



EWOCA<sup>3</sup> – 3 PARTNERS\_ 3 WORKCAMPS\_ 3 COUNTRIES\_

## GUIDELINES

### 1. Validity of the guidelines

The International Association for Education and Exchange (IBB e.V.) needs to guarantee the economical and proper use of the funding provided. This is true also of the ewoca<sup>3</sup> programme. Thus, these guidelines apply to the partnerships which are funded by ewoca<sup>3</sup> within the framework of the funding agreement.

### 2. Project

#### a. Funding

ewoca<sup>3</sup> funds already existing or new trilateral partnerships between youth work organisations<sup>1</sup> for a duration of three years. The project partnerships are chosen once, and then apply yearly. The central activities of the ewoca<sup>3</sup> partnerships are three trinational workcamps<sup>2</sup> of at least two weeks each, to support the sustainable development and modernisation of the participating youth work organisations. ewoca<sup>3</sup> wants to open the doors to intercultural exchanges, specifically for young people with special support needs<sup>3</sup> aged between 16 and 27 years. For each project partner, at least six youths travel to each camp, so a total of about 20 youths is directly involved in each camp.

For each workcamp, the partners can apply for funding of up to 15 000 €. The funding applied for has to, at least, be matched with own funds, so funding by ewoca<sup>3</sup> may not

<sup>1</sup> These include youth centres, youth groups, local youth meeting spaces, youth associations or youth leagues, sections and units of youth organisations, and youth welfare organisations. The youth work organisations should operate in a non-profit fashion and may be public, independent, church-based, municipal, social, etc. institutions.

<sup>2</sup> A „workcamp / camp“ within the framework of ewoca<sup>3</sup> is a project-oriented youth encounter: Besides working together on a results-oriented project, educational units and recreational activities are focused upon.

<sup>3</sup> In North Rhine-Westphalia this specifically means youths not attending a grammar school, apprentices, unemployed youths, youths with migrant backgrounds, from difficult social / financial backgrounds, and / or from boroughs with "special redevelopment needs". In other European countries youths from difficult social / financial backgrounds, from boroughs with "special redevelopment needs" or from rural regions are focused on.

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exceed 50% of the total costs. This self-provided part can consist of voluntary work and services (working hours, materials, accommodation, meals) for up to 40%. The remaining 60% can be provided by own funds, grants or donations from private or public sources from the countries of all three partners. For this part of self-provided funding, cash flow has to be verifiable.

#### b. ewoca<sup>3</sup> partners

Each ewoca<sup>3</sup> partnership is formed by one youth work organisation from North Rhine-Westphalia (NRW) and two youth work organisations from EU member states, Eastern Europe (Russia, Ukraine, Belarus), South-Eastern Europe (Bosnia and Herzegovina, Serbia, Montenegro) or Turkey. The German youth work institution is contractually responsible towards IBB e.V. regarding the activities of the partnership within the framework of ewoca<sup>3</sup>. It is significantly responsible for the implementation of the workcamps, the correct and timely transmission of the case and financial reports, as well as budget plans and project descriptions of the second and third workcamps. The agreements necessary for this matter are part of the partnership.

Applicants and project partners should be public, independent, church-based, municipal or social youth work institutions, such as youth centres, youth meeting spaces, youth associations or youth leagues and similar organisations.

#### c. Duration

The ewoca<sup>3</sup> project commences on the day of signing of the funding agreement between IBB e.V. and the applying organisation from NRW and concludes with the end of the year 2017. Workcamps are approved separately each year, dependent on the approval of grants by the Federal State of North Rhine-Westphalia.

#### d. Important dates for project partners

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In the beginning of each project year an ewoca<sup>3</sup> congress takes place, aimed at exchange and quality assurance. Each partner organisation sends 1 person working on the realisation of the project.

To further the networking between project partners from NRW, IBB e.V. will organise two regional networking meetings each year.

Each year, the partners send one of their workcamp leaders to the camp leader training offered by IBB e.V.

e. Continuing support by IBB e.V.

IBB e.V. provides a contact person to consult the projects in all questions regarding the project realisation, as well as questions regarding the subject matter or regarding finances. In case of questions regarding the partnership or the current workcamp, the youth work institutions contact IBB e.V. as soon as possible. The same is true for all circumstances which may result in changes to the programme or the partnership.

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### 3. Budget planning and accounting

#### f. Call for funds

For each workcamp two separate payments are made: At first 80% of the amount applied for will be transferred no earlier than 2 months before the beginning of the workcamp, and following final accounting the remainder is paid out.

