



Subsidy Contract for the EU contribution

Application Form ID: HUHR/1601/4.1.2/0005

Project acronym: 4E4K

**Project title: 4 Elements 4 Kids from cross border co-operation and education
adjusted for pre-school children**

**Interreg V-A Hungary-Croatia
Co-operation Programme 2014-2020**

SUBSIDY CONTRACT

**for the implementation of the Project
No HUHR/1601/4.1.2/0005, with acronym '4E4K'
entitled '4 Elements 4 Kids from cross border co-operation and education adjusted
for pre-school children'
within the
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020**

The following Subsidy Contract (hereinafter referred to as the Contract) is concluded between the

Prime Minister's Office of Hungary

acting as the Managing Authority of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 (hereinafter referred to as the Managing Authority)
Address: 1055 Budapest, Kossuth tér 1-3, Hungary
Tax number: 15775292-2-41

on one hand,

and

Dječji vrtić Cvrčak Virovitica (Kindergarten Cvrčak Virovitica)
Address: HR-33000, Virovitica, Pejačevićeva 1
Tax number (OIB number): 09271529963

acting as the Lead Beneficiary

on the other hand,

hereinafter jointly referred to as the Parties,

based on the following legal framework:

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union;
- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund (hereinafter referred to as the Common Provisions Regulation, CPR);
- Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EC) No 1080/2006;
- Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional

Development Fund to the European territorial co-operation goal (hereinafter referred to as the ETC Regulation);

- Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;
- Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid;
- Commission Decision 2011/9380/EC of 20 December 2011 on the application of Article 106 (2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest;
- Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the common market in application of Articles 107 and 108 of the Treaty;

The following regulations and guidelines have to be also respected in the framework of the present Contract:

- the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, approved by the European Commission on 7 September 2015 by Decision Ref No C(2015) 6228 (hereinafter referred to as the Programme);
- EU rules regarding EU horizontal policies such as the rules for competition and entry into the markets, the protection of the environment, the equal opportunities between men and women and public procurement;
- Communication from the Commission on the application of the European Union State aid rules to compensation granted for the provision of services of general economic interest (2012/C 8/02);
- national rules applicable to the Lead Beneficiary and the Beneficiaries (Lead Beneficiary and Beneficiaries hereinafter also referred to together as Project Participants);
- the relevant Call for Proposals of the Programme (HUHR/1601), published on 29 February 2016 on the Programme website (hereinafter referred to as the Call for Proposals);
- the Project Implementation Handbook for the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, laying down the programme specific rules for the implementation of the projects (hereinafter referred to as the Project Implementation Handbook);
- the Project Communication Guidelines for the Projects in the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, laying down the programme specific rules on information and publicity measures of the projects (hereinafter referred to as Project Communication Guidelines);
- the relevant national level legislation governing the rules of public procurement procedures in Hungary and Croatia.

Article 1

Award of subsidy

1. In accordance with the decision of the Monitoring Committee, dated 3 March 2017 (validated 21 March 2017), an earmarked subsidy is awarded to the Lead Beneficiary from the ERDF funding under the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 for the implementation of the project No 'HUHR/1601/4.1.2/0005' with the acronym '4E4K' entitled '**4 Elements 4 Kids from cross border co-operation and education adjusted for pre-school children**' (hereinafter referred to as the Project).

97 636,26 EUR

Maximum EU contribution awarded:	say: ninety-seven thousand, six hundred thirty-six euros and twenty-six cents
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114 866,20 EUR

Total project budget: (including Lead Beneficiary and the other Beneficiaries)	say: one hundred fourteen thousand, eight hundred sixty-six euros and twenty cents
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2. The EU co-financing rates per Beneficiary (including the Lead Beneficiary) are set in Annex I (Application Form) of the Subsidy Contract. As a general rule, the EU co-financing rates per Beneficiary (including the Lead Beneficiary) cannot exceed 85 per cent of the total eligible expenditures.
3. The maximum amount of EU contribution awarded for the Project cannot be exceeded.
4. Should the total eligible costs after the completion of the Project be lower than the budgeted amount, the above-mentioned EU contribution awarded under the Programme will be correspondingly reduced according to the EU co-financing rates per Project Participants set in Annex I (Application Form).
5. Reimbursement of the EU contribution is under the condition that the European Commission makes the funds available to the above-described extent and the Memorandum of Understanding signed by the two Member States is in force.
6. If the European Commission fails to make the funds available or if the Memorandum of Understanding signed by the Member States is no longer in force, the Managing Authority will be entitled to withdraw from the present Contract.

Article 2

Duration of the Project

1. Project starting date: **1 September 2017**
2. Project end date: **31 October 2018**
3. The project activities have to be carried out and finalised within the project implementation period, and project expenditure – with the exception of preparation costs – has to be incurred within the project implementation period as defined by Articles 2.1 and 2.2.

4. Preparation costs can only be eligible if they were incurred on or after 1 January 2014 and before the start date of the project.

Article 3

Object of use

1. The EU contribution is awarded exclusively for the implementation of the Project as it is described in the Application Form approved by the Monitoring Committee and contained in Annex I.
2. Project expenditure which qualifies for the EU contribution awarded according to Article 1.1, consists exclusively of project expenditure related to the project activities listed in the Application Form approved by the Monitoring Committee. The rules for the eligibility of expenditure are set in the Project Implementation Handbook. The relevant EC regulations in force, in particular Articles 18 to 20 of the ETC Regulation and the rules contained in Commission Delegated Regulation (EU) No 481/2014, furthermore the national eligibility rules have to be respected. In case of contradiction between the above-mentioned rules, the stricter rule shall apply.

Article 4

Reporting and Applications for Reimbursement

1. The Lead Beneficiary can only submit an Application for Reimbursement to the Joint Secretariat if it is accompanied by proof of progress of the Project. Therefore, the Lead Beneficiary has to submit a Report (means Project Report or Final Project Report) alongside each Application for Reimbursement, consisting of the description of the activities carried out and their outputs and results during the reporting period, further consisting of a financial report presenting the financial progress of the Project compared to the approved Application Form. Even if no expenditures were incurred in a reporting period, the Project Report (and the Final Project Report) shall be submitted in due time to the Joint Secretariat.
2. The Lead Beneficiary has to submit the Project Report and the Application for Reimbursement for each four-month reporting period from the project starting date indicated in Article 2.1. The Reports and the Applications for Reimbursement have to be submitted to the Joint Secretariat within 80 calendar days from the end date of each reporting period (and 100 days from the end date of the final reporting period), as detailed in the Project Implementation Handbook. The reporting periods and the actual deadlines for submission are indicated in Article 4.13.
3. Additional obligatory deadlines to submit an Application for Reimbursement may be set by the Managing Authority in order to avoid decommitment of EU contribution at programme level.
4. The First Project Report and Application for Reimbursement have to cover the preparation costs of the Project as well as the first reporting period as indicated in Article 4.13. Only budget lines foreseen in the Application Form and only Project Participants involved according to the Application Form¹ can be considered for Application for Reimbursement.

¹ Parties agree that certain activities of the Beneficiary (n/r) will be implemented by the mayor's office as being the executive organ of the Beneficiary in accordance with Article 41(1) and 41(2) of Act No. CLXXXIX of 2011 on Local Governments in Hungary as well as paragraph 1 of Article 6/C

5. The Final Project Report and Application for Reimbursement have to be submitted to the Joint Secretariat within 100 calendar days after the end date of the Project as indicated in Article 2.2.
6. The language of each report is English. The forms and tools of the Report, Application for Reimbursement and the Declaration on Validation of Expenditure are defined for the Programme and are obligatory to use. The Lead Beneficiary has to complete and submit the Reports and the Applications for Reimbursement online through the monitoring and information system of the Programme. Access to the system is only permitted by means of an individual username and password. Further rules on reporting – including the documents to be submitted with the Reports – are set in the Project Implementation Handbook.
7. The Application for Reimbursement submitted by the Lead Beneficiary shall contain only validated expenditure and shall be supported by the Declarations on Validation of Expenditure issued by the designated Control Bodies. The Lead Beneficiary shall ensure that the expenditure presented by the Project Participants has been incurred for the purpose of implementing the Project and that it corresponds to the activities agreed between the Project Participants as described in the approved Application Form.
8. In compliance with Point 2 (d) of Article 13 of the ETC Regulation, the Lead Beneficiary shall ensure that the expenditure presented by each of its fellow Beneficiaries has been validated by the designated Control Body of the Beneficiary. The designated Control Bodies and the national level control requirements for both Member States are available in the Control Guidelines for Beneficiaries issued in the respective Member State.
9. In case the Declarations on Validation of Expenditure are not received from each Beneficiary for a given reporting period, the Lead Beneficiary shall submit the Application for Reimbursement on the basis of the Declarations on Validation of Expenditure available for the reporting deadline. The expenditures of the Project Participant not validated for the given reporting period within the deadline can be requested only for the next reporting deadline to the reporting period concerned, with the exception of preparation costs. Preparation costs can be validated and requested only in the first reporting period.
10. The Lead Beneficiary shall submit the Application for Reimbursement in EUR, based on the Declarations on Validation of Expenditure issued in EUR by the designated Control Bodies of the Project Participants.
11. Project Participants from Member States which have not adopted the EUR as their currency shall convert into EUR the amounts of expenditure in the list of invoices incurred in national currency before submission for validation to the responsible Control Body of the Member State. The expenditures shall be converted into EUR using the monthly accounting exchange rate of the European Commission in force in the month in which the expenditure is submitted by the Project Participant to the Control Body.²
12. The exchange rate risk is borne by the Lead Beneficiary or Beneficiary concerned.

of Act No. CXCV of 2011 on Public Finance, so that the costs reimbursed by the mayor's office are eligible for support.

² The monthly exchange rates of the European Commission are available at the website of the European Commission: <http://ec.europa.eu/budget/inforeuro>.

13. The Lead Beneficiary shall request the reimbursement of the EU contribution on the basis of the following table:

	Reporting period	Deadline for submission of the Project Reports and Applications for Reimbursement	Indicative spending forecast ³ EUR
1	01/09/2017 - 31/12/2017	21/03/2018	58 600,00
2	01/01/2018 - 30/04/2018	19/07/2018	37 925,80
3	01/05/2018 - 31/08/2018	19/11/2018	13 147,19
4	01/09/2018 - 31/10/2018	08/02/2019	5 193,21
Total			114 866,20

14. The Lead Beneficiary has the possibility to deviate from the indicative spending forecasts considering that in case of n+3 decommitment resulting from underspending compared to the spending forecast, the Managing Authority is entitled to decommit the Project by reducing the original project budget and the corresponding EU contribution.
15. In case of a decision on the decommitment of the Project, the Managing Authority initiates the amendment of the present Contract. The Addendum to the Subsidy Contract has to be signed by both Parties.
16. The Lead Beneficiary upon request by the Joint Secretariat shall submit Project Follow-up Reports, proving the sustenance of the project outputs. Details about the content and submission of Follow-up Reports are regulated in the Project Implementation Handbook valid for the given Call for Proposals.
17. The Lead Beneficiary has to provide immediate information to the Joint Secretariat about circumstances which delay, hinder or make impossible the implementation of the Project, as well as about any circumstances which represent a change of the reimbursement conditions and frameworks as laid down in the present Contract or which entitle the Managing Authority to reduce or demand repayment of the EU contribution entirely or in part. Immediate information shall also be provided in case the Project has not been or cannot be fully implemented by carrying out the planned activities and results moreover by achieving at least 80 per cent of the quantifiable outputs, or if the Project cannot or could not be implemented in due time. In case the Project cannot be implemented in line with the time schedule determined in the Application Form contained in Annex I, as well as in line with the payment schedule specified in Point 13 of the present Article, the fact has to be reported immediately to the Joint Secretariat in order to seek written approval. The request for approval does not imply the approval.

³ Indicative spending forecast: eligible costs to be reported in the given reporting period.

Article 5
Reimbursement of EU contribution to the Lead Beneficiary

1. The reimbursement of EU contribution to the Lead Beneficiary will be initiated only after the verification and acceptance of the Report and of its annexes, the Application for Reimbursement and the Declarations on Validation of Expenditure.
2. The Lead Beneficiary may be requested a completion of the Report and of the Application for Reimbursement during the verification process by the Joint Secretariat. After the second unsuccessful request/notice for completion, the Report and the Application for Reimbursement may be rejected. A rejected Application for Reimbursement can be resubmitted only once and for the next reporting deadline following the reporting period concerned. If the Report contains ineligible expenditure, the amount of these shall be deducted from the Application for Reimbursement. In this case the Lead Beneficiary shall re-compile and re-submit the Application for Reimbursement to the Joint Secretariat. In case the Final Project Report and the Application for Reimbursement are rejected, the Lead Beneficiary shall be informed about the possible/applied sanctions (e.g. suspension of the last payment, repayment of subsidy, withdrawal from the Contract).
3. Following the approval of the Final Project Report the Joint Secretariat initiates the financial closing of the Project in order to calculate the exact amount of EU contribution to be paid to the Project. Financial closing cannot be initiated in case other processes related to the Project are not closed such as irregularity and recovery procedures. After the final payment to the Lead Beneficiary, the Project is considered closed and the Lead Beneficiary is informed about the closure. While the Project is considered closed, audits might be carried out during the programme period and/or within the timeframe stipulated in Article 140(1) of the CPR and further detailed in the Project Implementation Handbook. During this period, irregularity procedures and repayments can be initiated related to the Project.
4. The reimbursement of EU contribution will be authorised by the Certifying Authority. In case the EU contribution balance of the programme single bank account handled by the Certifying Authority does not cover the amount to be reimbursed, the reimbursement process will be suspended until the transfer of the EU contribution from the European Commission is credited to the programme single bank account.
5. For receiving the reimbursement of EU contribution and for the transfers of EU contribution to the Beneficiaries, the Lead Beneficiary has to open a separate EUR bank account exclusively for the Project.
6. The EU contribution will be reimbursed in EUR exclusively and will be transferred to the following separate project bank account indicated by the Lead Beneficiary:

IBAN account number	HR06-2360-0001-5020-9521-7
SWIFT code	ZABAHR2X
Bank name	ZAGREBACKA BANKA DD
Bank address	Trg bana Josipa Jelačića 10, HR-10000 Zagreb

7. The Lead Beneficiary has to officially notify the Joint Secretariat in written form in case of a change of the separate project bank account within 15 calendar days or

with the submission of the Application for Reimbursement at the latest. In case the Lead Beneficiary fails to properly inform the Joint Secretariat on the details of its separate bank account, all consequences, including those of financial nature, shall be borne by the the Lead Beneficiary.

8. The Lead Beneficiary is responsible for transferring the EU contribution to the Beneficiaries according to the approved Application for Reimbursement, within the timeframe agreed in the signed Partnership Agreement.
9. Bank statements proving the management of the separate project bank account and the transfer of funds from the Lead Beneficiary to the Beneficiaries have to be presented to the Joint Secretariat attached to the Report.

Article 6 Double funding

1. The expenditures shall not be double funded by any other European and/or national funds.

Article 7 Representation of the project partnership, liability and additional obligations of the Lead Beneficiary

1. In order to lay down the arrangements for its relations with the Beneficiaries the Lead Beneficiary is responsible to conclude a Partnership Agreement with them.
2. The Lead Beneficiary represents the partnership as defined in the Partnership Agreement and is the only direct contact between the project and the programme management bodies. The Lead Beneficiary shall be responsible for ensuring the efficient implementation of the entire Project. To this end, the Lead Beneficiary shall undertake among others:
 - a) to co-ordinate the start of the Project as set in Article 2.1;
 - b) to co-ordinate the implementation of the Project according to the time schedule agreed upon in the present Contract and in the approved Application Form;
 - c) to guarantee the sound financial management of the funds allocated to the Project, including the arrangements for recovering amounts unduly paid;
 - d) to meet the reporting requirements and ensure any other documentation obligations;
 - e) to ensure that the expenditure presented by the Lead Beneficiary and by the Beneficiaries has been paid for the purpose of implementing the Project and to ensure that it corresponds to the activities agreed between the members of the partnership and indicated in the approved Application Form;
 - f) to verify that the expenditure presented by the Lead Beneficiary and the other Beneficiaries has been validated by the designated Control Bodies;
 - g) to collect documents and information from the Beneficiaries in order to present consolidated Reports and Applications for Reimbursement;

- h) to comply with EU regulations, as referred to in the preamble of the present Contract, and with the relevant national legislation for the whole partnership with special regard to public procurement, State aid, publicity, furthermore rules on sustainable development and equal opportunities;
 - i) to transfer the EU contribution correctly and within the timeframe agreed in the Partnership Agreement upon receipt to the other Beneficiaries and in full, no specific charge or other charge with equivalent effect shall be levied which would reduce these amounts for the Beneficiaries; in case of a claim for repayment from the Managing Authority, the Lead Beneficiary cannot exculpate itself with the argument of the transfer of the funds;
 - j) to maintain separate accounting for project implementation purposes in a manner ensuring the identification of each financial operation within the Project;
 - k) to ensure the sustainability of the project results.
3. The Lead Beneficiary bears responsibility for the activities of the other Beneficiaries and the sub-contractors like its own activities.
 4. The Lead Beneficiary takes full responsibility for the damages caused to third parties from its own fault during the implementation of the operation. The Managing Authority has no responsibility for the damages caused to third parties as a result of executing the Subsidy Contract.
 5. The Lead Beneficiary is liable towards the Managing Authority for ensuring that the Project Participants fulfil their obligations under this Contract.

Article 8 Procurement rules

1. According to Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 and other relevant regulations, the projects contracted under the Programme have to manage the procurement of services, supplies / goods / equipment and works in accordance with national procurement rules in force, depending on the seat and operational area of the given organisation (in Hungarian: *Közbeszerzési törvény*, in Croatian: *Zakon o javnoj nabavi*).

Article 9 Information and publicity

1. The Lead Beneficiary undertakes to fulfil the information and publicity measures set out in the Project Communication Guidelines, with the aim of promoting the fact that co-financing is provided from EU contribution available under the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, furthermore it undertakes to ensure the adequate promotion of the Project.
2. The Lead Beneficiary shall ensure that all project official communication (e.g. any notice, publication, website or project event, including conferences or seminars) specifies that the Project has received funding from the EU within the framework of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, by following the instructions detailed in the Project Communication Guidelines.

3. Any notice or publication by the Project Participants, in whatever form and on or by whatever medium, must specify that it reflects the author's views and that the Managing Authority is not liable for any use that may be made of the information contained therein.
4. The Managing Authority / Joint Secretariat shall be authorised to publish, in any kind of form and on or by any kind of medium the following pieces of information:
 - a) the title and the acronym of the Project;
 - b) the name of the Lead Beneficiary and of the Beneficiaries;
 - c) the amount of subsidy and the EU co-financing rate;
 - d) the purpose of the EU contribution (i.e. the Project's overall objective);
 - e) the geographical location of the Project;
 - f) project results, evaluations and summaries;
 - g) other information about the Project, if considered relevant.
5. The Lead Beneficiary shall ensure the proper means of communication between the Project and the Programme, including:
 - a) participation, whenever requested, in Lead Beneficiary trainings organised by the Joint Secretariat;
 - b) participation, whenever requested, in other events organised by the programme management bodies with the purpose of presenting / discussing / developing / sharing project results and creating synergies with other projects and relevant organisations;
 - c) providing a visible link on the Project's web site (if any) to the Programme website – www.huhr-cbc.eu / www.huhr-cbc.com.

Article 10

Amendments to the Subsidy Contract and other project changes

1. The Lead Beneficiary has to request the modification of the Subsidy Contract in case of substantial changes in the Project which are the following:
 - a) changes in the composition of the project partnership;
 - b) substantial changes in the content of the Project (resulting in a more than 20 per cent deviation from the quantified outputs);
 - c) changes to activities (either introducing new ones or replacing old ones);
 - d) budget reallocations between main budget lines exceeding 20 per cent of either affected main budget line and exceeding 10 000,00 EUR within the budget of the Lead Beneficiary or the particular Beneficiary;
 - e) prolongation of the project duration.

