce the funding *pro rata* to take account of the part of the Action that has not been carried out on the terms laid down in this Agreement. In the event that the final award shall be less than the total of the initial payment and any further payments made at the time of the

decision to reduce the amount, the Council of Europe shall be entitled to restitution of the difference within a reasonable time.

5. In the event that funds paid under this Agreement must be reimbursed to the Council of Europe due to reduction of the award or termination of the Agreement, any dispute shall be submitted to arbitration pursuant to Article 21 and any costs related to recovery will be borne by the Grantee.

ARTICLE 15 – SUSPENSION

The Council of Europe may suspend this Agreement if exceptional circumstances so require. The Council will notify the Grantee of its intention to suspend and invite the Grantee to submit its observations within 10 (ten) working days.

ARTICLE 16 – AMENDMENTS

1. Unless otherwise provided in this Agreement, the provisions of this Agreement may be amended only by written agreement between the Parties.
2. By derogation from Article 16.1, when an amendment to the provisional budget does not affect the basic purpose of the Action, and the financial impact is limited to a transfer within a single budget heading, including cancellation or introduction of an item, or a transfer between budget headings involving a variation of 25% or less of the amount originally entered (or as amended by a written rider) in relation to each concerned heading, the Grantee may unilaterally amend the provisional budget and shall inform the Council accordingly in writing, at the latest in the next reporting phase.

ARTICLE 17 – TERMINATION

1. The Council of Europe reserves the right to terminate this Agreement and the Grantee undertakes to repay promptly following termination the funding paid in the following cases:
 - a) if the Grantee fails to use the funding for the purpose of the Action; or
 - b) if the Grantee fails to explain in detail how the funding was used for the Action; or
 - c) if the Grantee fails to submit the required documents by the due date; or
 - d) if the Grantee fails to fulfil any of the terms of this Agreement;
 - e) in cases covered by Article 6.2.
2. The Council of Europe will notify the Grantee of its intention to terminate and invite the Grantee to submit its observations within 10 (ten) working days of receipt of such notification.

ARTICLE 18 – CASE OF FORCE MAJEURE

1. In the event of force majeure, the parties shall be relieved of their obligations under this Agreement without any financial compensation. Force majeure is defined as including the following: major weather problems, earthquake, strikes affecting air travel, attacks, a state of war, health risks or events that would require the Council to cancel the funding.
2. In the event of such circumstances each party shall be required to notify the other party accordingly in writing, within a period of 5 days.

ARTICLE 19 – DISCLOSURE OF THE TERMS OF THE AGREEMENT

1. The Grantee is informed and gives an authorisation of disclosure of all relevant terms of the Agreement, including identity and application, for the purposes of internal and external audit and to the Committee of Ministers and to the Parliamentary Assembly of the Council with a view to these latter discharging their

statutory functions, as well as for the purpose of meeting the publication and transparency requirements of the Council of Europe or its donors. The Grantee authorises the publication, in any form and medium, including the websites of the Council of Europe or its donors, of the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement.

2. Whenever appropriate, specific confidentiality measures shall be taken by the Council to preserve the vital interests of the Grantee.



ARTICLE 20 – INTERPRETATION AND APPLICABLE LAW

1. The provisions of this agreement shall take precedence over its Appendices.
2. Nothing in the Agreement may be interpreted as a waiver of any privileges or immunities accorded to the Council of Europe by its statutory documents or by international law.
3. The Agreement is governed by the applicable Rules and Regulations of the Council of Europe.

ARTICLE 21 – DISPUTES

1. Any dispute regarding this Agreement shall - failing a friendly settlement between the Parties - be submitted to arbitration in accordance with Rule No. 481 of 27 February 1976 issued by the Secretary General as provided in Article 21 of the General Agreement on Privileges and Immunities of the Council of Europe.
2. The Arbitration Board shall be composed of two arbitrators each selected by one of the parties, and of a presiding arbitrator, appointed by the other two arbitrators; in the event of no presiding arbitrator being appointed under the above conditions within a period of six months, the President of the Tribunal de Grande Instance of Strasbourg shall make the appointment.
3. Alternatively, the parties may submit the dispute for decision to a single arbitrator selected by them by common agreement or, failing such agreement, by the President of the Tribunal de Grande Instance of Strasbourg.
4. The Board referred to in paragraph 2 of this Article or, where appropriate, the arbitrator referred to in paragraph 3 of this Article, shall determine the procedure to be followed.
5. If the parties do not agree upon the law applicable the Board or, where appropriate, the arbitrator shall decide ex aequo et bono having regard to the general principles of law and to commercial usage.
6. The arbitral decision shall be binding upon the parties and there shall be no appeal from it.