The final approval for the second and third workcamp is given after the respective project sketch and budget plan have been handed in. Regarding the second and third workcamp, these will be handed in to IBB e.V. no later than the 31st of January before the commencement of the respective workcamp.

It is the sole responsibility of the applicant to request the approved funds four weeks prior, using the designated form „call for funds“. The final budget plan has to be handed in by then.

Changes to the budget plan, which exceed 20% of the amount of items affected by the shifting, have to be reported and motivated in writing to IBB e.V. immediately.

IBB e.V. will only transfer the amounts requested using the „call for funds“ form and only to a single bank account of the fund recipient.

All funds granted are fixed to fiscal years and expire at the end of a calendar year.

Immediately after the bank account of the contract partner has received the funds, a receipt of payment has to be handed in to IBB e.V., without any further requests.

#### g. Use of funds

The contract partner may use the funds provided by IBB e.V. solely within the framework of the workcamp mentioned in the funding agreement and the project descriptions.

All funds have to be used as economically and frugally as possible.

Any expenditures occurring before the signing of the funding agreement will not be reimbursed to the contract partner, not even partially.

Unused funds have to be repaid no later than the final report on the expenditure of funds, using the project number provided by IBB e.V. and the following bank account.

KD-Bank eG

BLZ 350 601 90

Account-No. 2100 203 017

Regarding the right of repayment on the part of IBB e.V., the contract partner waives its plea of the statute of limitations, effective immediately.

#### h. Principles regarding specific expenditure types

##### **Personnel expenses**

Personnel expenses can be accounted for as a part of the project, provided the position is not already funded by the Federal State of NRW.

Accounting is done using activity reports and appropriate salary statements. When accounting for personnel costs, the prohibition on unfair advantages has to be respected. According to this rule, employees of project partners may not receive salaries or financial remuneration that puts them at an advantage compared to equivalent employees of the Federal State or the municipalities.

##### **Administrative costs**

Administrative costs can not be claimed.

##### **Remuneration**

All remuneration has to be adapted to local circumstances. Remuneration for translators

and interpreters is based on typical national rates. The responsibility for the applicable classification (also regarding union agreements) lies with the organisations funded. However, the classifications mentioned in the approval letter or other writings that form the basis for the approval set upper limits. The same is true where voluntary labour is recognised.

### **Travel expenses**

As far as possible, the cheaper mode of transport has to be chosen. Travel expenses can only be reimbursed if an original ticket can be produced. In case private cars are used, lump sum payments (of currently 0,20 Euro per kilometre) can be made in accordance with the currently valid regulations of the Federal Ministry for Finances. Travel expenses exceeding the amount applied for and approved can not be reimbursed.

### **Accommodation**

Accommodation costs have to be documented using the original bills or receipts, which, as far as possible, separate between accommodation and meals.

If the youths are accommodated in facilities owned by the organisation or at campsites, the lump-sums mentioned in the annex can be counted as creditable donations.

### **Food**

The meals for participants in seminars, meetings, etc. should be, as far as possible, organised centrally, in order for accounting to be based on the total bill. If meals can not be organised centrally, or food is provided by the group itself, it is possible to account using lump-sums for food. In this case the fully filled-in and signed list of participants is relevant.

### **Cost of materials**

While acquiring approved materials is the responsibility of the funded organisations, it has to

- a) use all possibilities of price reductions, especially cash discounts, and

b) in the case of larger objects, with costs of 500 € and more, competitive offers have to be requested and the reasons for the decision have to be documented.

The contract partner has to report on the adherence to its commitments regarding a) and b) in the report on the expenditure of funds.

The contract partner has to insure the proper use, storage and service of the materials acquired. IBB e.V. does not cover running costs (e.g. energy costs, insurances, service, repair and replacement parts).

### **Rules regarding ownership**

Provided IBB e.V. did not enact any different rules, objects (machines, books, etc.) bought with the approved funds become the property of the contract partner.

Larger objects should be marked with a highly visible sign, indicating that they have been acquired with funds provided by the Federal State of NRW and Stiftung Mercator. Books acquired with ewoca³ funds should be marked with an equivalent bookplate.

## **4. Report on the expenditure of funds**

A report on the expenditure of the funds applied for has to be handed in to IBB e.V. no later than ten weeks after the end of each workcamp, together with a camp report.

Receipts have to be clearly ordered, filed and numbered and attached to the report on the expenditure of funds. The overview has to be based on the budget plan approved with the signing of the contract and individual expenditures have to be related to the items of this budget plan.