2. Modifications of the Subsidy Contract cannot affect the basic purpose of the Project as approved by the Monitoring Committee.
3. Any request for a modification of the Subsidy Contract has to be justified and submitted by the Lead Beneficiary to the Joint Secretariat in a written form, as regulated in the Project Implementation Handbook. The Joint Secretariat will process the request for modification and will submit it for approval to the Managing Authority or the Monitoring Committee, according to the type of modification requested. The Addendum to the Subsidy Contract has to be signed by both Parties according to the approval of the Managing Authority / Monitoring Committee.
4. The Addendum to the Subsidy Contract enters into force on the date of signature by the last of the Parties. The date from which the changes contained in the Addendum shall be effective is to be explicitly identified in the text of the Addendum.
5. Other changes in the Project than listed in Point 1 will not require Subsidy Contract modification, but the Lead Beneficiary has to notify the Joint Secretariat which in turn has to confirm that the project change is accepted.
6. Detailed rules describing each case of Subsidy Contract modification or other changes in the Project are set in the Project Implementation Handbook.
7. The limit of budget reallocation is calculated from the concluded original Subsidy Contract, therefore accumulation of changes is counted together and rules are applied accordingly. By its nature, any increase of budget of a budget line(s) on one side leads to a reduction of budget of other budget line(s) on the other side, therefore either effected budget lines are counted concerning to the rule. All indicated changes in the Project have to respect the rules of the Call for Proposals laid down in the Guidelines for Applicants, e.g. meaning that if a limit for a certain type of cost was given in the Guidelines for Applicants, the notified (initiated) change has to respect the limit as well. New activities cannot be budgeted in the approved budget.

Article 11 **Assignment, legal succession**

1. The Managing Authority is entitled at any time to assign its rights under the present Contract. In case of assignment the Managing Authority will inform the Lead Beneficiary without delay.
2. The Lead Beneficiary is allowed to assign its duties and rights under the present Contract only after prior decision of the Monitoring Committee and written consent of the Managing Authority.
3. In case of legal succession the Parties are obliged to transfer all duties under the present Contract to the legal successor. The Parties shall notify each other about any change beforehand. In case of legal succession affecting the Lead Beneficiary or a Beneficiary the Lead Beneficiary shall notify the Joint Secretariat beforehand.

Article 12

Audit rights

1. The responsible auditing bodies of the EU and, within their responsibility, the auditing bodies of the Member States, as well as the Audit Authority, the Managing Authority, the Joint Secretariat and the Certifying Authority of the Programme are entitled to audit the proper use of funds by the Lead Beneficiary and by the Beneficiaries or to arrange for such an audit to be carried out by authorised persons.
2. The Lead Beneficiary shall produce all documents required for the audit, provide necessary information and give access to its business premises. The Lead Beneficiary is obliged to retain for audit purposes all files, documents and data about the Project for at least until the time as specified in Article 140(1) of the CPR and further detailed in the Project Implementation Handbook. Documents to be retained are listed in Annex III.
3. The designated Control Bodies are entitled to carry out on-the-spot checks as part of their verification activities, while the Joint Secretariat or the Managing Authority are entitled to carry out monitoring visits in order to check the progress of the Project from a professional point of view, at the premises of the Lead Beneficiary and of the Beneficiaries.
4. The Lead Beneficiary is obliged to guarantee the fulfilment of the above stipulated duties in relation to all other Beneficiaries as well.
5. Observing the recommendations received after an audit must be ensured by the Project Participants, otherwise the Managing Authority has the right to terminate the Subsidy Contract.

Article 13

Irregularities

1. In case of irregularities identified during project implementation the Managing Authority reserves the right to claim the repayment of the EU contribution in full or in part from the Lead Beneficiary and has the right to reduce the amount of the EU contribution awarded.
2. Based on the above, the Lead Beneficiary is always responsible for securing the repayment of the EU contribution unduly paid to the Project, even if the irregularity was committed by one of the other Beneficiaries.
3. If another Beneficiary commits an irregularity, the Lead Beneficiary – after having received the notice on repayment – is obliged to request the amount unduly paid from the Beneficiary concerned and repay it to the Managing Authority within the deadline for the repayment set in Article 14.2. The Lead Beneficiary shall exercise due diligence to ensure repayment.
4. If the Lead Beneficiary does not succeed in securing the repayment from the Beneficiary / Beneficiaries, within 5 calendar days from the end of the deadline given the Lead Beneficiary has to notify the Joint Secretariat and has to send proof of steps taken by the Lead Beneficiary towards the Beneficiary / Beneficiaries.

5. When the amount unduly paid has not been recovered due to negligence of the Lead Beneficiary, the Lead Beneficiary shall remain responsible for the repayment.

Article 14

Right of withdrawal – Repayment – Suspension of reimbursement

1. The Managing Authority is entitled to withdraw from the present Contract and to demand the repayment of the EU contribution in full or in part if:
 - a) the Lead Beneficiary has obtained the EU contribution through false or incomplete statements to bodies/appointees of the European Commission, the Managing Authority or any other authorities involved in the implementation of the Programme; or if
 - b) a precondition for the approval of the Project is no longer given, in particular if the compulsory cross-border Beneficiary resigns from the Project and is not replaced in line with the provisions of Article 10; or if
 - c) the Partnership Agreement concluded between the Project Participants is no longer in force; or if
 - d) the Lead Beneficiary becomes insolvent or subject to bankruptcy proceedings; or if
 - e) the Lead Beneficiary becomes guilty of misrepresentation in supplying the information required by the Managing Authority or in failing to provide requested information; or
 - f) in case of identified irregularities; or if
 - g) the Lead Beneficiary fails to fulfil a condition or an obligation resulting from the present Contract, in particular if
 - h) the Lead Beneficiary fails to submit a Report and Application for Reimbursement within the reporting deadline;
 - i) the Lead Beneficiary repeatedly fails to submit Project Follow-up Reports, if applicable; or if
 - j) the Lead Beneficiary fails to sustain the results of the Project as defined in Article 15; or if
 - k) the Project has not been or cannot be fully implemented by carrying out the planned activities and results moreover by achieving at least 80 per cent of the quantifiable outputs, or if the Project cannot or could not be implemented in due time; or if
 - l) the regulations of EU and national law (including provisions concerning public procurement rules, State aid rules, publicity rules, rules on environmental protection and rules on equal opportunities) have been infringed; or if
 - m) the Lead Beneficiary has impeded or prevented the auditing of the Project or failed to retain the project documentation as referred to in Article 12; or if

- n) the EU contribution awarded has been partially or entirely misapplied for purposes other than those agreed upon; or if
 - o) it has been impossible to verify that the Final Project Report is correct and thus the eligibility of the Project for funding from the Programme cannot be verified.
2. If the Managing Authority sends a request for repayment for the amount of EU contribution paid unduly and the corresponding interest chargeable, the Lead Beneficiary is obliged to secure repayments from the Beneficiaries concerned and has to repay the amount specified by the Managing Authority before the due date. The repayment by the Lead Beneficiary is due within two months following the receipt date of the request for repayment. The rate of the interest shall be one-and-a-half percentage points above the rate applied by the European Central Bank in its main refinancing operations on the date of the request for repayment.
 3. The Managing Authority has the right to recover the amounts specified in the request for repayment by deducting them from the Application for Reimbursement submitted by the Lead Beneficiary.
 4. In case of any delay in the repayment, the amount to be recovered shall be subject to interest on late payment, starting on the due date and ending on the actual date of repayment. The rate of interest on late payment shall be one-and-a-half percentage points above the rate applied by the European Central Bank in its main refinancing operations on the due date.
 5. If the Managing Authority exercises its right of withdrawal, offsetting by the Lead Beneficiary is excluded unless its claim is undisputed or recognised by declaratory judgement.
 6. The Lead Beneficiary is entitled to exercise the right of withdrawal if the implementation of the Project becomes impossible due to circumstances independent from the Lead Beneficiary. In this case, the Lead Beneficiary shall repay the whole amount of EU contribution reimbursed together with the interest chargeable within two months from the date of notifying the Managing Authority on the withdrawal from the Contract. The rate of interest shall be the rate applied by the European Central Bank in its main refinancing operations on the date of notifying the Managing Authority on the withdrawal from the Contract.
 7. The Managing Authority may decide to suspend the reimbursement of the EU contribution if the provisions laid down in the Memorandum of Understanding are not respected by the Member States. The Lead Beneficiary shall be informed on the suspension.

Article 15 **Ownership/use of results, revenues generated**

1. An operation comprising investment in infrastructure or productive investment shall repay the contribution from the ESI Funds if within five years of the final payment to the Beneficiary or within the period of time set out in State aid rules, where applicable, it is subject to any of the following:
 - a) a cessation or relocation of a productive activity outside the programme area;

- b) a change in the ownership of an item of infrastructure which gives to a firm or a public body an undue advantage;
- c) a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives.

The Lead Beneficiary is obliged to notify the Joint Secretariat of any such changes described beforehand.

- 2. Ownership, title and industrial and intellectual property rights in the outputs of the Project and the reports and other documents relating to it shall vest in the Project Participants. Leasing, handing over/selling or transferring the rights of use of the outputs of the Project is only possible with the prior written consent of the Managing Authority and only in case if all the rights and obligations following from the present Contract and connected to the subject of matter will be transferred to the new party.
- 3. The use of the results of the Project shall be agreed upon by the Lead Beneficiary and the Joint Secretariat in order to guarantee a widespread publicity of such results and in order to make them available to the public.
- 4. The Lead Beneficiary and the Joint Secretariat shall find individual arrangements in those cases where intellectual property rights (such as for data acquired for the Project which do not belong to public domain) already exist.
- 5. In line with Article 61(3) of the CPR potential net revenue of the Project shall be determined in advance by the method defined in the Call for Proposals. The eligible expenditure of the Project to be co-financed from the Programme shall be reduced by the net revenue not taken into account at the time of approval of the Project directly generated only during its implementation, not later than at the Final Application for Payment submitted by the Lead Beneficiary. Where not all the costs are eligible for co-financing, the net revenue shall be allocated pro rata to the eligible and non-eligible parts of the cost. In case net revenue is generated by the Project after its completion Article 61 of the CPR shall apply.

Article 16 **Concluding provisions**

- 1. If any provision in the present Contract should be entirely or partly ineffective, the remaining provisions remain binding for the Parties. The Parties to the Contract undertake to replace the ineffective provision by an effective one which comes as close as possible to the purpose of the ineffective provision.
- 2. Amendments and supplements to the present Contract must be in written form.
- 3. All correspondence with the Managing Authority / Joint Secretariat under the present Contract must be in English language and has to be sent to the following address:

HU-HR Joint Secretariat Contact Point Osijek
Stjepana Radića 4
31000 Osijek, Croatia

Name of JS programme manager: Antonija Bedeniković
E-mail address: bedenikovic@huhr-cbc.com

Telephone/fax number: +385 31 221 848

4. All correspondence with the Lead Beneficiary under the present Contract must be in English language and has to be sent to the following address:





Address of the Lead Beneficiary: HR-33000, Virovitica, Pejačevićeva 1

Name of contact person: Ms. Sanja Đeri Kovač

E-mail address: sanja.djeri.kovac@vta.hr

Telephone/fax number: +385 33 638 882

5. The present Contract is concluded in English language. In case of translation of the present Contract and of its Annexes into another language, the English version shall prevail.
6. The Annexes to this Contract are binding and form an integral part of the Subsidy Contract.
7. The present Contract is governed by Hungarian law and all matters not regulated in the Contract are subject to the legal understanding laid down in the Hungarian Civil Code (Act V. of 2013). In case of differences that are not ruled by the present Contract, the Parties agree to find an amicable and mutually acceptable solution. If the Parties fail to do so, all disputes arising in connection with the Subsidy Contract shall be settled by the Buda Central District Court.
8. The present Contract is signed in three original copies of which one remains at the Lead Beneficiary and two original copies are to be returned to the Joint Secretariat.
9. The Subsidy Contract enters into force on the date of signature by the last of both Parties.
10. The present Contract shall remain in force until the Lead Beneficiary has discharged in full its obligations arising from the Subsidy Contract towards the Managing Authority, i.e. as long as any duties linked to the EU funding might be claimed.

Place and date: <i>Virovitica, 2. November 2017.</i>	Place and date: <i>Budapest, 16 October 2017</i>
Lead Beneficiary represented by	Managing Authority represented by
 	 
Anka Tomac Head of Institution	Mr Adrián Savanyú Head of the Department of Managing Authority

Annexes to the Subsidy Contract

- I. Application Form
- II. Partnership Agreement signed by each Project Participant
- III. List of documents to be retained
- IV. Applicable project specific State aid rules

Annex III
List of documents to be retained

No.	Document
1.	Approved Application Form
2.	Notification letter from the Managing Authority awarding subsidy
3.	Subsidy Contract (and its amendments)
4.	Partnership Agreement (and its amendments)
5.	Beneficiary Reports
6.	Declarations on Validation of Expenditure
7.	Reports (meaning Project Reports, Final Project Report and Project Follow-up Reports)
8.	Applications for Reimbursement
9.	Each invoice and accounting document of probative value related to project expenditure (originals to be retained at the premises of the Project Participant concerned)
10.	All supporting documents related to project expenditure (e.g. payslips, bank statements, public procurement documents etc.) to be retained at the premises of the Project Participant concerned
11.	All project deliverables (all material produced during the project period)
12.	If relevant, documentation related to on-the-spot checks of the Control Bodies (to be retained at the premises of the Project Participant concerned)
13.	If relevant, documentation of monitoring visits of the Joint Secretariat / Managing Authority
14.	If relevant, audit reports
15.	If relevant, the Lead Beneficiary's / Beneficiaries' Subsidy Contracts on State contribution and the related documents

Annex IV
Applicable project specific State aid rules

Relevant to the project / Not relevant to the project

Applicable State aid rules for the Lead Beneficiary (...):

In the frame of this Subsidy Contract the above mentioned Lead Beneficiary will receive **de minimis aid** in amount of EUR in accordance with Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352/1 24.12.2013). The total de minimis aid granted to any one undertaking shall not exceed 200 000 EUR over any period of three fiscal years or 100 000 EUR in the road transport sector.

Based on the declaration of the Lead Beneficiary, it has not received de minimis aid during the present fiscal year (2017) and the two fiscal years before, which would exceed the limit of 200 000 EUR.

All the documents and records in relation to de minimis aid must be maintained until ... (for 10 fiscal years from the date on which the aid was granted) and shall be provided to the European Commission or the Managing Authority or the body designated for the validation of expenditures (Széchenyi Programme Office, Territorial Offices in Pécs and Zalaegerszeg / Agency for Regional Development, Zagreb) upon request within 20 working days.

The Partner must respect the following legal framework:

- national legislation
- Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352/1 24.12.2013)

Applicable State aid rules for the Beneficiary (...):

In the frame of this Subsidy Contract the above mentioned Partner will receive **de minimis aid** in amount of EUR in accordance with Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352/1 24.12.2013). The total de minimis aid granted to any one undertaking shall not exceed 200 000 EUR over any period of three fiscal years or 100 000 EUR in the road transport sector.

Based on the declaration of the Partner, it has not received de minimis aid during the present fiscal year (2017) and the two fiscal years before, which would exceed the limit of 200 000 EUR.

All the documents and records in relation to de minimis aid must be maintained until ... (for 10 fiscal years from the date on which the aid was granted) and shall be provided to the European Commission or the Managing Authority or the body designated for the validation of expenditures (Széchenyi Programme Office, Territorial Offices in Pécs and

Zalaegerszeg / Agency for Regional Development, Zagreb) upon request within 20 working days.

The Partner must respect the following legal framework:

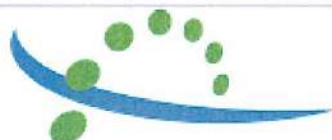
- national legislation
- Commission Regulation (EU) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352/1 24.12.2013)

To be filled in by the Joint Secretariat

Registry
number:

Application
form ID:

HUHR/1601/



Hungary-Croatia
Cross-border Co-operation Programme

Interreg

European Regional Development Fund



EUROPEAN UNION

APPLICATION FORM

Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Reference number of the call for proposals: HUHR/1601

Project title (max. 200 characters)

95 /chr.

4 Elements 4 Kids from cross border co-operation and education adjusted for pre-school children

Acronym (max. 30 characters)

4E4K

General information

Priority

4 EDUCATION

Component

4.1.2. Co-operation in preschool, primary and secondary education and adult education

Total project budget
(EUR)

Total costs	EU contribution	National contribution	Own contribution
114,866.20 €	97,636.26 €	5,269.33 €	11,960.62 €

Project implementation period

Start date of the project 1 (day) 9 (month) 2017 (year)

End date of the project 31 (day) 10 (month) 2018 (year)

Project duration (in months): 14

Project partnership

Lead Beneficiary

Official name of the organization

Dječji vrtić Cvrčak Virovitica

LB/B (abbreviated name)	Country	NUTS III region or equivalent	NUTS V - settlement(s)
DV Cvrčak	Croatia	Virovitičko-podravska županija	Virovitica

List of beneficiaries

MKHI	Hungary	Baranya megye	Pecs
R.A. VTA	Croatia	Virovitičko-podravska županija	Virovitica

Supporting stakeholders / authorities

Location of the project implementation

	LB/B (abbreviated name)	Country	NUTS III region or equivalent	NUTS V - settlement(s)
1	Cvrčak Virovitica	Croatia	Virovitičko-podravska županija	Virovitica
2	MK	Hungary	Baranya megye	Pecs
3	R.A. VTA	Croatia	Virovitičko-podravska županija	Virovitica
4				
5				
6				
7				
8				

2. Lead Beneficiary / Beneficiary data

2.1 Lead Beneficiary

Official name of the organization in original language (max. 150 characters)

Dječji vrtić Cvrčak Virovitica

Official name of the organization in English (if exists) (max. 150 characters)

Kindergarten Cvrčak Virovitica

Abbreviated name (in original language) (max. 20 characters)

DV Cvrčak

Country

Croatia

NUTSIII or equivalent

Virovitičko-podravska županija

Legal status

Public organisation

Date of foundation

01.01.1957. (day/month/year)

Founder organisation (max. 150 characters)

Founded by the local government

Type of institution

Budgetary organisation of a local government

National tax number

09271529963

OIB number (for Croatia only)

EU tax number

N/A

Registry number

010002607

Official address of the organisation

Address (permanent residence)

Pejačevićeva 1

Street and number

33000

Postal code

Virovitica

Settlement

PO Box

Country

Croatia

NUTSIII or equivalent

Virovitičko-podravska županija

Web

www.cvrcakvt.hr

Mailing address

Address (permanent residence)

Pejačevićeva 1

Street and number

33000

Postal code

Virovitica

Settlement

PO Box

Country

Croatia

2. Lead Beneficiary / Beneficiary data

NUTSIII or equivalent

Virovitičko-podravska županija

Address of branch office

Address (permanent residence)

N/A		Street and number
	Postal code	Settlement
	PO Box	

Country

NUTSIII or equivalent

Statutory representative of the organisation

Name

Ms.	title	Head of Institution	position
Anka	First name	Tomac	Family name
+385 33 801 545	Telephone	+385 982 8541	Mobile
tomac.ana@gmail.com			

Contact person in project

Name of the contact person

Telephone/ Mobile number

E-mail

Ms.	title	Expert associate	position
Sanja	First name	Đeri Kovač	Family name
+385 33 638 882	Telephone	+385 99 489 7054	Mobile
sanja.djeri.kovac@vta.hr			

Financial capacity

Relevant year (last closed budgetary year)

Number of staff

Last closed budgetary year annual revenue

Last closed budgetary year balance sheet total

Last closed budgetary year result

Awarded de minimis grant in the current and the previous two financial years (EUR):

2015	year
Data in currency: HRK	
9,173,759.24	HRK
2,016,603.00	HRK
60,106.26	HRK
0.00 €	

2. Lead Beneficiary / Beneficiary data

2.2 Beneficiary (1)

Official name of the organization in original language (max. 150 characters)

Miroslav Krleža Horvat Ovoda, Altalanos Iskola, Gimnazium es Kollegium

Official name of the organization in English (if exists) (max. 150 characters)

Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs

Abbreviated name (in original language) (max. 20 characters)

MKHI

Country

Hungary

NUTSIII or equivalent

Baranya megye

Legal status

Public organisation

Date of foundation

1/1/1952 (day/month/year)

Founder organisation (max. 150 characters)

Croatian state self government in Hungary

Type of institution

Budgetary organisation of a local government

National tax number

16627611-2-02

OIB number (for Croatia only)

EU tax number

N/A

Registry number

676328

Official address of the organisation

Address (permanent residence)

Szigeti ut 97.