Done in two copies,

For the Council of Europe		For the Grantee	
			
Thorsten AFFLERBACH		Anna SAKMÁRYOVÁ	
Place ►	Strasbourg, France	Place ►	Liptovská Teplička, Slovak Republic
Date ►	16/04/19	Date ►	15. 04. 2019

APPENDIX I – DESCRIPTION OF THE ACTION

5. Description of the Project

Indicate below how the project will contribute to make your school more inclusive (its culture, policy and practices), including for Roma children. Please describe what you want to achieve with the Project (overall objective), how you will implement it and who will be involved. ▼

The main objective of the Project is:

In cooperation with parents, increase the interest in the educational process, improve the attendance, to raise awareness of Roma culture and their way of perceiving life, thereby break down prejudices and barriers and subsequently improve social ties.

The project will be implemented in individual stages throughout its duration. All school staff, internal collaborators, trainers, invited guests and parents will be involved in the project. Last but not least, we hope to cooperate with the founder.

The problem at school is the non-existent friendship community and the division of pupils into groups according to ethnicity. Pupils enter into non-formal groups based on whether they are from the majority or the Roma. In a natural environment, they have no possibility of common contact and leisure time outside of own ethnic group. There is tension in the school, which negatively affects the work with pupils and the creation of ethnic attitudes as such. From this point of view, it is important for the school to support the creation of a community based on common interests, tolerance and friendship. Children without the opportunity to meet new people, friends and use self-perception do not have the opportunity to experiment with their feelings and ethnic attitudes. At the same time, it is based on the fact that children are friends at lower grades, ethnic conflicts are not, there is no tension. In the second grade, the differences between children are bigger (mostly of social and economic factors) and the interethnic conflicts arise. That is why we want to support the common free time of leisure time activities for all children, balance the differences between them and support the motivation of Roma pupils in their success.

6. Proposed activities

For each activity, indicate the title, duration, specific objective, detailed description, means/resources needed, evaluation means (if any) and target group(s). Indicate the link with your Inclusive School Development Plan and the Index for Inclusion ▼

Activity 1: Creation of the school dancing group

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Contribution of the constructing school community through the common school dancing group made from the students who will develop their abilities and talent in the spare-time activity and to sustain spending the free time in the community.

Description: Pupils will develop their competencies in the out-of-school activity realized out of their location /Roma settlement/. Through the target intervention on their identity placement they will represent the community and the local Roma culture and the folk traditions. So we support by that the tradition of the common interest group on the base of tradition with multiethnicity character.

Means/resources needed:

PROVIDED BY THE SCHOOL: time of teachers involved in activity, classroom or space for activities, technical instruments.

PROVIDED BY THE INSCHOOL: costumes for approx. 20 children, dance shoes, exercise dresses, the musical equipment, mirrors, service of choreographer.

Evaluation: Realization of the project activity will be evaluate in June 2019. Buying equipment and supplies will be reviewed in June 2019.

Target group(s): All children from locality, but mostly talented Roma children from disadvantaged neighborhood.

Link with the ISDP: This activity is related to activation of disadvantaged children in a free time activities.

Link with the Index for Inclusion: A1.1 Everyone is welcome, A1.10 The school and the local communities develop each other, A2.6 Children are valued equally.

Follow-up action(s): The school will support the performance of the school dance group in the school premises and will endeavor to involve children in the community who have talent and have not yet developed it.

Activity 2: Creating community space for non-formal activity

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: The preparation program of development of the personal competencies through the non-formal education of the children (discussion club – The Children Club).