Receipts have to be handed in in the original.

Receipts have to include the information and attachments customary in business, especially recipient, reason and date of the payment. Receipts in other languages have to be translated into German or English. Accounting will be done in Euro. In case of expenditures

in other currencies, the receipt amounts have to be converted to Euro and the respective receipts of currency exchange have to be attached.

Voluntary labour and services have to be accounted for using a signed activity report, a receipt on the contribution of a donation, etc. The rates in the annex have to be respected.

Reports on the expenditure of funds have to be handed in both in paper form and electronically as an Excel-File to [ewoca@ibb-d.de](mailto:ewoca@ibb-d.de).

## 5. Reports

The contract partner is obligated to report on the project to IBB e.V., regularly and without further requests. Camp reports have to be created at the end of the workcamps and handed in no later than ten weeks after the end of the activity.

Reports have to be created using the form „Project report“ and amended where necessary. The reports have to be written in German or English, irrespective of which partner creates them. In case the report is a translation, the partners have to guarantee the readability of the text.

Beyond that, the contract partner is, without further request, obligated to inform IBB e.V. on events which could influence the project significantly. This is specifically true for such circumstance or events, which may seem to endanger the realisation of the project or the attainment of its goals.

## 6. Publication

The results of the project funded by ewoca³ have to be published to the general public in appropriate ways.

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In any case, the workcamps should be presented to the general public on the ewoca<sup>3</sup> homepage using appropriate texts and image. Additionally, all partnerships receive their own profile in the context of the ewoca<sup>3</sup> blog. The ewoca<sup>3</sup> partnerships create materials appropriate for publishing on the homepage and the blog.

In all publications and events, the financial support by the Federal State of NRW and Stiftung Mercator, and the project organisation by IBB e.V. has to be mentioned. Appropriate image files of the logos are made available. The contract partner is not authorised to change the logo in any way or use it in any form different from those permitted by the approval guidelines.

Two specimen copies of each publication resulting from the funded project have to be made available to IBB e.V., quickly and free of charge.

## 7. Press and public relations work

IBB e.V. is keen to make sure that ewoca<sup>3</sup> partners approach the press and the public with regards to their projects. All public activities (e.g. press releases, invitations, programmes, events and merchandise) have to mention the funding by the Federal State of NRW and Stiftung Mercator. This sign has to be supplemented with the appropriate logos.

A specimen copy of each mention of ewoca<sup>3</sup> workcamps in the press has to be sent to IBB e.V. without further request.

IBB e.V. further reserves the right to inform the press and the public about the projects funded, the organisations and initiators and the amount of the funding in appropriate ways. For this purpose, the contract partner has to provide meaningful texts and images at short notice, if asked to.

In realising the project, the equality of women and men has to be continuously regarded as a guiding principle. All written works have to be formulated in gender-equitable language.

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## 8. Guarantee and liability

The contract partner is obligated to realise the project, funded by ewoca<sup>3</sup> as detailed in the specifications of this agreement, with the utmost care and guaranteeing the proper use of funds with regards to the goals of these guidelines.

## 9. Miscellaneous (Retraction, revocation, discontinuation)

In general, funding approvals, which have not been utilised at least partially, expire one year after the date of the written agreement, without any notice on the side of IBB e.V. necessary, except in cases where the contract partner and IBB e.V. agree in writing to extend this deadline prior to its passing.

IBB e.V. reserves the right to revoke the approval and reclaim the funds paid, if funding guidelines or separately communicated special conditions are not observed, especially if funds are not used expediently, the expenditure of funds is not being reported, or not on time, or the contract partner has violated other essential contractual obligations. In this respect, the contract partner waives its plea of the statute of limitations, effective immediately.

IBB e.V. reserves the right to discontinue the funding of a project in the future on important grounds. The same relates to cases where essential requirements for the realisation of the project cease to exist, or the goals of the project seem no longer attainable. The discontinuation of the project takes effect through a written statement to the contract partner.

In those cases, the enforcement of any claims on the side of the contract partner, including but not limited to completion and compensation, is explicitly excluded.

## 10. Annex

### Lump-sums regarding accommodation

|                   |        |
|-------------------|--------|
| Bed and breakfast | 22,- € |
| Half-board        | 27,- € |
| Full board        | 32,- € |

Lump-sum regarding food: 10,- € per day / person

Rates for voluntary labour (up to 10% of the self-contributed funds)

The working hours accounted for have to be documented using the form „Activity report“, and will be calculated as 10,- € / hour.

In the case of donations in kind, proforma bills have to be handed in.

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