Street and number

7624

Postal code

Pecs

Settlement

PO Box

Country

Hungary

NUTSIII or equivalent

Baranya megye

Web

www.krleza.sulinet.hu

Mailing address

Address (permanent residence)

Szigeti ut 97.

Street and number

7624

Postal code

Pecs

Settlement

PO Box

Country

Hungary

2. Lead Beneficiary / Beneficiary data

NUTSIII or equivalent

Baranya megye

Address of branch office

Address (permanent residence)

N/A

Street and
number

Postal code

Settlement

PO Box

Country

NUTSIII or equivalent

Statutory representative of the organisation

Contact person

Mr.

title

Head of Institution

position

Gabor

First name

Zoltan Gyorvari

Family name

Telephone/ Mobile number

+36 722 526 57

Telephone

+36 202 825 087

Mobile

E-mail

gabor@krleza.sulinet.hu

Contact person in project

Contact person

Mr.

title

Head of Institution

position

Gabor

First name

Zoltan Gyorvari

Family name

Telephone/ Mobile number

+36 755 526 57

Telephone

+36 202 825 087

Mobile

E-mail

gabor@krleza.sulinet.hu

Financial capacity

Relevant year (last closed budgetary year)

2015

year

Number of staff

75.00

person

Data in currency:

HUF

Last closed budgetary year annual revenue

495,282.00

HUF

Last closed budgetary year balance sheet total

840,998.00

HUF

Last closed budgetary year result

0.00

HUF

Awarded de minimis grant in the current and the previous two financial years (EUR):

0.00 €

2. Lead Beneficiary / Beneficiary data

2.3 Beneficiary (2)

Official name of the organization in original language (max. 150 characters)

Razvojna agencija VTA

Official name of the organization in English (if exists) (max. 150 characters)

Development agency VTA

Abbreviated name (in original language) (max. 20 characters)

R.A. VTA

Country

Croatia

NUTSIII or equivalent

Virovitičko-podravska županija

Legal status

Public organisation

Date of foundation

07.11.2013. (day/month/year)

Founder organisation (max. 150 characters)

The City of Virovitica is the founder of DA VTA.

Type of institution

Development agency

National tax number

90566826087

OIB number (for Croatia only)

EU tax number

Registry number

010088936

Official address of the organisation

Address (permanent residence)

Trg bana Josipa Jelačića 21

Street and number

33000

Postal code

Virovitica

Settlement

PO Box

Country

Croatia

NUTSIII or equivalent

Virovitičko-podravska županija

Web

www.vta.hr

Mailing address

Address (permanent residence)

Trg bana Josipa Jelačića 21

Street and number

33000

Postal code

Virovitica

Settlement

PO Box

Country

Croatia

2. Lead Beneficiary / Beneficiary data

NUTSIII or equivalent

Virovitičko-podravska županija

Address of branch office

Address (permanent residence)

N/A

Street and
number

Postal code

Settlement

PO Box

Country

NUTSIII or equivalent

Statutory representative of the organisation

Contact person

Ms.

title

Head of Institution

position

Tihana

First name

Harmund

Family name

Telephone/ Mobile number

+385 33 638 881

Telephone

+385 99 489 7055

Mobile

E-mail

tihana.harmund@vta.hr

Contact person in project

Contact person

Ms.

title

Expert associate

position

Sanja

First name

Đeri Kovač

Family name

Telephone/ Mobile number

+385 33 638 882

Telephone

+385 99 489 7054

Mobile

E-mail

sanja.djeri.kovac@vta.hr

Financial capacity

Relevant year (last closed budgetary year)

2015

year

Number of staff

8.00

person

Data in currency:

HRK

Last closed budgetary year annual revenue

1,155,581.04

HRK

Last closed budgetary year balance sheet total

204,247.44

HRK

Last closed budgetary year result

12,514.77

HRK

Awarded de minimis grant in the current and the previous two financial years (EUR):

0.00 €

4. Project summary

Please describe the rationale and relevance of the proposed project Summary of the project. Justification for the proposed component and its contribution to the overall and specific objectives of the Programme. Location, duration, target groups and the role of responsible partners. Expected outputs to be realised and results to be achieved. Cross-border character and benefit of the proposed project.

(max. 4000 characters, - in 4 cells 1000 characters in each, to avoid format problems)

The project is in line with the specific goal 4.1 which refers to the improvement of the role of educational institutions as intellectual centers to increase the level of knowledge in the region. The vision of the project is to enable children and educators from two Kindergartens to exchange way of working with children and way of using recycled materials by including children from disadvantaged groups and with the minorities. The main objective of the project is: Improving the institutional and cross-border co-operation through education on specific biodiversity within the project area. Specific objectives of this project proposal are: Developed new and positive attitude about cross-border co-operation in the early age on; Through involvement in joint educational activities and workshops ensure raising the level of motivated children from both Kindergartens.

871 /1000 chr.

Locations of the project are the City of Virovitica, City of Pecs and settlement Otrovanec. Through implementation of the project activities target group will cooperate by participating in every activity no metter is it in the City of Virovitica or in the City of Pecs. The implementation project period is 14 months, starting on September 1st 2017 and ending on October 31st 2018. Total number of direct group are: 198 childrens from two Kindergartens aged between 3 to 7 years. This number includes 6 children with disadvantages from LB and B1 and 80 children from minorities from B1. Also, there will be 30 staff person (28 educators and 2 Head of Institution that will take care of children during implementation and during the travel time. Indirect target group include other children from both Kindergartens, residents from City of Virovitica and of Virovitica-Podravina County same as inhabitants from City of Pecs and Somogy County, representatives of local authorities, journalists.

992 /1000 chr.

All partners has a specific role to transfer their knowledge and ways of doing things with children and are responsible for successfull activity implementation that they are holders. Exceptionally attention must be on security of every child, parents must gave educators permit for transporting child across the border. This project includes LB:Kindergarten Cvrčak Virovitica that is responsible for 6 jointly activities and for the organization and is responsible for all project reports, overall coordination of activities, the financial part.. B1: Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krlježa" Pécs will be responsible for 6 jointly acitivities and for progress report. B2: Development Agency VTA is responsible for 1 acitivity and its role in the project is extremely important due to valuable experience in implemented projects. Partners will participate on an equal basis of participants, no metter of gender, disadvantages or minorities.

987 /1000 chr.

Tasks and responsibilities are clearly defined to avoid problems in project implementation which includes: opening and closing conferences, jointly workshops and study trips; project promotion,etc. Expected outputs: 13 jointly activities; in project are directly involved 198 children (6 from disadvantaged group and 80 from minorities), 28 educators and 2 Head of Institution, new web site developed; published 14 newspaper articles; printed 200 trilingual leaflets, 200 brochures with DVD, published "Mini collated paper", "Tradicional games from our area", and also, develop new training material - working plan for educators. Expected results: increased awareness among children on common natural and cultural values of the cross border region and develop higher sense of belonging to community without borders; increased involvement of disadvantaged groups of children in extra education and with mentioned increased social inclusion of disadvantaged groups of children.

975 /1000 chr.

5. Project description

5.1 Key aspects of the project description

a) Background

Motivation for proposing the project: preparations already carried out in relation to the project. Finished projects that serve as background or starting point towards the present project: explorations, surveys, studies, other documents or an earlier stage of an investment which are related to the preparation of this project. (max. 2000 characters)

947 + 791 /2000 chr

The City of Virovitica and the City of Pecs are in distance of 80 kilometers and in the past these two cities Cooperate in many fields, but there was no activity directly related into this proposed project activities and from beneficiaries of this project. But both Kindergarten during the year with their pre-school children on everyday basis are working with the recycled materials. Kindergarten Cvrčak Virovitica awarded certificate renewal of Eco-school and their it was assigned to the so-called "Green Flag", a visibility of belonging to the family Eco school what's the indicator of the ecological life in Kindergarten Cvrčak Virovitica. For the 6 years already they are proud of the status of International Eco school and fulfilling all the requirements of the Guidelines of the implementation of the Eco school. Kindergarten for the third time had extended the status of International Eco school and so gained the bronze status.

In the Kindergarten Cvrčak Virovitica a several books was developed through the work of educators based on the filed of working with children in sport activities or about the cultural heritage of Virovitica areas. These book will be presented through the activities in the premises of LB. For the B1 motivation was found in the gifted children in fields of dancing or singing as in the activities of sport. In the past, partners of this project proposal didn't have mutual cooperation. With the aim of developing cooperation of pre-school children through planned activities, the project will enable the exchange of experiences, training children and educators and a common trip to strengthen and enhance the relationship between the young generations of the Cities of Virovitica and Pecs.

b) Problem, challenge to be addressed

Justification of the necessity of the project. Description of problems with cross-border nature to be resolved and needs to be met, relating to the target area and/or group of people. The conclusions of already elaborated surveys on the subject can be referred to as to prove the importance of the project. (max. 2000 characters)

850 + 868 /2000 chr

During the implementation of these proposed project the primarily idea was to enable connectivity the target group of project that are pre school children aged between 3 to 7 years old have opportunity and that it was enable them to learn a common natural and cultural values of the cross border region and development of higher sense of belonging to community without borders; increased involvement of disadvantaged groups of children in extra education age-appropriate to children and with mentioned increased social inclusion of disadvantaged groups between of children. Based on the target group of children aged 3 to 7 years and their kindless and little expectations they needs to get opportunity to see on what ways other Kindergarten is working, what kind of games do they play, with what toys do they play and how the rooms are equipped.

During these project expected learning about cultural heritage and natural values, children will get new equipment from both sides for new ways of playing. The educators will gained education in the premises of LB and B1, and as outputs of those education will be new, jointly training materials: "Mini collected paper" and one training material as an working plan for educators. Both Head of Institution during the first preparatory meeting agreed that the huge importance of these proposed project will be jointly planned and implemented activities on which children must learn something and on which they must see how they can play with the Hungarian and opposite - with the Croatian children, beside the language barriers because children in general understand each other; besides the differences concerning minorities or some kind of disadvantages between them.

c) Target groups

Identification and justification of the target-groups of the project. Target-groups directly and indirectly benefiting from the project. (max. 2000 characters)

997 + 934 /2000 chr

Project proposal includes direct target groups: children from LB and B1, their educators and principal of kindergartens (total sum: 228 persons). They are from the Kindergarten Cvrčak Virovitica from the City of Virovitica and from Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs, from the City of Pecs. The children are aged 3 to 7 years and attend groups in their Kindergartens that have approximately 25 children and 2 or 3 educators with them. Indirect target groups are local inhabitants, media representatives, and representatives of local authorities from the cities where the project will be implemented. In the project, children of both sex gender, national minorities or kind of disadvantages, will participate equally in every project activity and children with disabilities will be included also. Both and the direct and indirect target group has benefits from the project, it's implementation, during it's and after implementation period.

5. Project description

During the implementation, directly influence on target groups will have all activities because every child will gained new knowledge and friendships, no metter of language barriers, disabilities or groups of minorities. Directly benefit will have and the educators from both Kindergartens because there is planned to have activities in permises of LB and B1 only for educators; on that activities direct output should be developed new, jointly training material that educators will use for upgrading their work. Second output is creating and publishing "Mini collected paper". Both documents are required materials for educators. Indirect target group - local inhabitants, local decision makers, journalists and all other involved as parents and families of these project have certain benefit thorough information concerning the new ways of educator's work with children in preschool groups that would be implemented in kindergartens.

d) Objectives of the project

Description of the overall objectives of the project. It should reveal connection between the project and the component. Short and long term perspectives that a project may contribute to. Specific (and secondary) objectives that will be reached during project implementation. The objectives have to be measurable by indicators. (max. 2000 characters)

979 + 533 /2000 chi

The project is in line with the specific goal 4.1 which refers to the improvement of the role of educational institutions as intellectual centers to increase the level of knowledge in the region. All project acvities are directly in accordance with the objectives and Call of proposal. The vision of the project is to enable children and educators from both Kindergartens to exchange new ways of education and works of doing the tasks or games for children; thorough acitivities children will gained new knowledge about biodiversity of area, of cultural herritage and beauties of natural values of cross border region. The main objective of the project is: Improving the institutional and cross-border co-operation of preschool Institution through education on specific ways of learning and working with children based of natural and cultural herritage. Project proposal will contribute to the short and long perspectives because of the project implementation period of 14 months and in a long term in way of continuing cooperation of these two Kindergartens due to the expected successfull implemented project. Specific objectives of this project proposal are: Developed new and positive attitude about cross-border co-operation in the early age on; Through involvement in joint educational activities and workshops that ensure raising the level of motivated children from both Kindergartens. All mentioned specific objectives will be measured during and after the implementation period of this project proposal.

e) Expected outputs, results; durability of results

Description of planned outputs (tangible goods, services, infrastructure) and expected results. It has to be in harmony with the indicators given in another sheet. (max. 2000 character)

879 + 780 /2000 chi

All tasks and responsibilities are clearly defined to avoid the possibility of problems through implementation of activities which include: organised 2 conferences and 11 jointly training workshops (including 2 study trip for participants and 2 educational workshops for educators); special new web site developed; 14 articles published; 200 printed brochures with DVD; 200 trilingual leaflets, published publications: Mini collated paper and Tradicional games from our area. The expected outputs are: 11 training workshops; 2 educational permises upgraded with technical equipment (1 in LB and 1 in B1); 228 participants directly involved in joint activities. Expected output from activities which includes only staff members of kindergartens are: created 1 jointly training material for educators in LB premises and created and published 1 "Mini collected paper" in B1 premises.

Project expected results are: increased awareness among children on common natural and cultural values of the cross border region and development of higher sense of belonging to community without borders; increased involvement of disadvantaged groups of children in extra education and increased social inclusion of disadvantaged groups of children. All the expected output and results are in the harmony with the indicators given in sheet 7. of this Aplication Form as with the Guidelines and criterias of equal opportunities and gender equality; of balanced participation of Hungarian and Croatian participants; of involvement of marginalised groups or individuals. By implemented activities of proposed project children will gain positive attitude to cross-border co-operation.

f) Benefits of the project

Please describe the added value of your project on the level of its target groups. (max. 1000 characters)

906 /1000 chi

5. Project description

During implementation of project activity No.8. Joint professional education for educators, educators will be educated by certified experts from the state level. During that, it will be developed new training material which will serve the educators of both kindergartens. Participants will compare their existing curricula and under the guidance of experts, try to improve the quality of work and develop jointly working plan. It may serve as a base for revising curricula and consider the possibility of introducing a new plan of work with preschool children concerning learning about the culture and language of other countries. At the project activity Mini conference for educators in the premises of B1 would be developed and design a "Mini collected paper", publication that will served as the jointly and working material for educators with an emphasis on the creativity of children in preschool age.

Please present how your project will serve the benefit of the public. (max. 1000 characters)

586 /1000 chi

During and after the implementation project directly benefits will have a direct target group involved and participating in every activity, but indirectly there would be a several different benefits for indirect target group because of the families of directly involved children; because of the new equipment that will be in the premises of both Kindergarten and will be possible for everyone. Local inhabitants and decision makers, journalists will be informed about the news with projects activities that will be published through newspaper articles or through web site of project.

g) Methodological approach

Detailed description of the method of the implementation, and reasons for the proposed methodology. Organizational structure for the implementation of the project. (max 2000 characters)

931 + 916 /2000 chi

Implementation period of the project is 14 months and the organization structure of this project is: LB will be responsible for successful and efficient execution of the planned budget, for monitoring the implementation of planned activities and for the consultation and supervision of achieved indicators, results and outputs on the project level. LB is responsible for management and documentation of the whole project; for progress reports and final report. For LB and each B1; and B2. Staff members are strictly chosen in accordance with their knowledge and skills. In direct project management, LB will have a project and financial manager and in the project staff there are 5 educators who are experts in their field. Each Beneficiary is responsible for organization and implementation of their activities, for appointment of persons in direct management and needed professors for activities as well as for the progress report. B1 will have a project and financial assistance and 7 educators in the staff persons. B2 is a beneficiary which will have a communication manager from D.A. VTA with a respectable experience in implementation. Chosen methodology is predicted to be operationally successful because of the positive attitude toward to project proposals from every preparatory meeting, because of the previous experience in projects; of the desire to acquire new knowledge and sharing the attitudes of ways of education children all in order to reduce the level of language barriers, social inclusion and level of attitude for people from marginalizes and disadvantages groups of people. Although children from B1 knows croatian language, and some of them even speak it in their families, in their local community they talk hungarian, too. This project will be great opportunity for kids from LB to learn some words on hungarian language.

h) Innovative character

Description of added value and innovative elements of the project. New technologies or new solutions by which the project objectives can be reached more efficiently compared to usual initiatives and by which the project can create best practice in the field. (max. 2000 characters)

867 + 943 /2000 ch

Innovative elements of these project proposal are: through activity for educators, in premises of LB will be created and develop jointly training material which will serve educators for their work. Based on comparison of existing curricula and way of working, educators, under the guidance of experts, will develop jointly working program in order to improve their working skills and knowledge. It may serve as a base for revising curricula and consider the possibility of introducing a new plan of work with preschool children concerning learning about the culture and language of other countries. Mini conference for educators in premises of B1 is about creativeness in preschool education, and during it, there will be created and published joint publication named "Mini collected paper" which will serve educators as training material in their day-to-day work.

Both documents can be accomplished only through this project and they will bring huge difference in everyday activities that educators are obligated to carry out through every part of working hours that they spend with children in rooms or outside of playgrounds. There will be no strictly defined new used technologies or solution. Children, as part of direct target group, are important because of their inexhaustible and bottomless wish to explore, to develop with their hands, to research, to conduct-so these project will serve as opportunity for 198 children directly, and few thousand of them indirectly, to make their own, new solution how something can or could be done, developed or design or to achieve thoughtfully. Through the implementation of the project the children will learn new information from different fields, they will have opportunity to show their educators their own way of playing games, developing and designing.

5. Project description

i) Sustainability and capitalization of project results

After project closure sustainability period of minimum 5 years starts. Description of how the professional, financial and institutional sustainability of the project will be assured. (max. 2000 characters)

945 + 205 /2000 chi

After the implementation of the project the participants will continue their cooperation on activities based on learning and playing with children on different themes. Educators will involve more interested future participants for a new variety of activities for a project as a continuation of their successful cooperation. In that way, target group of this project will raise each year. All promotional material will be available and after the ending of the project, as well as the purchased equipment needed for the implementation of thematic activities. For that reason, financial sustainability will be insured since there will be no new expenses for the equipment. There is no expectation of any kind of financial problems because of the founders of both Kindergartens and same is situation with the professional sustainabilities of beneficiaries because they all have a lot of years experience in working with children and educating them.