Description: Within the premises of the school, an informal space for youth discussions will be selected. The program will focus on boys and girls - both groups individually and will focus on the development of critical thinking, personal responsibility, prevention of risk behaviors, and career counseling. Pupils will meet a pedagogue, educational counselor, school psychologist on a regular basis - at least once a week in the designated area, and during the meeting the teacher will use the elements of non-formal education and social learning. In the prepared meetings, the group will focus on the topics necessary for the development of pupil competence in the transition to adulthood. Discussions will mainly use preventive approach, individual motivation, positive conditionality and model situations.

Means/resources needed:

PROVIDED BY THE SCHOOL: time of teachers involved in activity, educational advisor, psychologist, classroom or space for activities.

PROVIDED BY THE INSCHOOL: sitting bags, didactic and methodological materials, audio visual system.

Evaluation: A creation of community space will be evaluated by deputy director of the school. Activities carried out with children and young people will be evaluated within the school final report for the school year 2018/2019

Target group(s): children in second grade – 130 pupils In the context of the development of personal skills, non-formal education will be included in the discussion club with children who show specific risks of early parenting or delinquency. The club will be an open place where children will be able to safely experiment with attitudes and opinions.

Link with the ISDP: This activity applies preventive and personality developmental approach to risk children and youth.

Link with the Index for Inclusion: The area A: Creating of the inclusive culture, A1: Creating the community, A 1.11 Staff link what happened in school to children's life at home.

Follow-up action(s): The space will be used for non-formal activities in the next period of years. For pupils and teachers this space will be more personal place for deeper interviews, discussions and motivation talks. Children will feel safe here and this space will also be used in the sphere of psychohygiene, mediation and conflict resolution among students at school.

Activity 3: School magazine

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Support the building of the school community through the mutual knowledge of its members.

Description: Pupils and school staff will share positive information about school, pupils' achievements, and will support the building of the school community. Through the school magazine also present positive aspect of Roma culture and achievements of Roma pupils at school. The first step will be to create an editorial board for children and teachers, or parent children and motivate members of the community to cooperate on it. In this school year we expect to publish first part of magazine.

Means/resources needed:

PROVIDED BY THE SCHOOL: The digital camera, printers, time of teachers involved in activity, classrooms.

PROVIDED BY THE INSCHOOL: cartridges for the color printer, paper.

Evaluation (optional): The head of the editorial team of the school magazine reports on the activity of the end-of-journal issue for 2019 (as well as the continuous collection of feedback from children and parents, readers' reports, etc.).

Target group(s) (incl. numbers): The school magazine will be designed for all children of the school, teachers and local community (500 people and more).

Link with the ISDP: This activity is associated with a positive presentation of the success of students at school, hits all school children and promotes values in a local community.

Link with the Index for Inclusion: A1.10 The school and local communities develop each other, A 2.9 the school encourages children and adults to feel good about themselves, and A2.1 The school develops shared inclusive values.

Following activity: The school magazine will be published at irregular intervals and aims to stimulate the interest of children, parents and the public at school, and thus involve the community in school life. The school will publish the magazine in printed form and also in the online version, which will be published on the website of the school and eventually sent to the parents of children by emails.

Activity 4: Creation of the roma-slovak-english picture dictionary for the youngest

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Children in the zero class and first grade at schools will be able to use a multi-language tool to foster the development of their language competences.

Description: Children in zero class and in the 1st grade of our school will be able to use a multi-lingual tool that supports the development of their language competences. The school will use the Roma language in terms of titles, tables or guidelines. The elements from the Roma - Slovak - English picture dictionary will be used in the preparation of pupils in zero class and at the first grade of our school. Students in zero class and at the first grade will enter the school environment with confidence (using the Roma language). Teachers will expand their competences in terms of access to the youngest children, barriers and the perception of children's cultural identity.

Means/resources needed

PROVIDED BY THE SCHOOL: The digital camera, printers, time of teachers involved in activity, editorial work, classrooms.

PROVIDED BY THE INSCHOOL: Color printing, binding.

Evaluation (optional): Verification of the effectiveness of educational aids in practice through evaluation of acquired knowledge of children.