The new designed and developed web site will be active during the period of 5 years after the closure and successful implementation of the project and all done in the project will be available to anyone.

j) Multiplier effect

Short description of the possibilities for replication and extension of the outcomes. Ideas and plans how to carry on with the development (if there is any) after project closure. (max. 2000 characters)

972 + 302 /2000 chi

After the implementation period of project the expected level of development and bilingual realization of new connections as well as additionally acceptance of differences arising from marginalised or disadvantages group of people will be one of the most significant effect. Children from both Kindergartens from the City of Virovitica and from the City of Pecs all together will cooperate and connect during the joint workshops and this cooperation will continue in the future because beneficiaries are educational institution and they will continue to work on better education and ways of working with and for their children.

During the project implementation from the promotion and visibility the publicity, the local inhabitants, representatives from local bodies and other interested will be informed and will have opportunity for including in realization of new project ideas and proposals. This project can serve as best practice example for other future applicants.

After the project closure and after the successful implementation both Head of institutions agreed that they would like to continue their cooperations maybe in kind of informal gathering with the educators where it will be shown how the new curricula is dealing in the Kindergarten Cvrčak Virovitica.

k) Risk management (possible internal/external constraints and solutions foreseen)

Description of possible general risk factors (e.g. financial, organizational, etc.) the project will face, and the specific risks and obstacles in connection with the project activities. Their probability, the impact on project activities in case of emergence, and the measures to handle them. (max. 2000 characters)

941 + 928 /2000 chi

Implementation period of this project is 14 months and during the two preparatory meetings Head of Institution took in consideration all aspects that could happen neither financial or organizational nature as the project proposal could implement in successful way. Project proposed was planned long time as the CfP was opened and with all project beneficiaries from the beginning. Direct project management for all beneficiaries are selected by their professional knowledge and the same principle was during the deciding who will be in a project staff team. In that point of view there should be no risk of communicational or organization risk, or that risk is very low and could be solve in a very short time by telephone conversation or by Skype communication or simple by meeting with all beneficiaries. Financial risk have a minor occurs because both Kindergartens are ensure their part of contribution based on project amount, ...

...and the the Founder of them is on local or state government which have every financial opportunities to follow this amount of budgets from each beneficiary. Some small risk could show up because of the planned activities as it is now scheduled, because of the whether conditions, but that could be managed before starting the project implementation in way of request for one change in project. One another fact is very good if the certain risk appear, is the location of two main beneficiaries. Distance from one to second Kindergarten is 80 kilometers so resolving any problem shouldn't be difficult, meeting could be arrange in a few seconds, traveling will not last two hours or we could telephone each other, or send an E-mails. That's why looking at the whole project proposal and every planned activities, expected outputs and results, there is in generally project is estimated as one with a low risk that could appear.

l) Cross-border impact

Measurable impacts that will be generated by the project on either side of the border. A long lasting social/economical/environmental effect, consequence directly linked to the implemented project. (max. 2000 characters)

986 + 786 /2000 ch

5. Project description

Project proposals is detailed planned so that every project activity equally included both genders without any kind of discrimination for children from marginalised or groups with some kind of disadvantages. Cross border impact will be achieved through 13 jointly organised activities, where on every activity will be educators from both Kindergartens and maybe a few parents. Project should generate huge social effects because of the number of target group and indirect opportunities to meet a new contacts and friendship between children or their parents. A small distance makes opportunity of further gatherings and after the project ends in a free time after obligations of pre-school children. The project increases the possibilities for cross-border exchange of experience and future through joint surveys among Kindergartens and teaching methods and curricula. Through this project implementation friendships between two cities and their inhabitants will continue and improve.

Measurable results from this project are developed and printed 200 trilingual leaflets and 200 brochures with DVD as well as the printed 150 publications "Mini collated paper" and 500 pieces of "Tradicional games from our area". Also, there will be developed one jointly training material that will serve educators from both kindergartens to improve the quality of their work. It may be the base for revising curricula and consider the possibility of introducing a new plan of work with pre-school children concerning learning about the culture and language of other countries. That will contribute to the higher cross-border impact as it conduct all relevant information about project and about the basic theme of activity and it will be a good to share because of further cooperation.

5.2 Consistency and synergy

a) Consistency of the project with EU horizontal principles on equal opportunities and non-discrimination

Projects should contribute to the horizontal principle of equal opportunities and non-discrimination (see Chapter 4.4 HORIZONTAL POLICIES of the Guidelines for Applicants). Please describe in detail how your organisation/project contributes to the needs of the chosen target-group and in what form. Identify how you can help and promote the integration of disadvantaged people, and what is the benefit of the project for them. Please, indicate which beneficiary organisation(s) will be responsible for the activity planned and what measurable output/result will be realised. (max. 2000 characters)

969 + 0 /2000 ch

The project contributes to the completeness of the horizontal principles of equal opportunities and non-discrimination. The project proposal will be attended by an equal number of children with Hungarian and Croatian side, and will be equal number of activities carried out by the Hungarian and Croatian side in terms which fully meets the effect of cross-border cooperation. The target group of the project included the disadvantaged LB: 4 children and B1:2. The inclusion of vulnerable groups in the project wants to provide equal opportunity to all and reduce the possibility of discrimination, the project beneficiaries learn tolerance and acceptance of diversity. Also in the project will be on about the same number of girls and boys with minimal fluctuation. Although the project involved two culturally different countries, methods of multicultural education, will enable to increase mutual tolerance and acceptance of children to the existence of differences.

b) Consistency of the project with EU horizontal principles on sustainable development

Projects has to contribute to the horizontal principle of sustainable development. Please describe in detail how you organisation/project contributes to sustainable development, and in what form. Identify what impact your project has on the environment, and in what extent. Please, indicate which beneficiary organisation(s) will be responsible for the planned activity and what measurable output/result will be realised.(max. 2000 characters):

758 + 0 /2000 ch

These two Kindergartens with theirs long tradicion and many of done activities and with everydays use of recycled material: for many years are taking care of environmental protection and are acting in accordance with the principles of EU environmental legislation. In this project proposals all project activities are planned to promote the principles of environmental protection and to teach the children and educators of the project on the sustainable use of resources. This project will enable using digital equipment to the children with which they will be reduced using the paper and hence it will reduce environmental pollution by this project and by these two Kindergartens that are on based on everyday promotion and encouraging previously mentioned.

c) Synergies with macro-regional strategies, other policies, programmes and projects

Synergy of the planned project with other EU funded projects or other development initiatives in the relevant field located in the geographical vicinity which are finished or under implementation. How are they complementing each other? (max. 200 characters)

985 + 728 /2000 ch

5. Project description

This project proposal is in synergy with the macro-regional strategies as with the Regional Operative Programme of the project area, with the Virovitica-Podravina County's Development Strategy 2011-2013 (Strategical goal 3; Improving the quality of life, environmental, natural, historical and cultural heritage; Priority 3: Monitoring and Protection of biological and landscape biodiversity; Measure 3.3.3: Educational and sensitization of public about the value and importance of biological and landscape) and with the Programme of overall development of the City of Virovitica (Strategical goal 3; Priority 3; Measure 3.3.3.). In the City of Virovitica was implemented project also in perfect synergy named VIBA Youth, the project enabled the children to discover the culture of their cross-border peers through the joint organization of the creative art, sports and cultural events, Ref.Num.HUHR/0901/2.2.2/0005; activities implemented in VIBA Youth project had Photo workshop, ...

... Ref.Num.HUHR/0901/2.2.2/0005; activities implemented in VIBA Youth project had Photo workshop, Art and exhibition workshop, Folklore and music workshop, Eco workshop, Green camp, Camp for swimmers. Adn present a kind of extensor of these one. This project proposal in some points is in the synergy with the successfull implemented project Building up cooperation between the children of the KLIK Barcsi Tankerület- Deak Ferenc and Vladimir Nazor through organizing joint activities in fields of astronomy, physics, sport and art – DE NA CO; Reference Number: HUHR/1101/2.2.1/0009; where the Primary school Vladimir Nazor Virovitica was Lead Beneficiary and has experience with all implementation obligations and reportings.

5.3 Component specific aspects, information

1. Joint thematic activities

Please list the joint activities in the field of sport, art and the ones which are connected to local culture o education of tutors / teachers / nurses . Please be consistent with the activities given on AF sheet 6. Projec Activities. (max. 2000 characters)

993 + 994 /2000 ch

Project proposals is planned in the way that respect all conditions of the CfP and the planned activities are activity No.4.will conduct of introduction our cultural and natural heritage and showing a video clip of waters; No.5.Playing the football together on AIR is conduct of education about football,rules of playing and participants will have football competiton outside No.6: Joint through the games for children where children will learn about basic and tradicional games through the presentation in hole by the book "Tradicional games from our area" and they will have a jointly competition. No.7:Mini conference for educators will last 2 days on theme "Crativeness in pre-school education"; output of activity is jointly created and published "Mini collected paper". No.8: Joint professional education for educators will be lead by the experts. The theme will be comparing the two kindergarten's work methods and creating a common work plan in order to improve their working methods.

No.9: Developing through the song and dance is conceived on theme of cultural dances and folklor heritage, will be presented in brochures+DVD's; No.10: Ground workshops-a pottery will be conduct of sightseeing the historical heritage and pottery-making things of clay; No.11: Joint pupppetplay on theme of fire for children will play educators from B1; No 12: Water that separetes and connect us is for children to have a creative part by making things on free thematic from waste of materials; No.13: Water and ground - birds and ecology it will be conduct of short education about environmental protection and ornithology, children will goes to joint trip to birds watching, will learn basic information about the environmental behaviour and will have opportunity to work experiments on water.; No14: One-day educational excursion children and their educator will learn the tradicional ways of living in the area and will have opportunity to see, try and look traditional working hand tools.

2. Educational services

Please describe the main elements (including infrastructural developments, if any) of the educational services o each Beneficiary, explain the joint elements and notify in case the results are based on previous join developments. (max. 2000 characters)

998 + 840 /2000 ch

5. Project description

For every activity, the representatives of project partners selected people responsible for the implementation of activity. The educators were selected by professional experience, knowledge and skills in specific areas in order to insure best project results and quality implementation. So, the LB is in charge for 6 activities and has 5 educators. In direct project staff of LB there is the project and financial manager. Beneficiary 1 has obligation to implement 6 activities and they decided to have a 7 educators and project coordinator and financial assistance. For the B2 there will be one person engaged as a communication manager. In each activity both kindergartens will cooperate and participated. Result of activity No. 7. would be joint training material for educators from both sides, named "Mini collected paper". This activity is only for educators (and Head of Institutions), from both kindergartens. Participants will jointly plan new creative games for preschool children in the premises of B1. Also, activity No.8 will result with one, joint working plan intended to educators in order to improve their work with kids, but also, to achieve a better communication between each other. This activity is only for educators (and Head of Institutions), from both kindergartens and will be held in premises of LB. There were no joint projects between these partners in the past, but this project is considered to be the beginning of new partnership on mutual interest and topics. It is important to mention that these partners individually have great experience concerning the duration of they existence and many years of experience of their educators these mentioned facts will be connected and applied jointly through the implementation of this project that will be conceived in the successful implementation of project.

3. a) Joint training materials / curricula

Please describe what kind of joint training material(s) / curricula will be delivered by the project and in which language.

b) Joint / exchange program

Please describe the time-frame and the circle of participants of the joint / exchange program from both sides of the border. (max. 2000 characters)

956 + 995 /2000 ch

This project will through its implementation developed 4 documents. During the implementation of activity No.7 that will be held in premises of B1, will be designed and published "Mini collected paper" with emphasis on creativeness in pre-school education and will serve to educators from both Kindergartens. It will be published on hungarian and croatian language with extract on english language. Activity No.9, in premises of B1 will result with published brochures with DVD's which shows how childrens from both kindergartens works together. It will be published on hungarian and on croatian language. In the premises of LB, from the activity No.8 Joint professional education for educators, will be jointly created one training material that educators will use for their work. As jointly output from the activity No.6 in premises of LB will be printed publication "Tradicional games from our area" (on croatian and short summary on hungarian language).

Project proposal is planned to be implemented through the time frame of 14 months and the activities are design as one is in the HR and one is in the HU side. During the 1st trimester there will be held opening conference in permises of LB and activities No.4-Workshop of WATER in HR and No.5 Playing the football together on AIR in HU. In the 2nd trimester there will be activities No.6 Workshop on AIR-Joint through the games for children in HR; No 7. Mini conference for educators in HU; No.8 Joint professional education for educators in HR and No.9.Developing through the song and dance in HU. Third trimester will have activities No.10. Ground workshops -a pottery for children hands in HR; No.11 Joint puppetplay on theme of fire for children in HU; No.12. Water that separetes and connect us in HR; No.13. Water and ground - birds and ecology in HU. In the last trimester there will be held activities No.14.One-day educational excursion in HR and the last is closing conference in HU.

4. Partnership and sustainability of cooperation

Please explain the composition of the partnership, the role of each Beneficiary in the project and the perspective for the sustainability of the joint project results. (max. 2000 characters)

913 + 570 /2000 ch

5. Project description

During implementation of this project 14 months and the organization structure of this project is: LB will be responsible for successful and efficient execution of the planned budget, for monitoring the implementation of planned activities and for the consultation and supervision of achieved indicators, results and outputs on the project level. LB is responsible for management and documentation of the whole project; for progress reports and final report. For LB and each B1; and B2, staff members are strictly chosen in accordance with their knowledge and skills. In direct project management, LB will have a project manager and financial manager, and in the project staff there are 5 educators. The B1 have project coordinator and financial assistance and 7 educators; until in B2 one person is a communication manager. Each Beneficiary is responsible for organization and implementation of their activities.

There is a huge perspective of sustainability of the joint project results, because training materials and other publications resulted from the project, will be useful for both, LB and B1, especially thanks to the fact that some of them are created under surveillance of experts. It will help them for working with children and with each other. All that results will be used in their working, playing or learning time with children from both kindergartens. Also, knowledge that participants acquired, will be transferred to other educators from kindergartens in HU and HR.

5. a) Connection to the environment

Please underpin how the project is taking into consideration environmental awareness and natural values of the Programme area.

b) Marginalised people and national minorities

Please describe what kind of and how the marginalized people and the national minorities will be involved in the project implementation. (max. 2000 characters)

773 + 699 /2000 chr

The emphasis of this project and its main activities strictly were planned and in connection with nature and protection of the environment by using old-rejected materials that could be again used by that it is underpin the preserving natural values among children. Also in every planned activity children will learn about **4 main human elements-water-air-ground-fire-**that the direct connection with the natural values; after every activity the learning or working part of it children will be playing outside on air and nature. Children included in the project will learn on ecological biodiversity on workshops and will transfer their knowledge to other people. All workshops are based on environment protection and understanding the importance of preserving natural values.

Through this project there will be included marginalised children by that it will be 4 children from the Kindergarten of LB and 2 children from the Kindergarten of B1, these children are in groups with other children and NO difference between any child is done, no matter what they have a kind of disabilities in mental or physical growth. In the Kindergarten of B1 there will be 80 children from the national minorities and they are declared themselves as minorities of Croatian peoples in Pecs. Each child will be in equal ways involved in project activities, in learning or making the basic theme of workshops, so there was no difference neither the gender or any other elements in this project.

6. Project Activities

Component: 4.1.2. Co-operation in preschool, primary and secondary education and adult education						
Project acronym: 4E4K						
Lead Beneficiary: Dječji vrtić Cvrčak Virovitica						
Activities within the project (max. 120 chr.)	Description of activity (max. 500 chr.)	Location of the activity (Activities outside of the eligible area also have to be reported here!) (max. 120 chr.)	Direct target groups (max. 120 chr.)	Responsible Beneficiary organisation(s) where costs incur (max. 120 chr.)	Estimated costs (EUR)	Relevant implementation periods - or planned timing (max. 50 chr.)
1. Project administration and management	Activity project administration and management will be define internal coordination, communication day-to-day for project management of all beneficiaries, responsibility of administration, finances and administrative costs.	Virovitica, Pecs	not relevant	LB, B1, B2	2,941.43 €	1-4 trimester
2. Information and publicity	Activity will contribute to the project promotion with designed and printed brochures; trilingual leaflets; other publication; needed accessories (planners and pens, hats and caps, stickers, T-shirts-each piece with project logo); with launching project specific trilingual website; 14 newspaper printed articles.	Virovitica, Pecs	Project participants from both school-headmasters, educators, kindergarten children, local and regional inhabitants	LB, B1, B2	8,663.50 €	1-4 trimester
3. Opening conference	Opening conference will be held in the premises of Kindergarten Cvrčak Virovitica, it is proposed to last 2 hours, it will be for the project beneficiaries and other involved directly or indirectly people. The Head of institution will present the project, implementation period, target group and expected results and outputs of project.	Virovitica	Children from Kindertargtens, their educators, local representatives and journalists.	LB, B1	6,585.50 €	1st trimester
4. Workshop of WATER-Get to know the City of Virovitica and area of it-the water that divides us and connect us	Workshop will conduct of introduction of showing our cultural and natural heritage after what they will have breakfast. Video clip will show the water of our area, river Odenica and Drava, the pounds of Virovitica. Educator will take them through the premises of Kindergarten and show the different centres for researchs, for creative and social centres through which children will learn, conduct, make and be creative. After lunch will have time for free games in the playground of Kindergarten.	Virovitica	Children from Kindertargtens and their educators.	LB, B1	11,502.80 €	1st trimester
5. Playing the football together on AIR	Head of institution will present the Kindergarten to the children and educator from HR and in the premises of Kindergarten from Pecs children will have education about football, rules of playing. Educator will make a groups of children for the football competition outside on air after which the football team winner will get the trophy. After lunch children may go to sleep or could play together, and when they are ready the ture guide will by the small train take them through the City of Pecs.	Pecs	Children from Kindertargtens and theirs educators.	B1, LB	28,074.00 €	1st trimester
6. Workshop on AIR-Joint through the games for children	These workshop will show children what are the basic and traditional games of these area through the presentation in hole by the book "Traditional games from our area". After breakfast children will be assorted and will have a competition of the shown games and they will have a lunch with the sound of occasional songs. Children and their educator will have a free time to relax and after, they will go to a free and jointly games in the playground.	Virovitica	Children from Kindertargtens and their educators.	LB, B1	6,908.93 €	2nd trimester