Target group(s) (incl. numbers): pupils in zero class and the first grade of school (around 100 pupils and more).

Link with the ISDP: This activity is related to support of children from disadvantaged area with no Slovak language knowledge to easier integration respecting their origin.

Link with the Index for Inclusion: A1.1 Everyone is welcome, A1.10 The school and the local communities develop each other.

Following activity: This pedagogical tool will be used during illustrative lessons and will be used at school also in the coming school years. In order to translate Romani words, parents of children from the Roma community will be addressed, and by declaring their involvement, we are interested in Romani language as a specific expression of Roma culture.

Activity 5: Designing of the school area and school activities in sense of multiculturalism

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Pupils will reflect the presence of Roma culture and identity as a positive aspect in the context of coexistence, partnership and friendship.

Description: Inside the school, visual object will be installed to reflect the diversity of people, races, and religions. The focus will

be on the positive elements of Roma culture and identity. In the classroom, classes on the public spaces in the school will present the positive aspects of Roma culture, which in their content will encourage the identity of children from a socially weakly stimulating environment. Children of the majority approach a part of Romani culture as such.

Means/resources needed

PROVIDED BY THE SCHOOL: classrooms, corridors, work time of teachers involved in the activity.

PROVIDED BY THE INSCHOOL: Roma flag, information materials.

Evaluation (optional):In June 2019, a representative of the school will evaluate the tables and other information spaces, materials and tools used to promote design of school.

Target group(s) (incl. numbers): all pupils at school and teachers, visitors (more than 300 people).

Link with the ISDP: This activity is linked to the outcome related to respecting dignity and cultural heritage of Roma community.

Link with the Index for Inclusion: A: Creating of the inclusive culture A1.1 Everyone is welcome, A 2.9 the school encourages children and adults to feel good about themselves.

Following activity: The school will visually promote diversity and Roma culture in the coming period. The effort of the school will present the Roma in a positive image and declare a positive attitude towards all students at school.

Activity 6: Organization of cultural activities presenting the Roma history, culture and identity

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Introduce Roma culture and thereby break down the prejudices and support positive presentation of Roma identity

Description: During activities promoting a positive perception of Roma culture will take place at school. The activity will be divided into several blocks (performance of the Roma folklore group, local Roma band, and introduction of Roma customs, tradition and cuisine, discussion with successful Roma graduates of school etc.).

Means/resources needed

PROVIDED BY THE SCHOOL: material-technical equipment, cultural space, classrooms, work time of teachers involved in the activity, web site

PROVIDED BY THE INSCHOOL: Refreshments for participants, fee for a Roma folklore group, decorations

Evaluation (optional): Activities and the objectives of the activity will be monitored. A report will be produced in the school magazine as well as on the school page, and other media.

Target group(s) (incl. numbers): all pupils, teachers, parents, local community (around 300 – 500 people).

Link with the ISDP: this activity is linked to the outcome related to respecting dignity and cultural heritage of Roma community

Link with the Index for Inclusion: A1.1 Everyone is welcome, A1.10 The school and the local communities develop each other.

Following activity: The promotion of positive aspects of the Roma community and identity will be further supported. The school will promote the use of positive elements of Roma culture to motivate children and young people to motivate them to inclusive values.

Activity 7: Support of free time community activities

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Support of out-of-school activities common to Roma and majority pupils.

Description: School will support of free time use of children from the environment of the excluded community in two interesting

circles - floorball team and children choir. School pupils will create a common floorball team that will connect Roma and non-Roma children in sports activities as well as out-of-school activities. Through sport, pupils will change the perception and assessment of some behavioral characteristics, based on coaching, rivalry, individualism, team play, fair play, and so on. Through the choir, children, young people and adults will spend their free time efficiently. Our main aim is the development of talent and create a community based on common interest. Members of various communities, the religious community and the local population will be invited to cooperate. The school choir will prepare a performance at the end of the year – Christmas Eve.

Means/resources needed

PROVIDED BY THE SCHOOL: multifunctional playground, premises for school choir, classrooms, work time of teachers involved in the activity.

PROVIDED BY THE INSCHOOL: Floorball equipment - sticks, balls, protectors, gloves, jerseys etc.