ACTIVITIES	Activities within the project (max. 120 chr.)	Description of activity (max. 500 chr.)	Location of the activity (Activities outside of the eligible area also have to be reported here!) (max. 120 chr.)	Direct target groups (max. 120 chr.)	Responsible Beneficiary organisation(s) where costs incur (max. 120 chr.)	Estimated costs (EUR)	Relevant implementation periods - or planned timing (max. 50 chr.)
7.	Mini conference for educators	Two days conference in the premises of Kindergarten in Pecs for educator from both Kindergartens from cross border area, basic theme is "Creativeness in pre-school education". Output of these activity will be design and published "Mini collected paper". On first day educators from Croatia and Hungary will educating and showing good points that could be connecting points from 2 different programs and sightseeing the City in 1st day. Second day is for conference and showing the results.	Pecs	Educators from Kindergartens	B1, LB	4,713.00 €	2nd trimester
8.	Joint professional education for educators	Education will last 2 weekends (on Friday and Saturday, every weekend per 12 hours) and will be lead by the certificated educators, it will conduct 27 persons. The basic theme will be comparing the two kindergarten's work methods and creating a common work plan for educators in order to improve their working methods. Output from the activity will be jointly created training material that educators will use for their work (on croatian and hungarian language)	Virovitica	Educators from Kindergartens	LB, B1	9,373.26 €	2nd trimester
9.	Developing through the song and dance	This workshop is conceived by the preparation with children in their Kindergartens based on theme of cultural dances and folklor heritage and it will be presented in the premises of the B1 where it will be joint children's event. The purpose of this workshop is to share knowledge of heritage and cultural differences. It will be filmed and as the result it will be designe brochures and video material on DVD's. Workshop will last one day	Pecs	Children from Kindergartens and their educators.	B1, LB	6,500.00 €	2nd trimester
10.	Ground workshops -a pottery for children hands	Workshop will be conduct of sightseeing the City Museum lead by expert curator of Museum and walking through the City of Virovitica and to Baroque Church. In the premises of LB after breakfast children will learn about development and research activities of a pottery, they will make things of clay, talk with the academical sculptor and make a souvenirs, jewelries and dishes. After that children will have lunch and go to the Kindergarten playground to play together.	Virovitica	Children from Kindergartens and their educators.	LB, B1	4,522.92 €	3rd trimester
11.	Joint puppetplay on theme of fire for children	In the premises of B1, children from kindergarten, together with their educators, will design and perform one puppet play on the theme of fire. It will be output from this activity. Puppetpay will play educators of Kindergarten from B1 and it will be educational, interesting and fun. Children will have free time for sports games in the playground.	Pecs	Children from Kindergartens and their educators.	B1, LB	650.00 €	3rd trimester
12.	Water that separetes and connect us	One day workshop is conceived by the stage show of the picture book at the beginning of these joint friendship hours in the premises of LB. After the breakfast children will have a creative part by making things on free thematic from waste of materials. Socializing and sport games will have meaning to make children closer to each other. With the activities of dancing, moving, singing, the children will be able to express themselves and will get lunch in nature.	Virovitica	Children from Kindergartens and their educators.	LB, B1	5,007.75 €	3rd trimester
13.	Water and ground - birds and ecology	This ecological workshop is going to be on two basic themes of water and ground and will last one day for 6 hours. It will be conduct of short education about environmental protection and ornithology in the premises of B1. After breakfast children will goes to joint trip to birds watching and will have opportunity to learn basic information adapted to their age about the environmental behaviour and will have opportunity to work experiments on water.	Pecs	Children from Kindergartens and theirs educators.	B1, LB	790.00 €	3rd trimester

ACTIVITIES	Activities within the project (max. 120 chr.)	Description of activity (max. 500 chr.)	Location of the activity (Activities outside of the eligible area also have to be reported here!) (max. 120 chr.)	Direct target groups (max. 120 chr.)	Responsible Beneficiary organisation(s) where costs incur (max. 120 chr.)	Estimated costs (EUR)	Relevant implementation periods - or planned timing (max. 50 chr.)
14.	One-day educational excursion	In this activity children and their educator will learn the traditional ways of living in the area of Virovitica and will have opportunity to see, try and look traditional working hand tools and how our elders lived before.	Virovitica	Children from Kindergartens and their educators.	B2, B1	1,299.99 €	4th trimester
15.	Closing conference	At the end of project the beneficiary 1 is going to present the project implementation, expected and achieved results and outputs, implementation period and will give symbolic gift to the participants of closing conference.	Pecs	Children from Kindergartens and their educators.	B1, LB	1,150.00 €	4th trimester
16.						0.00 €	
17.						0.00 €	
18.						0.00 €	
19.						0.00 €	
20.						0.00 €	

7. Indicators

HUHR/1601/

4.1.2. Co-operation in preschool, primary and secondary education and adult education

Project acronym:

4E4K

Lead beneficiary:

DV Cvrčak

Lead Beneficiary/Beneficiaries are highly recommended to contribute to the Programme results. In case the project can contribute directly to the Programme result indicator, target value should be defined and explained as requested using the text box as well. In those cases when the project by its nature cannot set target value, only the textbox has to be used for explaining how the project is indirectly contributing to the given Programme result indicator.

No.	Type	Programme result indicator of the selected Component (defined to the Investment Priority)	Unit	Base-line value	Target value	Target value realized by LB/Bs (max 250 chr) (e.g LB: 200; B1 50; B2: 70.)
SO1	result	Number of educational institutions in the project that offer courses JOINTLY or with region- or neighbouring country-specific content	pcs	0.00	2.00	LB:1 Kindergarten Cvrčak Virovitica; B1:1: Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža"

Please describe in detail how the partnership is contributing to the achievement of the Programme level results. Please explain which of the planned project activities will ensure achieving the target values (programme result), how the achievement will be measured by the relevant Beneficiary / Beneficiaries (those that are listed above), what source of information will be used, how the achievement will be proved with evidence, what kind of supporting document will be provided during the reporting?

924 /1000 chr.

This project proposals is conduct from two kindergartens: LB-Kindergarten Cvrčak Virovitica, B1-Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs and of B2: Development Agency VTA which is here as support for all project beneficiaries and for visibility and for harmonization of communication as for all needed help during implementational and reporting periods. Kindergartens will cooperate and participate together in every activity, will have 2 joint field trips;will be accomplished new methods for working with children by 2 organized education only for educators. Achievement will be proven by stickers which will be put on all purchased equipment, will be preparatory documents and reports written as prove; participatory list will be signed, photos will be taken. Supporting documentation will be provided from offers, orders, invoices to accounts and proff of payments.

For the Lead Beneficiary/Beneficiaries it is obligatory to set target value for at least one Programme output indicator from the offered list and explain as requested.

No.	Type	Programme output indicator(s) of the selected Component (defined to the Investment Priority)	Unit	Base-line value	Target value	Target value realized by LB/Bs and way of realization (max 250 chr) (e.g LB: 200; B1 50; B2: 70; people participating in festival and fair; planned supporting documents)
SO2	output	JOINT training courses developed and delivered (formal and informal)	pcs	0.00	11.00	LB:5 (Activities No.4,6,8,10,12); B1:5 (Activities No.5,7,9,11,13) ; B2:1 (Activity No.14)

SO3	output	Number of educational premises refurbished	pcs	0.00	0.00	
SO4	output	Number of educational premises upgraded with technical equipment	pcs	0.00	2.00	LB:1 (room in the kindergarten), B1:1 (kindergarten yard: mini football playground)
SO5	output	Number of participants in JOINT education and training programs to support youth employment, educational opportunities and higher and vocational education across borders	persons			
SO6	output	Number of involved marginalised persons in training programs	persons	0.00	86.00	LB:4 child with some kind of disabilities ; B1:82 (2 child with some kind of disabilities and 80 children from minorities)

Please describe in detail how the partnership is contributing to the achievement of the Programme level outputs. Please explain which of the planned project activities will ensure achieving the target values (programme output), how the achievement will be measured by the relevant Beneficiary / Beneficiaries (those that are listed above), what source of information will be used, how the achievement will be proved with evidence, what kind of supporting document will be provided during the reporting?

719 /1000 chr.

Partnership of both Kindergarten are chosen because of their long tradition of working experience and D.A. VTA is here as support because of it's experience of variously fields implemented projects. Through implementation period through activities children from pre-school aged will have 2 joint field trips by which the language barriers will be overcome, will be accomplished new methods for working with children. Achievement will be proven by stickers on all purchased equipment, there will be preparatory documents and reports; participatory list; photo documentations and presentation materials will be made. Supporting documentation will be provided from offers, order, invoices to accounts and proof of payments.

Lead Beneficiary/Beneficiaries can choose as many indicators as relevant to their project by using the scroll down menus in the table.

As a minimum requirement, the partnership is obliged to choose from the offered options at least:

- 2 different general indicators,
- 1 horizontal indicator,
- 2 component specific indicators,
- 1 project specific indicator.

A maximum of 4 more project specific indicators can be defined optionally by the Lead Beneficiary/Beneficiaries.

No.	Type	Name of indicator	Unit	Base-line value	Target value	Target value realized by LB/Bs and way of realization (max 250 chr) (e.g LB: 200; B1 50; B2: 70; people participating in festival and fair; planned supporting documents)
General indicators						
G4	result	Number of people directly benefiting from the project (e.g. participants of events, trainings, workshops, etc.)	persons	0.00	228.00	LB:138; B1:90. Number include 198 children, 28 educators and 2 Head of Institution

No.	Type	Name of indicator	Unit	Base-line value	Target value	Target value realized by LB/Bs and way of realization (max 250 chr) (e.g LB: 200; B1 50; B2: 70; people participating in festival and fair; planned supporting documents)
G5	output	Number of project events (conference, workshop, meeting, seminar, study tour, exchange programs etc.)	pcs	0.00	13.00	LB:6 (Activities No.3,4,6,8,10,12); B1:6 (Activities No.5,7,9,11,13,15) ; B2:1 (Activity No.14)
G7	output	Number of newly elaborated/harmonised documents (development plans, studies, researches, surveys, technical and training materials)	pcs	0.00	4.00	LB: 2 ("Tradicional games from our area, training material for educators-working plan) - B1: 2 ("Mini collected paper", brochure with DVD)
G8	output	Number of newly established/developed JOINT project homepage	pcs	0.00	1.00	LB:1
G1	result	Number of settlements influenced by the project	pcs	0.00	3.00	LB: 1 (City of Virovitica); B1: 1 (City of Pecs); B2: 1 (Otrovanec)
Horizontal indicators						
H3	output	Number of awareness rising events (workshops, trainings, educational programmes) targeting or promoting sustainable development, environmental education and natural assets	pcs	0.00	2.00	LB:1 (Activity No.4. - river Odenica); B1: (Activity No.13. - watching birds)
H5	output	Number of project activities/events involving marginalized communities (minorities, Roma people,disadvantages people, refugees, and/or people with disabilities)	pcs	0.00	11.00	LB:5 (Activities No.3,4,6,10,12); B1:5 (Activities No.5,9,11,13,15) ; B2:1 (Activity No.14)
H6	output	Number of project activities/events in connection with equal opportunities and gender equality	pcs	0.00	13.00	LB:6 (Activities No.3,4,6,8,10,12); B1:6 (Activities No.5,7,9,11,13,15) ; B2:1 (Activity No.14)
H4	output	Number of awareness rising events (workshops, trainings, educational programmes) targeting or promoting cultural values in the border region	pcs	0.00	5.00	LB:3 (Activities No.6, 10, 12); B1:2 (Activities No. 9,11)
Component specific indicators						
C1	result	Number of unemployed people participating in JOINT training programs	persons			

No.	Type	Name of indicator	Unit	Base-line value	Target value	Target value realized by LB/Bs and way of realization (max 250 chr) (e.g LB: 200; B1 50; B2: 70; people participating in festival and fair; planned supporting documents)
C2	output	Number of new methods and forums for knowledge transfer established by the project	pcs			
C3	output	Number of educational materials developed (curricula, e-learning material, books, e-books etc.)	pcs	0.00	2.00	LB: 1 (Joint training material for educators-working plan) - B1: 1 ("Mini collected paper")
C4	output	Number of newly established/developed JOINT life-long learning training modules	pcs			
C5	output	Number of language courses fostering HU-HR languages	pcs			
C6	output	Number of participants involved in JOINT programs for apprentices (dual vocational educational programs)	pcs			
C7	output	Number of kindergartens involved in the project	pcs	0.00	2.00	LB:1 Kindergarten Cvrčak Virovitica, and B1:1: Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs
C8	output	Number of elementary schools involved in the project	pcs			
C9	output	Number of secondary schools involved in the project	pcs			
C10	output	Number of higher education institutions (e.g.: universities) involved in the project	pcs			
C11	output	Number of cross-border internships, scholarships, placements established by the project	pcs			
C12	output	Number of schools establishing new or developing old twin-school cooperations across the border	pcs			
C13	output	Number of JOINT capacity building events for teachers	pcs	0.00	2.00	LB:1 (Acitity No.8); B1:1 (Acitity No.7)
C14	output	Number of JOINT educational events organized for Roma people	pcs			
C15	output	Number of libraries taking part in the project	pcs			
C16	output	Number of cultural centres taking part in the project	pcs			

No.	Type	Name of indicator	Unit	Base-line value	Target value	Target value realized by LB/Bs and way of realization (max 250 chr) (e.g LB: 200; B1 50; B2: 70; people participating in festival and fair; planned supporting documents)
C17	output	Number of JOINT non-formal educational events in the project	pcs			
C18						
Project specific indicators						
Project specific 1	output	Jointly training material for educators - working plan	pcs	0.00	1.00	LB:1 (developed jointly working plan for educators)
Project specific 2	output	Jointly created brochure with DVD	pcs	0.00	1.00	B1:1 (brochure with DVD showing cultural identity of Croatian people)
Project specific 3	output	"Mini collected paper"	pcs	0.00	1.00	B1:1 ("Mini collected paper"-material for educators on the theme: creativity of preschool children)
Project specific 4	output	"Traditional games from our area"	pcs	0.00	1.00	LB:1 ("Traditional games from our area"- the book will present the traditional games of these areas)
Project specific 5						

8. Project budget per beneficiary

LB - Dječji vrtić Cvrčak Virovitica

Project acronym: 4E4K

Lead Beneficiary:

Σ	TOTAL COSTS	Total (EUR):	55,247.19	100.00%
1	Preparation costs	<u>Lump sum - amounts to 3 000 € of total eligible expenditure per project</u>	Total (EUR): 3,000.00	5.43%
2	Staff costs		Total (EUR): 2,823.57	5.11%
2.1	Salary of staff (project management and team members) - Calculation on Flat rate basis <i>For projects with no other direct costs but infrastructure and works, or implemented exclusively through public procurement it is not possible to choose the staff flat rate option!</i>	Calculation on real costs basis	Total (EUR): 0.00	0.00%
2.2	Salary of staff (project management and team members) - Calculation on Real costs basis		Total (EUR): 2,823.57	5.11%

Detailed description of the work related to the project, justification of the budget line (for all items listed below):

Ms. Anka Tomac will be a project manager and during the whole implementation period will organize activities, communicate with other beneficiaries, make reports to Contracting authority and supervise finance. Financial administrator will be responsible for managing finances and accounting as well as the preparation documents for reports. All activities coordinators will be in charge of organizing all necessary things engaged to project activities, lecturers, movies, explanations other preparation, and the other event coordinators-educators will be in charge on choosing children and getting them to Pecs and back on workshops. Activity coordinator 1., Jelka Predragović participate at the Act. 8. (sum of 24 hours), Act. 4. (4 hours), Act. 12. (4 hours). Nada Bartolić will participate at the Act.6. (7 hours), Act.10. (4 hours). Anica Čordaš will participate at Act.4. (7 hours); Act.6. (4 hours). Persons from project staff will work over their regular working time.

Name of item (minimum requirement: name of the person; position in the project; monthly working hours)

Name of item (minimum requirement: name of the person; position in the project; monthly working hours)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Anka Tomac, project manager	1. Project administration and management	per hours	126.00	12.20	1,537.20
Meri Šimotić, financial manager (126 hours; 6,2 EUR per hours)	1. Project administration and management	per hours	1.00	781.79	781.79
Jelka Predragović, activity coordinator 1 (Participate at the activities 4, 8, 12)	8. Joint professional education for educators	per hours	32.00	6.93	221.76
Nada Bartolić, activity coordinator 2 (Participate at the activities 6. and 10.)	6. Workshop on AIR-Joint through the games for children	per hours	11.00	8.85	97.35
Anica Čordaš, activity coordinator 3 (Participate at the activities 4. and 6.)	4. Workshop of WATER-Get to know the City of Virovitica and area of it- the water that divides us and connect us	per hours	11.00	6.80	74.80
Jasna Paponja, activity coordinator 4 (Activity 10.)	10. Ground workshops -a pottery for children hands	per hours	7.00	7.56	52.92
Ljiljana Tonček, activity coordinator 5 (Activity 12.)	12. Water that separates and connect us	per hours	7.00	8.25	57.75
		per hours			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00

3	Office and administrative expenditure	Calculated as a flat rate of 15% of the staff costs	Total (EUR):	423.54	0.77%
4	Travel and accommodation costs		Total (EUR):	0.00	0.00%
4.1	Travel cost of project staff		Total (EUR):	0.00	0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

4.2	Accommodation costs		Total (EUR):	0.00	0.00%
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Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

4.3 Per diems of the project staff

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

5 External expertise and services costs

Total (EUR): 22,850.08 41.36%

5.1 Technical plans

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00

5.2. Studies, statistics, databases and researches

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Name of item (min. requirement: planned content; indicative extent; language versions)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

5.3 Events, conferences, seminars, project meetings

Total (EUR): 18,046.58 32.67%

Detailed description justification of the budget line (for all items listed below):

For the participants of the Act.3.;8.; 4.; 6.; 10. and 12. must be insure catering. Total number of participants at the act.4.; 6.; 10. and 12. are 324. Since the number of lines is limited, they should be merged (cost per unit is the same). For tehcnical reason, total cost is summed over in the Act. No.4. Expertized educators from Croatia will come to Activity No.8. to educate all educators and they need fees for lecturing (travel cost is accounted). Apartmants cost related to Act. No.8. are for the 2 experts and 12 educators from B1 for 2 night apartment (education will be hold 2 weekends-Friday and Saturday). For act.10. is necessary to pay academical sculptor artis to done the lecture to the participants. Tickets for the looking the archeological and ethnological collection from the Museum of Virovitica with specialized curator is needed as a introductory lecture for Act.10. Participants from LB must hire a bus transportation to B1 in order to participate in activities which will be held in their premises. Since the number of lines is limited, they should be merged (cost per unit is the same). For the Act.6., is necessary to buy natural materials (e.g. materials from corn) and tools with which the children will work, also there is a cost related to printing the publication "Traditional games from our area" (A4 format, in color).

Name of item (min. requirement: planned no. of participants, duration, tech. needs, included services)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Catering for participants	3. Opening conference	per person	163.00	8.50	1,385.50
Catering for participants of professional education	8. Joint professional education for educators	per meal	108.00	12.50	1,350.00

Catering for participants for the Activities No.4.(97 people); No.6. (72 people); No.10. (57 people) and No.12. (98 people).	4. Workshop of WATER-Get to know the City of Virovitica and area of it- the water that divides us and connect us	per person	324.00	9.50	3,078.00
Fees for certified expert and educators	8. Joint professional education for educators	per purchase	1.00	4,400.00	4,400.00
Lecture form academical sculptor artis	10. Ground workshops -a pottery for children hands	per hours	5.00	50.00	250.00
Set of tickets and lecturing in Museum-Virovitica	10. Ground workshops -a pottery for children hands	per tender	1.00	620.00	620.00
Bus hire for Activities No.5.;9.;11.;13. and 15.	5. Playing the football together on AIR	per trip	5.00	510.00	2,550.00
Apartmants for participants, one night, 2 times	8. Joint professional education for educators	per purchase	1.00	1,101.50	1,101.50
Printing service (printing publication "Tradicional games from our area" - 500 pieces, A4 format, in color)	6. Workshop on AIR-Joint through the games for children	per purchase	1.00	3,100.00	3,100.00
Natural material and tools for organizing tradicional games	6. Workshop on AIR-Joint through the games for children	per purchase	1.00	211.58	211.58

5.4 Services related to project management, procurement procedures

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item (min. requirement: position in the project; estimated working hours needed)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00

5.5 Costs of supervisor of engineering, architect's site supervision

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00

5.6 Costs related to publicity, promotion and communication

Total (EUR): 4,803.50 8.69%

Detailed description, justification of the budget line (for all items listed below) - bear in mind the communication activities planned in section 8. Information and publicity:

For the visibility and information publicity in purpose of project one new web site will be designed and developed for the implementation period and 5 years after project. Vertical banner will be place in the Kindergarten during whole implementation period same as the information boards. For sucessfull education there will be bought planner and pens for writing. There is needed to purchase the T-shirt for participants as the children could be noticable because every items will have prescribed details of visibilities and publicity and because of the some kind of protection to their clothes. Books for children will be excellent because most of them knows to write down what they will think they need and they will be very important if they get their own book with logo of project.

Name of item (advised content if relevant: planned no. of participants, duration, tech. needs, included services)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
New web site, developpe and maintainance	2. Information and publicity	piece	1.00	1,450.00	1,450.00
Vertical banner	2. Information and publicity	piece	2.00	85.00	170.00
Information boards	2. Information and publicity	piece	4.00	50.00	200.00
Planner and pens for educators	8. Joint professional education for educators	per purchase	1.00	300.00	300.00
T-shirts for children	2. Information and publicity	piece	204.00	10.00	2,040.00
Books for children	2. Information and publicity	piece	204.00	2.50	510.00
Stickers	2. Information and publicity	piece	167.00	0.50	83.50
A3 posters	2. Information and publicity	piece	25.00	2.00	50.00
					0.00
					0.00

5.7 Other services

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) - e.g. rental costs of equipment, costs of guarantees, cost of materials:

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00

					0.00
					0.00
					0.00

6 Equipment expenditure		Total (EUR):	26,150.00	47.33%
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6.1 Content-related / thematic equipment	Total (EUR):	25,150.00	45.52%
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Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Equipment needed for the Activity 3. consider renovation the floor because it is unsafe and there is needed chairs for participants on the opening conference. During the activity No.4 it is necessary to get microscopes, lockers, tubes, measuring cups and other materials needed for chemistry and exploring. Also, 4 basic laptops and one projector for video projection and exploring for children, set of sport equipment. For Act.6. 2 photo camera are needed for taking pictures in order to record what was going on the activity as same as set of sport equipment for games that will be organized. Since the number of lines is limited, the cost for camera and sport equipment is merged, but there must be 2 purchases (cost details are below). For the Act.8.needed is set of sound equipment (mixer with amplifier, sound box, speaker stands, speakers, microphones, cables, sponges). Ground workshop includes oven for clay, clay, protective clothes for participants and other materials to spend. Activity 12. include cost for musical instruments, CD's with songs, and sport equipment).

Name of item (special technical needs e.g. training, warranty, installation have to be described here - if any)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Chairs for opening conference	3. Opening conference	per purchase	1.00	2,520.00	2,520.00
Equipment for analyzing water (microscopes, tubes, measuring cups, lockers, and other equipment)	4. Workshop of WATER-Get to know the City of Virovitica and area of it- the water that divides us and connect us	per purchase	1.00	1,650.00	1,650.00
Photo cameras (2 pieces; amount 300 €) and sport equipment (set of equipment; amount 3.200 €) for organization workshop.	6. Workshop on AIR-Joint through the games for children	per purchase	1.00	3,500.00	3,500.00
Sound equipment (mixer with amplifier, sound box, speaker stands, speakers, microphones, cables, sponges)	8. Joint professional education for educators	per purchase	1.00	2,000.00	2,000.00
Equipment for Ground workshop (oven for clay, clay, other supplies for it - the amount of 2.864,00€) and other materials (protective clothes for participants - the amount of 736.00 €).	10. Ground workshops -a pottery for children hands	per purchase	1.00	3,600.00	3,600.00
Music equipment for workshop water 2. part	12. Water that separates and connect us	per purchase	1.00	800.00	800.00
Equipment for renovating the floor	3. Opening conference	per purchase	1.00	2,680.00	2,680.00
Laptops and projector for projection	4. Workshop of WATER-Get to know the City of Virovitica and area of it- the water that divides us and connect us	per purchase	1.00	3,500.00	3,500.00
Set of sports equipment	4. Workshop of WATER-Get to know the City of Virovitica and area of it- the water that divides us and connect us	per purchase	1.00	750.00	750.00
Set of sports equipment	12. Water that separates and connect us	per purchase	1.00	4,150.00	4,150.00

6.2 Equipment for general (office) use	Lump sum - 1 000 € of total eligible expenditure per beneficiary	Total (EUR):	1,000.00	1.81%
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7 Infrastructure and works		Total (EUR):	0.00	0.00%
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7.1 Construction, reconstruction and renovation of buildings, works, infrastructure	Total (EUR):	0.00	0.00%
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Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

7.2 Purchase of land	Total (EUR):	0.00	0.00%
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Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00



B1 - Miroslav Krleža Horvat Ovoda, Altalanos Iskola, Gimnázium és Kollegium

Lead Beneficiary:

Detailed description of the work related to the project, justification of the budget line (for all items listed below):

[illegible]Detailed description, justification of the budget line (for all items listed below):[illegible]Detailed description, justification of the budget line (for all items listed below):[illegible]

					0.00
					0.00
					0.00

4.3 Per diems of the project staff

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

5 External expertise and services costs

Total (EUR): 14,527.00 27.57%

5.1 Technical plans

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00

5.2. Studies, statistics, databases and researches

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Name of item (min. requirement: planned content; indicative extent; language versions)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

5.3 Events, conferences, seminars, project meetings

Total (EUR): 11,402.00 21.64%

Detailed description justification of the budget line (for all items listed below):

Bus transportation is needed because of the participation on the activities that are organised by LB in the City of Virovitica, there will be 7 times traveling by bus for educators and children from the City of Pecs to the City of Virovitica and back. For all project activities and theirs participants there is catering all together below written. For the activity 7. B1 will have arrange a tourist arrangement that will be consist cost of set of tickets for entrance, sleeping cost for participants and the amount for tour guide. Total sum is 1.210,00 €. Also, there would be need to pay a honorarium for experts who will come to Mini conference to educators that will be held in premises of B1. (2 persons minimal and the amount is 600,00€.). Activity No.5 include sightseeing the City of Pecs, so it is necessary to pay for mini tourist train. There is also cost for organiziing football competiton, which includes making small trophies. At the activity No.13. is predicted to pay honorarium to an expert in ornithology (3 hours per 30,00€ makes the amount of 90€).

Name of item (min. requirement: planned no. of participants, duration, tech. needs, included services)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Bus hire transportation for Activities No.3, 4.; 6.; 8.; 10.; 12. and 14.	4. Workshop of WATER-Get to know the City of Virovitica and area of it-the water that divides us and connect us	per trip	7.00	350.00	2,450.00
Tourist arrangement (tickets for entrance - amount of 560€, costs of sleeping - amount of 350€, tour guide-amount of 300€)	7. Mini conference for educators	per purchase	1.00	1,210.00	1,210.00
Catering for participants for the Activities No.5.(55 people); No.9. (87 people); No.11. (56 people); No.13. (40 people) and No.15 (130 people).	5. Playing the football together on AIR	per person	368.00	10.50	3,884.00
Catering for educational activity	7. Mini conference for educators	per person	56.00	13.00	728.00
Fees for certified expert and educators	7. Mini conference for educators	per purchase	1.00	600.00	600.00
Fees for certified expert and educators	13. Water and ground - birds and ecology	per hours	3.00	30.00	90.00
Publication "Mini collected paper"	7. Mini conference for educators	per piece	150.00	12.00	1,800.00

Tour guide (mini tourist train)	5. Playing the football together on AIR	per purchase	1.00	300.00	300.00
Football competition	5. Playing the football together on AIR	per purchase	1.00	360.00	360.00
					0.00

5.4 Services related to project management, procurement procedures

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item (min. requirement: position in the project; estimated working hours needed)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00

5.5 Costs of supervisor of engineering, architect's site supervision

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00

5.6 Costs related to publicity, promotion and communication

Total (EUR): 3,125.00 5.93%

Detailed description, justification of the budget line (for all items listed below) - bear in mind the communication activities planned in section 8. Information and publicity:

During the activity 9. through the workshop of cultural and historical heritage and dancing of kids there will be made a written documentation and there will be a video material filmed. That would be a basic to develop and print a brochures with DVD format of content. Two vertical banner is necessary for constantly promotion of the project, they will be permanently appointed in the premises of the B1. For the project promotion and visibility and as the small gift for the closing conference the will be printed leaflets with the description of project context. Leaflets will be trilingual. Mini conference for the educators from both Kindergartens needs planner and pens as the necessary for writing important informations and facts. For the visibility and publicity there is obligation to have a stickers on every piece.

Name of item (advised content if relevant: planned no. of participants, duration, tech. needs, included services)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Brochures with DVD's	9. Developing through the song and dance	per piece	200.00	10.00	2,000.00
Vertical banner	2. Information and publicity	per piece	2.00	100.00	200.00
Leaflets with project description	15. Closing conference	per piece	200.00	2.50	500.00
Planner with pens for the educators	7. Mini conference for educators	per piece	50.00	7.50	375.00
Stickers for purchased equipment	2. Information and publicity	per piece	100.00	0.50	50.00
					0.00
					0.00
					0.00
					0.00

5.7 Other services

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) - e.g. rental costs of equipment, costs of guarantees, cost of materials:

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00

6 Equipment expenditure

Total (EUR): 28,500.00 54.09%

6.1 Content-related / thematic equipment

Total (EUR): 27,500.00 52.19%

Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

For the implementation of the activity on the AIR, No.5. there is needed equipment of mini football playground with football baskets and baskets for mini basketball that would be the basic play of this activity in the yard of B1. For the Activity No.9 is needed sound equipment (sound box, mixer with amplifier, speaker and their stands, microphones, sponges and needed cables) and digital camera for filming DVD and other materials for brochure, as the output of that activity. Activity 11. consider purchase of dolls for theater and needed paravan. For the Activity 13. necessary equipment is binoculars, set of equipment for analysing water, thermometers and set of other equipment. Closing conference will be held in the main hall of complex of Kindergarten and needed equipment for that is projector and holder for it as well as the project screen.

Name of item (special technical needs e.g. training, warranty, installation have to be described here - if any)

	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Mini football playground	5. Playing the football together on AIR	per purchase	1.00	21,000.00	21,000.00
					0.00
Sound equipment and digital camera for activity No.9	9. Developing through the song and dance	per purchase	1.00	4,500.00	4,500.00
Equipment for theatre, dolls, paravan's for activity No. 11	11. Joint puppetplay on theme of fire for children	per purchase	1.00	650.00	650.00
Equipment of binoculars, for analysing water, thermometer for activity No.13.	13. Water and ground - birds and ecology	per purchase	1.00	700.00	700.00
Equipment for successful closing conference (projector, project screen, holder)	15. Closing conference	per purchase	1.00	650.00	650.00
					0.00
					0.00
					0.00
					0.00

6.2 Equipment for general (office) use

Lump sum - 1 000 € of total eligible expenditure per beneficiary

Total (EUR): 1,000.00 1.90%

7 Infrastructure and works

Total (EUR): 0.00 0.00%

7.1 Construction, reconstruction and renovation of buildings, works, infrastructure

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

7.2 Purchase of land

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00

8. Project budget per beneficiary

B2 - Razvojna agencija VTA

Project acronym: 4E4K

Lead Beneficiary:

Σ	TOTAL COSTS		Total (EUR):	6,925.80	100.00%
1	Preparation costs	<u>Lump sum</u> - amounts to 3 000 € of total eligible expenditure <u>per project</u>	Total (EUR):	0.00	0.00%
2	Staff costs		Total (EUR):	622.44	8.99%
2.1	Salary of staff (project management and team members) - Calculation on Flat rate basis	Calculation on real costs basis	Total (EUR):	0.00	0.00%
<i>For projects with no other direct costs but infrastructure and works, or implemented exclusively through public procurement it is not possible to choose the staff flat rate option!</i>					
2.2	Salary of staff (project management and team members)		Total (EUR):	622.44	8.99%

Detailed description of the work related to the project, justification of the budget line (for all items listed below):

Development agency VTA in this project will be a responsible for the managing all needed communication activities and also helping beneficiaries in organizing project activities or writing reports. Communication manager in this project will be Ms.Sanja Đeri Kovač, so one person is engaged to this project proposal and will be in charge for organizing one project activity.

Name of item (minimum requirement: name of the person; position in the project; monthly working hours)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Sanja Đeri Kovač, communication manager	1. Project administration and management	per hours	84.00	7.41	622.44
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00
		per month			0.00

3	Office and administrative expenditure	Calculated as a flat rate of 15% of the staff costs	Total (EUR):	93.37	1.35%
4	Travel and accommodation costs		Total (EUR):	0.00	0.00%
4.1	Travel cost of project staff		Total (EUR):	0.00	0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

4.2	Accommodation costs		Total (EUR):	0.00	0.00%
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Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

Name of item (min. requirement: position in the project; estimated working hours needed)	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00

5.5 Costs of supervisor of engineering, architect's site supervision

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00

5.6 Costs related to publicity, promotion and communication

Total (EUR): 3,910.00 56.46%

Detailed description, justification of the budget line (for all items listed below) - bear in mind the communication activities planned in section 8. Information and publicity:

During the project implementation for the children will be purchased hats and caps for all the project participation because of the participation of children in every project activities where they are going to be on air and outside in the nature and playgrounds and they need to have protection. Newspaper advertising will be order to acquired for the project visibilities and promotion of the Cross-border Co-operation and project and is needed to enable the local and regional inhabitants new informations about the level of implementation of project.

Name of item (advised content if relevant: planned no. of participants, duration, tech. needs, included services)

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
Hats and caps	2. Information and publicity	piece	200.00	6.60	1,320.00
Newspaper advertising in regional newspaper	2. Information and publicity	piece	14.00	185.00	2,590.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

5.7 Other services

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) - e.g. rental costs of equipment, costs of guarantees, cost of materials:

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00

6 Equipment expenditure

Total (EUR): 1,000.00 14.44%

6.1 Content-related / thematic equipment

Total (EUR): 0.00 0.00%

Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Name of item (special technical needs e.g. training, warranty, installation have to be described here - if any)

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00

					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

5.2 Equipment for general (office) use	Lump sum - 1 000 € of total eligible expenditure per beneficiary	Total (EUR):	1,000.00	14.44%
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7 Infrastructure and works		Total (EUR):	0.00	0.00%
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7.1 Construction, reconstruction and renovation of buildings, works, infrastructure		Total (EUR):	0.00	0.00%
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Detailed description, justification of the budget line (for all items listed below) with special focus on the necessity and contribution to the project activities/results:

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

7.2 Purchase of land		Total (EUR):	0.00	0.00%
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Detailed description, justification of the budget line (for all items listed below):

Name of item	Project Activity	Unit of measure	Nr. of units	Unit price (EUR)	Amount (EUR)
					0.00
					0.00
					0.00
					0.00

9. Project budget summary

HUHR/1601/

Project acronym:

Component

4.1.2. Co-operation in preschool, primary and secondary education and adult education

Lead Beneficiary:

DV Cvrčak

Budget lines	Lead Beneficiary	Amount (EUR)					Beneficiary (7)	Total project Amount (EUR)	Share (%)
		Beneficiary (1)	Beneficiary (2)	Beneficiary (3)	Beneficiary (4)	Beneficiary (5)			
1 Preparation costs	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	2.61%
2 Staff costs	2,823.57	8,405.40	622.44	0.00	0.00	0.00	0.00	11,851.41	10.32%
2.1 Salary of staff (project management and team members) - Calculation on Flat rate basis	0.00	8,405.40	0.00	0.00	0.00	0.00	0.00	8,405.40	7.32%
2.2 Salary of staff (project management and team members) - Calculation on Real costs basis	2,823.57	0.00	622.44	0.00	0.00	0.00	0.00	3,446.01	3.00%
3 Office and administrative expenditure	423.54	1,260.81	93.37	0.00	0.00	0.00	0.00	1,777.72	1.55%
4 Travel and accommodation costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4.1 Travel cost of project staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4.2 Accommodation costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4.3 Per diems of the project staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5 External expertise and services costs	22,850.08	14,527.00	5,209.99	0.00	0.00	0.00	0.00	42,587.07	37.08%
5.1 Technical plans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5.2 Studies, statistics, databases and researches	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5.3 Events, conferences, seminars, project meetings	18,046.58	11,402.00	1,299.99	0.00	0.00	0.00	0.00	30,748.57	26.77%
5.4 Services related to project management, procurement procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5.5 Costs of supervisor of engineering, architect's site supervision	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5.6 Costs related to publicity, promotion and communication	4,803.50	3,125.00	3,910.00	0.00	0.00	0.00	0.00	11,838.50	10.31%
5.7 Other services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
6 Equipment expenditure	26,150.00	28,500.00	1,000.00	0.00	0.00	0.00	0.00	55,650.00	48.45%
6.1 Content-related / thematic equipment	25,150.00	27,500.00	0.00	0.00	0.00	0.00	0.00	52,650.00	45.84%
6.2 Equipment for general (office) use	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	3,000.00	2.61%
7 Infrastructure and works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
7.1 Construction, reconstruction and renovation of buildings, works, infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
7.2 Purchase of land	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL COSTS (own contribution included)	55,247.19	52,693.21	6,925.80	0.00	0.00	0.00	0.00	114,866.20	100.00%
Share (%)	48.10%	45.87%	6.03%	0.00%	0.00%	0.00%	0.00%		100.00%

10. Sources of funding

HUHR/1601/	Component	4.1.2. Co-operation in preschool, primary and secondary education and adult education				
Project acronym:	4E4K	Lead Beneficiary: Dječji vrtić Cvrčak Virovitica				
	Lead Beneficiary	Beneficiary (1)	Beneficiary (2)	Beneficiary (3)		
Official name of the organization	Dječji vrtić Cvrčak Virovitica	Miroslav Krleža Horvat Ovoda, Altalanos Iskola, Gimnazium es Kollegium	Razvojna agencija VTA			
Country	Croatia	Hungary	Croatia			
NUTS III region	Virovitičko-podravska	Baranya megye	Virovitičko-podravska			
Amount of eligible VAT*:	11,049.44	EUR	1,385.16	EUR		EUR
Extra own contribution**:	0.00	EUR	0.00	EUR		EUR
Sources	Amount (EUR)	Share (%)	Amount (EUR)	Share (%)	Amount (EUR)	Share (%)
EU contribution	46,960.11	85.00%	44,789.22	85.00%	0.00	0.00%
National contribution***	0.00	0.00%	5,269.33	10.00%	0.00	0.00%
Own contribution	8,287.08	15.00%	2,634.67	5.00%	1,038.87	0.00%
Total costs	55,247.19	100.00%	52,693.21	100.00%	0.00	0.00%
Planned net revenues		0.00%		0.00%		0.00%
Total eligible costs expected	55,247.19	100.00%	52,693.21	100.00%	0.00	0.00%
Funding from other sources		0.00%		0.00%		0.00%

* Only in case the project partner is not entitled for VAT refund (that is, the gross expenditure has been budgeted)!

** No extra own contribution is expected to be given by any of the beneficiaries (LB and Bs) in general!

*** Only for information purposes, based on the Programme specific rules. Neither the Managing Authority nor the Lead Beneficiary is responsible for providing for national contribution

11. Payment forecast

HUHR/1601/

Component 4.1.2. Co-operation in preschool, primary and secondary education and adult education

Project acronym:

4E4K

Lead Beneficiary:

DV Cvrčak

Data in the table should cover all planned costs to be incurred and reported in the relevant reporting periods during the whole project implementation. Please do not fill in the cells coloured in grey, as they exceed the predefined duration of the project.

LB/B \ Expenses incurred	Approx. deadline for reporting (to JS)	1st year of implementation - Amount (EUR)			2nd year of implementation - Amount (EUR)			Total (EUR)
		1. reporting period 01/04/2018	2. reporting period 01/08/2018	3. reporting period 29/11/2018	4. reporting period 29/01/2019	5. reporting period Not relevant	6. reporting period Not relevant	
1	DV Cvrčak	25,500.00	22,000.00	6,247.19	1,500.00			55,247.19
2	MKHI	29,000.00	15,500.00	6,500.00	1,693.21			52,693.21
3	R.A. VTA	4,100.00	425.80	400.00	2,000.00			6,925.80
4	Beneficiary (3)							0.00
5	Beneficiary (4)							0.00
6	Beneficiary (5)							0.00
7	Beneficiary (6)							0.00
8	Beneficiary (7)							0.00
Total		58,600.00	37,925.80	13,147.19	5,193.21	0.00	0.00	114,866.20

Beneficiary \ EU contribution	Project implementation - Amount (EUR)						Total (EUR)
	1. reporting period	2. reporting period	3. reporting period	4. reporting period	5. reporting period	6. reporting period	
1	21,675.00	18,700.00	5,310.11	1,275.00	0.00	0.00	46,960.11
2	24,650.00	13,175.00	5,525.00	1,439.23	0.00	0.00	44,789.22
3	3,485.00	361.93	340.00	1,700.00	0.00	0.00	5,886.93
4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		49,809.99	32,236.93	11,175.11	4,414.23	0.00	97,636.26

13. Information and publicity

HUHR/1601/ Component:
Project acronym:
Lead Beneficiary:

4.1.2. Co-operation in preschool, primary and secondary education and adult education

4E4K

Dječji vrtić Cvrčak Virovitica

Main information and publicity activities that are planned to be carried out during the implementation of the project. When selecting the planned communication activity you have to keep in mind that **all communication tools used should be in line with the planned communication activities and project budgets.**

Among communication tools, the Beneficiaries are required to:

- have at least one communication event;
- produce promotional material about the project (at least one trilingual i.e. Hungarian-Croatian / Croatian-Hungarian alongside with English as the official working language of the Programme);
- have an own project specific website or ensure relevant space for the promotion of the project results within the Lead Beneficiary's / Beneficiary's website(s);
- have at least one media activity (press release, media broadcast etc.) on the project.