Musical instruments - electric guitar, acoustic guitar, keyboard, stereo sound system.

Evaluation (optional): A dedicated floorball team manager will draw up a final report on the functioning of the cooperative and its results at the end of the year. The school choir prepares a concert at the end of the year - Christmas Eve. Buying tools, equipment and supplies will be reviewed in June 2019.

Target group(s) (incl. numbers): around 40 children, 3 - 5 teachers.

Link with the ISDP: this activity is linked to effort to build a local school community based on inclusive values.

Link with the Index for Inclusion: A1.1 Everyone is welcome, A2.1 The school develops shared inclusive values.

Following activity: After lessons, for pupils interested in sport it will be available to use the school playground for free as well as to use the sport equipment with the assistance of the community employees. In this way, the school will support the efficient spending of leisure time by school pupils as well as the inhabitants of the village.

Activity 8: Support for pupils with special educational needs

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: The school will support the individual saturation of children's needs in education through an assistant who will help them in the field of education, training for individual subjects or tutoring.

Description: The Assistant in Education will take care of some selected children who have special educational needs and their education is challenging in the normal school conditions. The assistant will support children who have not been included in early education or pre-school education. Assistant will also communicate with parents from community.

Means/resources needed

PROVIDED BY THE SCHOOL: classrooms, methodological support, material and technical support

PROVIDED BY THE INSCHOOL: staff costs.

We occupy this position with two people. One current employee who will have an extra hours and a Roma mother from the community who will be involved in extra lessons and will be in contact with the parents of the children involved. Currently is running a program for 12 pupils with special needs from the first grades, so this will be the primary target group. These extra lessons support children in acquiring a capability and catching up with a children from preschool education. Without the necessary competence in the foundations of education, children do not have a positive relationship with learning, success or self-esteem.

Now we have one assistant from the community, which is very small for two freshman classes. In the future, the nursery school will expand and more children will join the pre-primary education. We want to keep the job after the Inschool project and we assume that we will be able to receive a subsidy for that position. School is already involved in other projects and Foundation programs, because we need assistants. Before entering the Inschool project, we were not active in the search for resources and we believe that we will be able to maintain our position.

Evaluation (optional): Progress of the children will be evaluated by teachers report in the end of the school year 2018/2019.

Target group(s) (incl. numbers): Roma children in zero, first and second class, parents of children(around 100 people and more)

Link with the ISDP: This activity is linked to support individual approach for children with special needs in a field of inclusion and to support connection of parents to school.

Link with the Index for Inclusion: A 2.4 Inclusion is viewed as increasing participation for all, A 2.5 Expectations are high for all children.

Following activity: The school will support the individual's approach to saturation of children's needs in the field of education and beyond. After verifying the efficiency of the job position, the school will try to cut it off in discontinuing finance for long-term maintenance. We are dealing with the school founder about the possibility of supporting a job, regardless of grants. After evaluating the effectiveness of this position, it is possible that the promoter will support the job as well. However, the use of grants is still active.

Activity 9: Encouraging motivation of pupils who are in the last years of compulsory education to attend the secondary school

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Motivate students to continue learning, enroll in secondary school / be successful on the labor market.

Description: The school will focus on motivating and supporting children before the end of the last years of compulsory school attendance. As part of the motivation of teachers and practical preparation for the final examinations and interviews, the pupils will be guided into the labor market. With the pupils involved, model job interviews, test tests of skills and knowledge will be conducted and individually prepared for change in their lives. Work with family children will also work and other support services (social work, village office, etc.) will be involved in the process.

Means/resources needed

PROVIDED BY THE SCHOOL: classrooms, material and technical equipment, methodological support.

PROVIDED BY THE INSCHOOL: staff costs.

This post will be occupied by a support teacher and we also want to employ a young woman from a community who would be a peer model for the young. For the second grade students, we will prepare an extra lesson that will lead them to life, education and work. At present, no one in the village nor in the school is paying extra attention to young people and therefore we feel a lack of space for such activities.

Evaluation (optional): The school principal will evaluate the activity's performance in the 2019 annual report.

Target group(s) (incl. numbers): all pupils in second grade (130 children) – specifically 20– 40 children with low motivation.

Link with the ISDP: This activity is linked to support individual approach for children with special needs in a field of inclusion and to support connection of parents to school.

Link with the Index for Inclusion: A 2.4 Inclusion is viewed as increasing participation for all, A 2.5 Expectations are high for all children.

Following activity: The individual work and support of children who have less motivation to apply in secondary education or the labor market will continue after the end of the project. The school will support an individual approach to the continued use of pupils and in order to promote the effective integration of disadvantaged children in society.

Activity 10: Sensitivity of diversity - organization of Living Libraries

Duration: 4 months (01.03.2019-30.06.2019)

Specific objective: Provide pupils with space to experiment with their own attitudes and opinions on diversity and inclusion in society.

Description: Students of selected grades (5-6-7-8-9 grades) will be personally confronted with the issue of diversity. Within the

topic of sensitization will be presented the stories of minorities, which are exposed by the negative pressure of the society and within the framework of their personal integrity they can overcome the barriers. Pupils will have the opportunity to personally meet a person who will have a response to their questions in the field. This activity will support and motivate children in an intra personal competencies and development.

Means/resources needed:

PROVIDED BY THE SCHOOL: classrooms, work time of teachers involved in the activity, web site

PROVIDED BY THE INSCHOOL: fee for NGO to organize a workshops

Evaluation (optional): The school director evaluates the effectiveness of the program after consultation with experts who describe its effect in the context of interactions with youth attitudes and opinions.

Target group(s) (incl. numbers): around 150 - 180 pupils, 5 – 10 teachers.

Link with the ISDP: this activity is linked to effort of promoting tolerant, non-discriminated space in school and preparation of youth with no prejudice and stereotypes about minorities and respecting diversity.

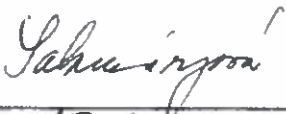

Link with the Index for Inclusion: A 2.2 the school encourages to respect for all human rights. A 2.7 The school counters all form of discrimination.

Follow-up action(s): The school will explore the possibilities of implementing Living Libraries as effective tools in the area of sensitivity of diversity. The school will tend to use this method further through non-formal education and online access, media content, and literary works with a similar focus.

APPENDIX II – ESTIMATED BUDGET

ESTIMATED BUDGET – GRANT AGREEMENT

Action:		<i>INSCHOOL Project</i>			
Place:		Lipovska Teplicka			
Implementation period:		04/2019 - 06/2019			
CoE Administrator responsible:		Severina Spassova			
Currency:		EUR			
INSCHOOL Grant:		14990			
Contribution by the Grantee:		In-kind contribution in form of providing space, material and technical equipment, personnel capacities of teachers and members of coordinating group to implement the project activities.			
Expenditure	Unit	# of units	Average unit rate	# of participants	Estimated budget
1. Human Resources					
1.1. Staff					
1.1.1 Assistant for pupils with special educational needs - Activity 8	month	3	375,00		1 125,00
1.1.2 Assistant of encouraging motivation of pupils - Activity 9	month	3	375,00		1 125,00
1.1.3 specify	Per xx		0,00		0,00
1.2. Experts/Consultants					
1.2.1 specify	Per xx		0,00		0,00
1.2.2 specify	Per xx		0,00		0,00
1.2.3 specify	Per xx		0,00		0,00
1.3. Per diems (lunch, dinner, accommodation, transfer)					
1.2.1 International	Per diem		0,00		0,00
1.2.2 Local	Per diem		0,00		0,00
Subtotal 1 Human Resources					2 250,00
2. Travel					
2.1 International travel	Per return flight		0,00		0,00
2.2 Local transportation	Per trip		0,00		0,00
Subtotal 2 Travel					0,00
3. Equipment and supplies					
3.1 Refreshment for cultural activity, decoration - International Dance Day - Activity 6	Per activity	1	250,00		250,00
3.2 Color printing, binding of the roma-slovak-english picture dictionary - Activity 4	Per project	1	500,00		500,00
3.3 Printing material (toner, paper) for school magazine - Activity 3	Per project	1	300,00		300,00
3.4 Roma flag, information materials for multicultural design of school - Activity 5	Per project	1	200,00		200,00
3.4 Sitting bags, didactic and methodological materials, audio visual system for clubroom - Activity 2	Per project	1	800,00		800,00
3.5 Costumes for approx. 20 children, dance shoes, exercise dresses, the musical equipment, mirrors, - Activity 1	Per project	1	5 690,00		5 690,00