IMPORTANT NOTE:

Projects not exceeding 500 000 EUR are obliged to place at least one poster with information about the project (minimum size A3), including the financial support from the EU, at a location readily visible to the public such as the entrance area of a building.

Projects that finance infrastructure or construction have specific obligatory requirements and are obliged to put up the billboard and permanent explanatory plaque on the site of the activity. Please note that you should label every single piece of equipment purchased through the present Programme with the sticker. (Further information you can find in Chapter 6.2.3 Communication requirements towards projects of the Guidelines for Applicants.)

Please make sure that the necessary costs of the Information and Publicity activities are planned within the budget of the relevant Beneficiary!

Information and publicity activities - more item can be included in one row (max. 200 characters)	Short description (including planned responsible LB/Bs, used languages) (max. 500 characters)	Target groups and planned number of persons reached (max. 200 characters)
<i>EVENTS (e.g. opening/closing conference, workshops, fairs, information days etc.)</i>		
Opening conference in premises of LB	Opening conference will be held in premises of LB where the Head of institution will present project, implementation period, target group of project, planned activities and expected outputs and results of these project. Conference will be held on Croatian language with short powerpoint presentation on it. Refund will be requested in 1.reporting period.	Target group are educators, children, local and regional inhabitants, local authorities, journalists. Reached to 500 people.
Closing conference in premises of B1	Closing conference will be held in the premises of B1 where the Head of institution will present implemented project, held project activities and their results and outputs. Conference will be held on Croatian language with short powerpoint presentation on it. Refund will be requested in 4.reporting period.	Target group are educators, children, local and regional inhabitants, local authorities, journalists. Reached to 500 people.
<i>PROMOTIONAL MATERIALS (e.g. leaflets, brochures, publications)</i>		
Leaflets, brochures with DVD's.	Trilingual leaflets will be printed (EN, HU, HR) for the closing conference, responsible will be B1 (refund in 4.rep. period). Brochures with DVD will result from Act.9. responsible will be B1 (on HU, HR); refund in 2.rep. period. From Act.6 there will developed publication "Tradicional games from our area" (on HR, extract on HU), responsible LB (refund in 2.rep.period). Act.7 will result with "Mini collected paper"; responsible will be B1 (on HU, HR, extract on EN); refund in 2.rep. period.	Target group are educators, children, local inhabitants, local authorities, journalists. Reached to min.500 people.

Information and publicity activities - more item can be included in one row (max. 200 characters)	Short description (including planned responsible LB/Bs, used languages) (max. 500 characters)	Target groups and planned number of persons reached (max. 200 characters)
Exercise books, pens, T-shirts, hats and caps.	For the successful implementation of project there will be ensure exercise books and pens, hats for girls and caps for boys as well as the T-shirt, all promotional equipment with defined project visibility, logo. Refund for those materials will be requesting during whole project implementation; 1.-4. reporting period.	Children, parents, local inhabitants, journalists are target group for this web site. Reached to min.500 people.
WEB		
Trilingual web site	One new web site will be designed and developed for the purpose of project visibility and information of project. Trilingual language will be used-Croatian, Hungarian and English language. Web site will exist for 5 years and after closing the project. For establishing web site will be responsible LB and refund will be requested in 1. reporting period.	Educators, children, parents, local inhabitants, local authorities, tourists, journalists are target group for this web site. Reached to min.500 people.
MASS MEDIA (newspaper articles, TV/radio coverage, press release/conference)		
Newspaper articles printed in regional newspapers	During the implementation period of project there will be 14 newspaper articles for informing the publicity of workshops that we held. Every article will be accompanied with pictures in what purpose the parents will give the allowance. Publishing newspaper articles is obligation of B2 and refund will be requesting during whole project implementation; 1.-4. reporting period. It will be published in Croatian language.	Target group are local inhabitants, children parents, families from this area and regional inhabitants. Reached to min. 1000 people.
Other COMMUNICATION REQUIREMENTS FOR THE PROJECTS (e.g. poster for projects not exceeding 500 000 EUR)		
A3 project poster	For the visibility of project and project promotion it will be developed and printed A3 project posters. For A3 posters responsible will be LB. Refund will be requested in 1. reporting period.	Educators, children, parents, local inhabitants, local authorities, tourists, journalists are target group for this web site. Reached to min. 1000 people.
SPECIFIC COMMUNICATION REQUIREMENTS FOR THE PROJECTS FOR PURCHASE OF EQUIPMENT / WITH WORKS COMPONENT		

14. Project staff

HUHR/1601/ Component

4.1.2. Co-operation in preschool, primary and secondary education and adult education

Project acronym: 4E4K

Lead Beneficiary: DV Cvrčak

Regarding each LB/B please think over the circle and division of tasks among the staff (both internal and external) planned to be involved in the project implementation and define their tasks to be done based on their position in the project. Please avoid overlapping of tasks and positions. Please make sure that the listed Positions of the internal and/or external staff of each LB/B corresponds to the related cost item planned in budget table of the relevant LB/B.

Nr.	LB/B	Related project activities: (no. only)	Position (max. 250 characters)	Description of tasks expected output(s), duration has to be defined (max. 500 characters)
1	Cvrčak Virovitica	No.4	The leader of this activity will be Ms.Anica Čordaš, educator from Kindergarten Cvrčak Virovitica.	This workshop will be based on Water, one of the 4 human elements, will teach children about our cultural and natural heritage about the water of our area, river Očenička and Drava, the pounds of Virovitica. In different centres for researches, for creativeness and socializing centres through which children will learn, conduct, make and be creative. After lunch leader will take them in the playground of Kindergarten. Activity will last approximately 4 hours
2	MK	No.5.	The lider of this activity is Ms.Janja Šimo Bošnjak, educator from Croatian Kindergarten, Primary school, High school and college "Miroslav Krleža ".	Leader of this activity that will be held on air will have a competition of football in duration of 5 hours. After short learning about it children will be divided into groups and the winner will get a symbolic award for remember. Before ending children will have lunch and may go to sleep or could play together, when they are ready they will have a turistic guide for showing them the beauties and cultural and historical heritage of the City of Pecs, they will be driven by the turistic train.
3	Cvrčak Virovitica	No.6.	The leader of this activity will be Ms.Nada Bartolić, educator from the Kindergarten Cvrčak Virovitica.	Leader of this workshop has a task based on theme air and will teach children what are the basic and tradicional games of these area. After breakfast children will be assorted and have a competition of the shown games. After they will have a lunch. Children and their educator will have a free time to relax and after they will go to a free and jointly games in the playground. Whole activity will last 4 hours.
4	MK	No.7.	The leader of this workshop will be Ms.Anka Polić Bunjevac, educator from Croatian Kindergarten, Primary school, High school and college "Miroslav Krleža ".	Leader of education will have a task to coordinate and educate participants from LB. Education will developed „Mini collected paper“ - the main theme of workshop will be how to improve creativeness of children aged between 4 to 7 years. It will be design matrix of educators with similities and differences. To educator is planned showing the City and on Saturday workshop will continuing in separate groups, they will conduct conclusion. Education will last 2 days.

14. Project staff

5	Cvrčak Virovitica	No. 8.	The leader of this activity will be Ms. Anka Tomac, Head of institution Kindergarten Cvrčak Virovitica.	Leader of this education for educators from LB and B1 has an obligation to organise a education that will last 2 weekends (on Friday and Saturday, every weekend per 12 hours) it will conduct 27 person who will gained extra education how to improve their working skills between each other and in working with pre-school children. Jelka Predragović will be included in this activity, as an expert in this area. Education will be lead by the certificated educators from Croatia.
6	MK	No. 9.	The leader of this activity is Ms. Žuža Borbaš, educator from Croatian Kindergarten, Primary school, High school and college "Miroslav Krleža".	Main task of this workshops is to develop and design brochures and to make a video clip about this show that should conduct themes of developing and preservation of cultural heritage two cross border nations. It should be on Saturday and should last for 8 hours.
7	Cvrčak Virovitica	No. 10.	The leader of this workshop is Ms. Jasna Paponja, educator of Kindergarten Cvrčak Virovitica.	Leader of this workshop has a task to learn children about clay and give them opportunity to explore and develop themselves. Workshop will conduct of making and baking souvenirs, jewelries and dische from clay that children will make by their hands for educators, their parents and themselves as the small kind of gifts. It will last for 4 hours.
8	MK	No. 11.	The leader of this workshop is Ms. Zlata Štritz Soltesz, educator from Croatian Kindergarten, Primary school, High school and college "Miroslav Krleža".	Leader of this workshop has a main task to train show in which the actors are educators and in some points and children. Theme of this activity is fire and the puppet play show will be educational and instructive of the dangers and the unpredictability of fire. Activity is planned to last for 6 hours.
9	Cvrčak Virovitica	No. 12.	Leader of this workshop is Ms. Ljiljana Tonček, educator of Kindergarten Cvrčak Virovitica.	Main taks of this workshop is to show children the childrenbook and to have a creative and socializing games as the activities by which children can express them selves through moving on rhythm of children songs with newly bought CD's. They will have lunch in nature and a sport games. Workshop is planned to last for 4 hours.
10	MK	No. 13.	The leader of this activity will be Ms. Rebenka Hajoš, educator from Croatian Kindergarten, Primary school, High school and college "Miroslav Krleža".	Activity is going to conduct two theme of this project, water and ground, and it will be based on ecological workshop and will last one day for 6 hours. It will be conduct of short education about environmental protection and ornithology in the permises of B1, children will go to joint trip to birds watching and will have opportunity to learn basic information adapted to their age about the environmental behaviour and will heave opportunity to work experiments on water.
11	R.A. VTA	No. 14.	The leader of this activity will be Ms. Sanja Đeri Kovač, expert associate from D.A. VTA.	Main task of these activity is to organized activity in way that children have educational part of activity and that they have interesting and funny part of these activity. It will last maximum 5 hours in one day and with children there will be needed educators.

14. Project staff

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Hungary-Croatia
Cross-border Co-operation Programme

Partnership Agreement

**Project title: 4 Elements 4 Kids from cross border co-operation and education
adjusted for pre-school children**

Acronym: 4E4K

Application Form ID: HUHR/1601/4.1.2/0005

**Interreg V-A Hungary-Croatia
Co-operation Programme 2014-2020**

Note: Present template of the Partnership Agreement contains the minimum requirements requested by the programme implementing bodies. Project partnerships are invited to complete and complement the suggested provisions, without contradicting the rules set in the prepared paragraphs of the document

PARTNERSHIP AGREEMENT
for the implementation of the Project

4E4K

**4 Elements 4 Kids from cross border co-operation and education adjusted for
pre-school children**

within the
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

between

Lead Beneficiary: Kindergarten Cvrčak Virovitica (Dječji vrtić Cvrčak Virovitica) Pejačevićeva 1, 33000 Virovitica, Croatia
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and

**Beneficiary 1: Croatian Nursery, Elementary and Secondary School and
Students Hostel "Miroslav Krleža" Pécs**
**(Miroslav Krleža Horvat Ovoda, Általános Iskola, Gimnázium és
Kollegium)**
Szigeti ut 97, 7624 Pecs, Hungary

Beneficiary 2: Development Agency VTA
(Razvojna agencija VTA)
Trg bana Josipa Jelačića 21, 33000 Virovitica, Croatia

(Hereinafter jointly referred to as Parties)

On the basis of:

- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 – the Common Provisions Regulation, CPR;
- Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial co-operation goal – the ETC Regulation;
- Council Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union;
- the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, approved by the European Commission on 7 September 2015 by Decision Ref. No C(2015) 6228 – the Programme;
- the Guidelines for Applicants of the first Call for Proposals (HUHR/1601) of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, approved by Monitoring Committee Decision No 4/2016 (05.02), laying down the programme specific rules for the implementation of Hungarian-Croatian projects – the Guidelines for Applicants;
- the Project Implementation Handbook for the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, laying down specific rules for the implementation of projects financed under the Programme;
- the proposed Project **4E4K** as drafted in the Application Form and approved by the Monitoring Committee of the Programme;
- Project Communication Guidelines for the Projects in the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020, laying down the programme specific rules on information and publicity measures of the projects – Project Communication Guidelines.

Article 1

Definitions

1. **Lead Beneficiary:** the Lead Beneficiary is designated by the Project Participants and has full financial and administrative responsibility for the EU

contribution for the entire duration of the Subsidy Contract. The Lead Beneficiary is also responsible for the proper reporting of progress during project implementation to the Joint Secretariat as stipulated in the Subsidy Contract. In principle, the Lead Beneficiary has functional (co-ordination of the project activities) and financial responsibilities related to the EU contribution (based on Paragraph (2) of Article 13 of the ETC Regulation).

2. **Beneficiary:** an actor that commits itself to functionally and financially implement a project part of the Project according to the Application Form as approved by the Monitoring Committee.
3. **Project Participants:** means Lead Beneficiary and other Beneficiary / Beneficiaries together.
4. **Project part:** covers a set of activities within the Project as a whole, undertaken by the Lead Beneficiary or another Beneficiary in a defined timeframe and presented as a Lead Beneficiary / Beneficiary budget sheet in the budget of the Application Form.

Article 2

Scope of the Partnership Agreement

1. The Parties, through the present Partnership Agreement, lay down the rules of procedures for the work to be carried out and the relations that shall govern the partnership set up in order to successfully and efficiently implement the above-mentioned cross-border Project. This Agreement shall also define their mutual responsibilities concerning the administrative and financial management of the Project.
2. The Application Form as approved by the Monitoring Committee and the Subsidy Contract (with all its provisions) signed by all signatories are to be regarded as integral parts of this Agreement, therefore their content and the obligations set by the above-mentioned documents have to be fully respected by the Parties.

Article 3

Duration of the Agreement

1. The Partnership Agreement is valid from the date of signature by all Parties and enters into force from the day the Subsidy Contract between the Managing Authority and the Lead Beneficiary enters into force. It shall remain in force until the Lead Beneficiary has discharged in full its obligations arising from the Subsidy Contract towards the Managing Authority, including the period of availability of documents for financial controls.
2. This Agreement shall also remain in force if there is any non-resolved dispute among the Parties at an out-of-court arbitration body.

3. The breach of the obligations of the Partnership Agreement by one of the Project Participants may lead to an early termination of its participation in the Project. This termination has to be decided by consensus by all the other Project Participants in a documented manner, provided that the eligibility rules of the Call for Proposals are kept with the remaining Project Participants and that the consequently initiated amendment of the Subsidy Contract is successful at the Managing Authority. However, the Project Participant will be obliged by the present Agreement for its whole duration with regard to the activities carried out and expenditure incurred until that moment. In case the Subsidy Contract terminates, the present Partnership Agreement is terminated.

Article 4

Activities of Project Participants in the Project

1. The activities of the Project Participants as well as the role of the Lead Beneficiary and of each Beneficiary in the Project are described in the Application Form approved by the Monitoring Committee.
2. The Project Participants take into account all rules and obligations as set out in the Subsidy Contract and its annexes.
3. The Project Participants commit themselves to undertake everything in their power to foster the successful and efficient implementation of the Project.

Article 5

Specific obligations of the Lead Beneficiary

1. The Lead Beneficiary is responsible for the overall co-ordination and effective implementation of the Project and shall take all the steps needed to correctly manage the Project in accordance with the Application Form approved by the Monitoring Committee and in line with the Subsidy Contract and the Partnership Agreement.
2. In addition as a general obligation the Lead Beneficiary shall:
 - a) represent the Project Participants towards Managing Authority / Joint Secretariat / programme management bodies;
 - b) sign the Subsidy Contract (and its possible amendments), inform all Beneficiaries on the signature of the Subsidy Contract and provide all Beneficiaries with a copy thereof;
 - c) appoint a project manager who has the operational responsibility for the co-ordination and documentation of the overall Project;
 - d) react promptly to any request made by the Managing Authority and the Joint Secretariat;

- e) keep the Beneficiaries informed on a regular basis about all relevant communication between the Lead Beneficiary and the Joint Secretariat, furthermore between the Lead Beneficiary and the Managing Authority;
- f) inform all Beneficiaries on the progress of the overall Project, in particular with reference to its objectives and results as set in the Subsidy Contract or any later amendments;
- g) without any delay inform the Beneficiaries about all essential issues (e.g. about any variation of the conditions at the basis of the present Agreement or about any modification that could influence the performance of the Project, the information activity or the payment of financing) connected to project implementation;
- h) notify the Beneficiaries and the Joint Secretariat / Managing Authority immediately of any event that could lead to a temporary or final discontinuation of the Project or any other deviation of the implementation of the Project;
- i) guarantee the sound financial management of the funds allocated for the implementation of the Project, including the separate set-up of the project accounting and the supporting documents storage system;
- j) be responsible for the verification that the expenditure declared by the Project Participants has been validated by the designated controller at national level and the expenditure declared by the Project Participants has been incurred only for the purpose of implementing the Project and that it corresponds to the activities agreed between the Project Participants in the frame of the approved Application Form;
- k) prepare and submit the Applications for Reimbursement together with the Project Progress Reports, the Final Project Progress Report and the Project Follow-up Reports (if relevant) to the Joint Secretariat keeping the deadlines indicated in the Subsidy Contract;
- l) transfer the EU contribution to the Beneficiaries according to the Application for Reimbursement approved by the Joint Secretariat, within **7 days** and in full – no specific charge or other charge with equivalent effect shall be levied which would reduce these amounts for the Beneficiaries;
- m) ensure that all Beneficiaries are involved in the decision making regarding to the Project, and especially agree with the Beneficiaries before submitting any request for reallocation between budget lines and for an amendment of the Subsidy Contract / Partnership Agreement to the Joint Secretariat / Managing Authority.
- n) support the Beneficiaries in implementing their obligations by giving them the correct information, indications and clarifications on the procedures;
- o) make sure that all Project Participants comply with EU and national legislation including rules on public procurement, State aid, publicity, furthermore rules on environmental protection and equal opportunities;

- p) report in accordance with the existing legislation and national / regional guidelines if the project activities contain elements of State aid;
- q) implement its individual part of the Project accordingly;
- r) enable the responsible bodies to carry out their audit and monitoring / evaluation / activities;
- s) guarantee the systematic collection and the safe storage of all the documentation regarding project expenditure and activities;
- t) keep a copy of all project documents prepared by the Project Participants or other bodies;
- u) carry out project level accounting;
- v) ensure that no double funding or double reporting of expenditure takes place;
- w) review the appropriate spending of the EU contribution by the Beneficiaries, the condition of the Beneficiaries' project part and the preparation of the required documents and records for the project closure.