3.6 Floorball equipment - sticks, balls, protectors, gloves, jerseys etc, Musical instruments - electric guitar, acoustic guitar, keyboard, stereo sound system for free time community activities- Activity 7	Per project	1	2 000,00		2 000,00
Subtotal 3 Equipment and supplies					9 740,00
4. Office items					
4.1 Office rent and related charges	Per month		0,00		0,00
4.2 Office supplies	Per month		0,00		0,00
4.3 Office furniture and equipment	Per item		0,00		0,00
4.4 Other services	Per month		0,00		0,00
Subtotal 4 Office items					0,00
5. Other expenditure and services					
5.1 Publications	Per item		0,00		0,00
5.2 Studies, research	Per item		0,00		0,00
5.3 Translation	Per 250 words		0,00		0,00
5.4 Interpretation	Per person/day		0,00		0,00
5.5. Conferences/seminars²					
5.5.1 Rent of hall	Per event		0,00		0,00
5.5.2 Rent of interpretation equipment	Per event		0,00		0,00
5.5.3 Coffee breaks	Per event		0,00		0,00
5.5.4 Local transportation	Per event		0,00		0,00
5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer)	Per event		0,00		0,00
5.5.6 Visibility actions	Per item		0,00		0,00
Subtotal 5 Other expenditure and services					0,00
6. Other					
6.1 Living libraries for sensitization of diversity - Activity 10	lessons	16	1 500,00		1 500,00
6.2 Choreographer for a school dance group- Activity 1	hours	80	12,50		1 000,00
6.3 Roma folklore group - International Dance Day - Activity 4	event	1	500,00		500,00
Subtotal 6 Other					3 000,00
Total Grant expenditure (1-6)					14 990,00
Preferred advance payment					90,00%
Notes:					
*Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box.					
*Insert different lines to take into account differences of unit rates or number of participants in each event (lunch, journeys, etc).					
"Average unit rate" can be used but not "Average number of participants". ² See Articles 1.1 and 3.2.					
I certify that this is the budget proposed			I accept the proposed budget		
Name of the representative of the Grantee (followed by capacity, e.g. Director)	Mgr. Anna SAKMÁRYOVÁ School Director		Name of the representative of the Council of Europe	Thorsten AFFLERRACH, Head of Division, Roma and Travellers Team	
Signature			Signature		
Date:	15.04.2019		Date:	16/04/19	