Article 6

Obligations of the Beneficiaries

1. In particular, each Beneficiary shall:
 - a) support the Lead Beneficiary in fulfilling its tasks as stipulated in the Subsidy Contract and its annexes;
 - b) without any delay provide the Lead Beneficiary with any information needed to draw up the Project Reports, the Final Project Report and the Project Follow-up Reports (if relevant), react on any request by the Managing Authority or the Joint Secretariat, or provide any further information needed by the Lead Beneficiary;
 - c) assure the smooth implementation of the part of the Project they are responsible for in accordance with the Subsidy Contract and its annexes;
 - d) inform the Lead Beneficiary immediately about any circumstances that could lead to a temporary or final discontinuation of the Project part or any other deviation of the implementation of the Project part, including any variations to its part of project budget or work plan;
 - e) appoint a contact person for the implementation of the part of the Project under their responsibility;
 - f) contribute to overall project aims according to their part undertaken with due care and motivation, completing their activities foreseen for each reporting period of the project implementation;
 - g) maintain either a separate accounting system or an adequate accounting code for all transactions related to the Project part;

- h) inform the Lead Beneficiary on the details of the bank account¹ to which the EU contribution of the Beneficiary shall be transferred, furthermore the Lead Beneficiary must be informed about any changes concerning the bank account;
- i) co-operate with the Lead Beneficiary for the effective implementation of the Project, actively take part in decision making during the Project;
- j) have its expenditures incurred in the given reporting period, verified by the designated controller and submit the Declaration on Validation of Expenditure issued by the controller to the Lead Beneficiary in due time. (The reimbursement of expenditure of the Beneficiaries not covered by Declarations on Validation of Expenditure in the given reporting period can be requested only for the next reporting deadline following the reporting period concerned. Preparation costs can be validated and requested only in the first reporting period.);
- k) comply with EU- and national rules, including rules on public procurement, State aid, publicity, further rules on environmental protection and equal opportunities;
- l) report in accordance with the existing legislation and national/regional guidelines if the Project activities contain elements of State aid;
- m) guarantee the systematic and safe collection of all the documentation regarding its part of project expenditure and its transmission to the Lead Beneficiary, as well as to guarantee the access to documents to all the representatives of the institutions in charge of verifications and to the bodies authorised to monitor or audit the Project;
- n) not subcontract 100% of the activities from their part of the Project;
- o) be responsible for the sound financial management of the funding allocated to its project part, including the arrangements for recovering amounts unduly paid (EU contribution, State contribution, if relevant, and other public contribution).

Article 7

Responsibilities of the Lead Beneficiary and of the Beneficiaries

1. The Lead Beneficiary solely assumes responsibility for the entire Project towards the Managing Authority as defined in the Subsidy Contract.
2. Each Beneficiary is directly and exclusively responsible to the Lead Beneficiary for the due implementation of its respective project part and for the proper fulfilment of its obligations as set out in the Partnership Agreement and in the Application Form. Should a Project Participant not fulfil its obligations under this Agreement in due time, the Lead Beneficiary shall admonish the Project Participant to fulfil them within a reasonable period of time. The Project Participants undertake to find a rapid and efficient solution. Should the non-

¹ The details of the bank accounts per Beneficiary form Annex 1 to the present Agreement.

fulfilment continue, the Lead Beneficiary may decide to debar the Project Participant concerned from the Project with approval of the other Project Participants. The Joint Secretariat and the Managing Authority shall be promptly informed of such an intended decision by the Lead Beneficiary and the change in the partnership has to be approved according to the provisions set out in the Project Implementation Handbook.

3. The Lead Beneficiary and each Beneficiary shall take the financial responsibility for the EU contribution and, if relevant, the related State contribution it has received for its project part.
4. In case of irregularities the Lead Beneficiary bears the overall responsibility towards the Managing Authority for the repayment of the EU contribution amounts unduly paid, with interest charged. By way of the derogation from this principle, if the irregularity is committed by a Beneficiary, the concerned organisation shall repay to the Lead Beneficiary the amounts unduly paid. When amounts unduly paid to a Beneficiary cannot be recovered, due to negligence of the Lead Beneficiary, the Lead Beneficiary shall remain responsible for the repayment.

Article 8

Reporting obligations of the Beneficiaries

1. The Lead Beneficiary can only submit an Application for Reimbursement to the Joint Secretariat by providing proof of progress of the Project. Therefore, in order to provide adequate information on the progress of the Project, each Beneficiary has to submit a Beneficiary Report to the Lead Beneficiary consisting of an activity report describing the activities carried out with their outputs and results during the reporting period and a financial report presenting the financial progress of the Project part compared to the approved Application Form.
2. The Beneficiaries have to respect the reporting deadlines of the Subsidy Contract and have to submit their Beneficiary Report and Declaration on Validation of Expenditure to the Lead Beneficiary in due time, until **15 calendar days from the end date of each reporting periods**. Beneficiary Reports and Declarations on Validation of Expenditure not submitted to the Lead Beneficiary within the set deadline will not be included in the Project Report (or any other report) and Application for Reimbursement of the Lead Beneficiary to be submitted to the Joint Secretariat.
3. The Beneficiary Reports should be drawn up in Euro. The Beneficiaries shall convert into Euro the amounts of expenditure in the list of invoices incurred in national currency before submission for verification to the responsible controller. The expenditures shall be converted as described in the Subsidy Contract. The exchange rate risk is borne by the Beneficiary concerned.

Article 9

Audits

1. For audit purposes each Project Participant shall:
 - a) retain all files, documents, receipts and data about the Project at least within the timeframe stipulated in Article 140(1) of the CPR and further detailed in the Project Implementation Handbook, either in original or as certified copies on commonly used data media safely and orderly;
 - b) enable the Managing Authority, Certifying Authority, Audit Authority, the responsible auditing bodies of the European Union and the auditing bodies of the Member State it is based in to audit the proper use of funds;
 - c) provide these authorities with any information about the Project they request;
 - d) provide them access to the databases, the accounting books and accounting documents and other documentation related to the Project, whereby the auditing bodies decide on this relation, within the timeframe stipulated in Article 140(1) of the CPR and further detailed in the Project Implementation Handbook;
 - e) provide them access to the place where the Project has been implemented and their business premises during the ordinary business hours and also beyond these hours by arrangement and allow them to carry out on-the-spot-checks related to the Project within the timeframe stipulated in Article 140(1) of the CPR and further detailed in the Project Implementation Handbook;
 - f) without any delay provide the Lead Beneficiary with any information needed in connection to such an audit.

Article 10

Information and publicity

1. Any publicity measure undertaken by any of the Project Participants shall be conducted in accordance with the rules on information and publicity laid down in the Project Communication Guidelines for the Projects in the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020.
2. Information and publicity measures shall be co-ordinated among the Project Participants. Each Project Participant is equally responsible for promoting the fact that financing for the Project is provided from EU contribution within the framework of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 and is responsible for ensuring the adequate promotion of the Project.
3. The Project Participants take note of the fact that the results of the Project as well as any study or analysis produced in the course of the Project can be

made available to the public and they agree that the results of the Project shall be available for all Project Participants and for the public free of charge.

4. The Project Participants agree that the Lead Beneficiary may provide the Joint Secretariat / Managing Authority or other programme management bodies to publish, in whatever form, unrestricted as far as data protection is concerned, and on or by whatever medium, with the following information:
 - title of the Project;
 - the name of the Lead Beneficiary and the other Beneficiaries;
 - the amount granted and the EU co-financing rate;
 - the purpose of the contribution (i.e. the overall objective of the Project);
 - the geographical location of the Project;
 - project results, evaluations, summaries;
 - any other information about the Project if considered relevant.

Article 11

Ownership – Use of Results

1. The Parties undertake to enforce the applicable law on intellectual property rights, regarding any outcome that might be produced during the implementation of the Project.
2. Unless formally stipulated otherwise by the Parties, ownership of the results of the Project, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested to the Project Participants.
3. Without prejudice to the previous paragraph, the Project Participants grant the Joint Secretariat and the Managing Authority the right to make free use of the results of the Project, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.
4. The Project Participants agree that owners of the investments are the following:
 - **[investment owner's name] is the owner of the [name of investment]**
 - **[investment owner's name] is the owner of the [name of investment]**
 - **[investment owner's name] is the owner of the [name of investment]**
5. The Project Participants agree that owners of the Project outputs/deliverables are the following:
 - **Kindergarten Cvrčak Virovitica is the owner of the projector, project screen, chairs, 4 microscopes, 2 lockers, tubes, measuring cups, 4 basic laptops, photo camera, set of sound equipment (mixer with amplifier, sound box, speakers and speaker stands, microphones, cables, sponges), 1 oven for clay, protective clothes, musical instruments, CD's with songs, sport equipment (balls, tunnel for**

children's grovelling), publication "Tradicional games from our area", training material for educators;

- Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs is the owner of the mini football playground, set of sound equipment (mixer with amplifier, sound box, speakers and speaker stands, microphones, cables, sponges), digital camera, paravan, dolls for theatre, binoculars, set of equipment for analysing water, 5 thermometers, 1 projector, 1 holder for projector, 1 project screen, publication "Mini collected paper", brochures with DVD's;
 - Development Agency VTA does not own anything from this Project.
6. The Lead Beneficiary and the Beneficiaries commit themselves to establish and maintain an inventory of all fixed assets acquired, built or improved within the Project.
7. As to the sustainability of project results after the end of the implementation period, further as to the steps to be taken after project closure, the Project Participants agree on the following activities and designate the following rights and duties within the project partnership:
- a) Kindergarten Cvrčak Virovitica through this project will accomplish cooperation with the kindergarten from Hungary. Among those two institutions there was no cooperation so far. Project activities will enable the exchange of knowledge and experience among the educators in order to improve the way of working with children, which is one of the main project results. Workshops will include children between 3 to 7 years, their educators, staff members and other indirect target groups. Team work, cooperation and equal opportunities are also provided to children with disadvantages included into project. After the end of the implementation period, kindergarten will continue cooperation with foreign educational institutions in this region. Project activities location includes the City of Virovitica and place of Otrovanec in Virovitica Podravina County (Croatia). The amount of total eligible costs of the project is 55.247,19 EUR, from which 46.960,11 EUR is EU contribution (85%) and 8.287,08 EUR is own contribution (15%);
- b) Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs through this project will organize joint activities and workshops for children between 3 to 7 years (including children with disadvantages and minorities), educators and other target groups. Emphasize will be on education for pre-school children, team work, cooperation and equal oportunities. After the end of the implementation period, kindergarten will continue cooperation with foreign educational institutions in this region. Project activities location includes the City of Pecs in Hungary. The amount of total eligible costs of the project is 52.693,21 EUR, from which 44.789,22 EUR is EU contribution (85%), 5.269,33 EUR is National contribution (10%) and 2.634,67 EUR is own contribution (5%);
- c) Development Agency VTA continues cooperation with educational institutions in this area and its role is very important due to valuable

experience in implemented projects. Also, organization will be responsible for organizing one educational study trip for target group of this project. Project activities location includes the City of Virovitica and place of Otrovanec in Virovitica Podravina County (Croatia). The amount of total eligible costs of the project is 6.925,80 EUR, from which 5.886,93 EUR is EU contribution (85%) and 1.038,87 EUR is own contribution (15%)

8. In connection to the revenues generated after project closure, the Project Participants – taking into account the provisions of Article 61 of the CPR – agree on the following rules:
 - **The Project will not generate any revenues**
9. In case of purchase costs co-financed, the owners shall not substantially modify their respective project parts affecting its nature or its implementation conditions or giving to a firm or a public body an undue advantage; and resulting either from a change in the nature of ownership of an item of infrastructure or the cessation or relocation of a productive activity outside the programme area at least within five years from the end date of the Project (final eligibility date of expenditures for the Project), except where State aid rules provide for a different period.

Article 12

Changes in the project partnership

1. Being aware of the fact that all changes in the project partnership need an approval of the Monitoring Committee and that the Managing Authority is entitled to withdraw from the Subsidy Contract if the number of Beneficiaries falls below the minimum number of participants, the Project Participants agree not to back out of the Project unless there are unavoidable reasons for it.
2. In case a Project Participant withdraws from the Project or is debarred from it, the remaining Project Participants shall undertake to find a rapid and efficient solution to ensure further proper project implementation without any delay. Consequently, the Project Participants shall endeavour to cover the contribution of the withdrawing Project Participant, either by assuming its tasks by one or more of the remaining Project Participants or by asking a new Project Participant to join the project partnership, regarding the respective programme provisions.
3. The Lead Beneficiary shall inform the Joint Secretariat and the Managing Authority as soon as changes in the project partnership are foreseeable. The changes in the partnership enter into force only after approval by the Monitoring Committee.
4. The provisions set for audits in Article 9 remain applicable to the Project Participant that backed out of the Project or was debarred from the Project.

Article 13

Irregularities and the repayment of funds

1. If the Managing Authority should – based on the provisions of the Subsidy Contract – request the repayment of EU contribution from the Lead Beneficiary, the latter shall call upon the Beneficiary that had caused the irregularity resulting in the repayment of the EU contribution unduly paid according to the request of the Managing Authority.
2. The Beneficiary in question has to repay the requested EU contribution together with the interests chargeable to the Lead Beneficiary.
3. The Beneficiary has to respect the deadline given by the Managing Authority to the Lead Beneficiary for the repayment of the EU contribution. The Beneficiary has to transfer the requested EU contribution together with the interests chargeable to the Lead Beneficiary **20** days before the deadline set for the Lead Beneficiary.

Article 14

Co-operation with third parties, assignment

1. In case of co-operation with third parties (e.g. concluding sub-contracts) the Beneficiary shall remain the sole responsible toward the Lead Beneficiary concerning the compliance with its obligations as set out in the present Agreement. Any contracts with third parties will have to be concluded in accordance with EU- and national legislation. No Project Participant shall have the right to transfer its rights and obligations to third parties. The Lead Beneficiary shall be informed by the Beneficiary about the subject and party of any contract concluded with a third party.
2. In case of legal succession, e.g. when the Project Participant changes its legal form, the Project Participant is obliged to transfer all duties under this Agreement to the legal successor. The Beneficiary shall notify the Lead Beneficiary in written form within **5** days. The Lead Beneficiary shall notify the Joint Secretariat according to the provisions set out in the Subsidy Contract.

Article 15

Language

1. The working language of the partnership shall be **English for Hungarian Beneficiary and Croatian for Croatian Beneficiary**. Any official internal document of the Project shall be made available in English.
2. Present Agreement is concluded in English. In case of translation of this Agreement and its annexes into another language the English version shall prevail.

Article 16

Applicable law (liability and *force majeure*)

1. Present Agreement is governed by the **Croatian Law**, being the law of the country of the Lead Beneficiary. Each Project Participant shall be liable to the other Project Participants and shall indemnify for any damages or costs resulting from the non-compliance of its contractual duties as set forth in this Agreement.
2. No Party shall be held liable for not complying with the obligations ensuring from this Agreement should the non-compliance be caused by *force majeure*. In such a case, the Project Participant involved must announce this immediately in writing to the other Project Participants.

Article 17


Concluding provisions

1. Any amendments to this Agreement shall be in writing and shall be signed by all Parties.
2. In case of discrepancies between the Subsidy Contract and this Partnership Agreement, the Subsidy Contract shall prevail.
3. Amendments and supplements to the present Agreement and any waiver of the requirement of the written form must be in written form and have to be indicated as such. The Lead Beneficiary shall notify the Joint Secretariat and the Managing Authority of any amendment or supplement to the present Agreement.
4. If any provision in this Agreement should be wholly or partly ineffective, the rest of the provisions remain binding for the Parties. In such cases the Parties undertake to replace the ineffective provision by an effective one which comes as close as possible to the purpose of the ineffective one.
5. The Parties commit themselves to take measures in order to ensure that all staff members carrying out work within the Project respect the confidential nature of information regarded as such, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Beneficiary and the Project Participant that provided the information.
6. The Parties will make efforts to settle any disputes arising from this Agreement out of court. In case an agreement cannot be made in due time, the Parties herewith agree that **Municipal Court in Virovitica, Tomaša Masaryka 8, Virovitica** shall have competence to rule in all legal disputes arising from this Agreement.
7. 6 original copies will be made of this Agreement of which each Party keeps one original, while three originals are attached to the Subsidy Contracts.


8. The Parties signing the Partnership Agreement have fully understood and accepted the contents of the Subsidy Contract and undertake the activities and responsibilities in the meaning as included therein.

Name of Lead Beneficiary:	Kindergarten Cvrčak Virovitica
Name and title of legally authorised representative:	Anka Tomac, Head of Institution
Place, date and stamp:	Virovitica, May 12 th 2017.
Signature:	



Name of Beneficiary n. 1:	Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs
Name and title of legally authorised representative:	Gabor Zoltan Gyorvari, Head of Institution
Place, date and stamp:	Pecs, May 12 th 2017.
Signature:	



Name of Beneficiary n. 2:	Development Agency VTA
Name and title of legally authorised representative:	Tihana Harmund, Head of Institution
Place, date and stamp:	Virovitica, May 12 th 2017.
Signature:	



* Tables to be copied according to the number of Parties. A given copy of the Partnership Agreement is **only valid if all Parties have signed it.**

Annexes to the Partnership Agreement

Annex 1 – Details of the bank accounts to which the EU contribution of the Beneficiaries shall be transferred, data (name and address of bank, IBAN number and SWIFT code of the account) per Beneficiary.



Pejačevićeva 1
Virovitica
Tel: 033/801-545
Fax: 033/729-000
Email: djecji-vrtic-cvrcak@vt.t-com.hr
KLASA: 601-02/16-01/37
URBROJ: 2189-40-2016-112

In Virovitica, May 15th 2017.

Subject: Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Application Form ID: HUHR/1601/4.1.2/0005

Project acronym: 4E4K

Project title: 4 Elements 4 Kids from cross border co-operation and education adjusted for pre-school children

Regarding to the Annex to the Partnership Agreement that is required, **Kindergarten Cvrčak Virovitica**, as **Lead Beneficiary**, provides all necessary information about the bank account to which fundings for the project 4E4K shall be transferred, below as follows:

Name of the Bank: ZAGREBAČKA BANKA D.D.

Address of the Bank: ZAGREB, TRG BANA JOSIPA JELAČIĆA 10

IBAN number: HR0623600001502095217

SWIFT code of the account: ZABHR2X

Sincerely,



Head of Institution
Anka Tomac

Virovitica, May 11th 2017.

Subject: Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Application Form ID: HUHR/1601/4.1.2/0005

Project acronym: 4E4K

Project title: 4 Elements 4 Kids from cross border co-operation and education adjusted for pre-school children

Regarding to the Annex to the Partnership Agreement that is required, **Croatian Nursery, Elementary and Secondary School and Students Hostel "Miroslav Krleža" Pécs**, as **Beneficiary 1**, provides all necessary information about the bank account to which fundings for the project 4E4K shall be transferred, below as follows:

Name of the Bank: K&H BANK Zrt.

Address of the Bank: 1095 Budapest, Lechner Odon fasor 9.

IBAN number: HU94104007790003016700000005

SWIFT code of the account: OKHBHUHB

Sincerely,



Gabor Zoltan Gyorvari

Head of Institution



Virovitica, May 15th 2017.

Subject: Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Application Form ID: HUHR/1601/4.1.2/0005

Project acronym: 4E4K

Project title: 4 Elements 4 Kids from cross border co-operation and education adjusted for pre-school children

Regarding to the Annex to the Partnership Agreement that is required, **Development Agency VTA**, as **Beneficiary 2**, provides all necessary information about the bank account to which fundings for the project 4E4K shall be transfered below as follows:

Name of the Bank: ZAGREBAČKA BANKA D.D.

Address of the Bank: ZAGREB, TRG BANA JOSIPA JELAČIĆA 10

IBAN number: HR1723600001502102876

SWIFT code of the account: ZABAHR2X

Sincerely,



Tikana Harmund, dipl.oec
Head of Institution

A handwritten signature in black ink, appearing to read 'Tikana Harmund', written over a horizontal line.