APPENDIX III – MODEL FINANCIAL REPORT

MODEL FINANCIAL REPORT – GRANT AGREEMENT							
Action		<Action>					
Place		<Place (if any)>					
Implementation period		From <date> to <date>					
Responsible financial officer		<Name, function>					
Currency		<currency>					
Grant by the Council of Europe		<specify the total amount of the Call Grant>					
Contribution by the Grantee		<specify>					
Expenditure	Unit	# of units	Average unit rate (€/reporting currency) ¹	# of participants	Estimated budget as per Grant Agreement	Expenditure (€/reporting currency) ²	Invoice reference number
1. Human Resources							
1.1. Staff							
1.1.1 specify	Per xx		0.00		0.00	0.00	
1.1.2 specify	Per xx		0.00		0.00	0.00	
1.1.3 specify	Per xx		0.00		0.00	0.00	
1.2. Experts/Consultants							
1.2.1 specify	Per xx		0.00		0.00	0.00	
1.2.2 specify	Per xx		0.00		0.00	0.00	
1.2.3 specify	Per xx		0.00		0.00	0.00	
1.3. Per diems (lunch, dinner, accommodation, transfer)							
1.3.1 International	Per diem		0.00		0.00	0.00	
1.3.2 Local	Per diem		0.00		0.00	0.00	
Subtotal 1 Human Resources					0.00	0.00	
2. Travel							
2.1 International travel	Per return flight		0.00		0.00	0.00	
2.2 Local transportation	Per trip		0.00		0.00	0.00	
Subtotal 2 Travel					0.00	0.00	
3. Equipment and supplies							
3.1 specify	Per xx		0.00		0.00	0.00	
3.2 specify	Per xx		0.00		0.00	0.00	
Subtotal 3 Equipment and supplies					0.00	0.00	
4. Office items							
4.1 Office rent and related charges	Per month		0.00		0.00	0.00	
4.2 Office supplies	Per month		0.00		0.00	0.00	
4.3 Office furniture and equipment	Per item		0.00		0.00	0.00	
4.4 Other services	Per month		0.00		0.00	0.00	
Subtotal 4 Office items					0.00	0.00	
5. Other expenditure and services							
5.1 Publications	Per item		0.00		0.00	0.00	
5.2 Studies, research	Per item		0.00		0.00	0.00	
5.3 Translation	Per 250 words		0.00		0.00	0.00	
5.4 Interpretation	Per person/day		0.00		0.00	0.00	
5.5. Conferences/seminars³							
5.5.1 Rent of hall	Per event		0.00		0.00	0.00	
5.5.2 Rent of interpretation equipment	Per event		0.00		0.00	0.00	
5.5.3 Coffee breaks	Per event		0.00		0.00	0.00	
5.5.4 Local transportation	Per event		0.00		0.00	0.00	
5.5.5 Per diems for participants (lunch, dinner, accommodation, transfer)	Per event		0.00		0.00	0.00	
5.5.6 Visibility actions	Per item		0.00		0.00	0.00	
Subtotal 5 Other expenditure and services					0.00	0.00	
6. Other							
6.1 specify	Per xx		0.00		0.00	0.00	
6.2 specify	Per xx		0.00		0.00	0.00	
Subtotal 6 Other					0.00	0.00	
Total Grant expenditure (1-6)					0.00	0.00	
Already paid (credit advice slip for 1st instalment in local currency)					0.00	0.00	
Amount due					0.00	0.00	
Notes							
*Indicate whether the grantee commits to contribute by means of an in-kind contribution, or by means of a financial contribution. In the first case, the in-kind contribution shall be described, while in the second case, the amount and the currency of the financial contribution shall be indicated in the box.							
¹ See Article 2.2 e) ² See Article 3.3							
³ Different lines to take into account differences of unit rates or number of participants in each event (lunch, trips, etc.). Average unit rate can be used but not average number of participants.							
I, the signatory, certify that the total amount of payments amounted to <sum in figures and currency> (<sum in letters and currency>) and that all supporting documents have been attached.							
Name and capacity of the representative of the Grantee:							
Signature:							
Date:							

APPENDIX IV - EUROPEAN UNION/COUNCIL OF EUROPE

JOINT PROJECT'S VISUAL IDENTITY

The INSCHOOL logo (specimen below) must be used in all communications and reports/leaflets, website display/participant lists produced and disseminated.



Colour:

HEX: 069948

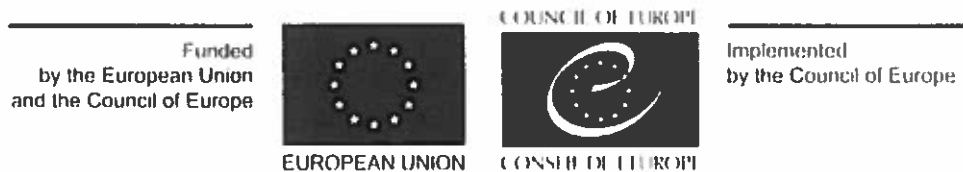
RGB: 6, 153, 72

CMYK: 85%,
13%, 100%, 2%

The logo is placed on documents in the upper right corner and is always accompanied by one of the versions of the Joint Programmes logo.

The European Union - Council of Europe Joint Programmes logos should always be placed as a centred footer in the document, webpage or any other relevant communication publication.

For items printed or displayed in colour, the four-colour logo must be used:



Logo variant black and white must be used for black-and-white printed or displayed items:

