## Wzór minimalnego zakresu umowy o współpracy ponadnarodowej w ramach PO KL



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| Umowa o współpracy ponadnarodowej |
| **Nazwa Programu Operacyjnego w Polsce: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Numer i nazwa Priorytetu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Numer i nazwa Działania: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Numer i nazwa Poddziałania: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Numer wniosku o dofinansowanie: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Tytuł projektu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Informacja o Partnerach Ponadnarodowych

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| **Partner nr 1 (Polski projektodawca )** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Typ organizacji** *(wybór z listy zamieszczonej w Załączniku na końcu umowy*) | | | | | | | | | | | | | | | | | | | | | | | |
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| **Osoba do kontaktów roboczych** | | | | | | | | | | | | | | | | |  | | | | |  | | |
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| **Partner nr 2** | | | | | | | | | | | | | | | | | |
| **Skrócona nazwa organizacji** | | | | | | | | **Pełna nazwa organizacji** | | | | | | | | | |
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| **Partner nr 3** | | | | | | | | | | | | | | | | | |
| **Skrócona nazwa organizacji** | | | | | | | | **Pełna nazwa organizacji** | | | | | | | | | |
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| **Partner nr 4** | | | | | | | | | | | | | | | | | |
| **Skrócona nazwa organizacji** | | | | | | | | **Pełna nazwa organizacji** | | | | | | | | | |
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| **Typ organizacji** *(wybór z listy zamieszczonej w Załączniku na końcu umowy*) | | | | | | | | | | | | | | | |
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| **Adres poczty elektronicznej** | | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
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| **Partner nr 5** | | | | | | | | | | | | | | | | | |
| **Skrócona nazwa organizacji** | | | | | | | | **Pełna nazwa organizacji** | | | | | | | | | |
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| **Typ organizacji** *(wybór z listy zamieszczonej w Załączniku na końcu umowy*) | | | | | | | | | | | | | | | |
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| **Osoba do kontaktów roboczych** | | | | | | | | | | | |  | | |  | |
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2. Opis współpracy ponadnarodowej

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| **Wspólne cele partnerów realizujących projekt we współpracy ponadnarodowej** |
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| **Planowane rezultaty i produkty** |
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| **Opis działań ponadnarodowych** | | | | | | | |
| **Liczba planowanych**  **działań : [ ]  Nazwa działania** | Daty rozpoczęcia i zakończenia działania | Miejsce realizacji działania | Partner odpowiedzialny za realizację działania | Inni partnerzy biorący udział w działaniu | Cele działania | Opis zadań | Planowane/zakładane rezultaty i produkty |
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*Jeśli to konieczne, należy stworzyć dodatkowe wiersze w tabeli dla kolejnych planowanych działań ponadnarodowych*

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| **Szczegółowy opis planowanych zadań i sposób ich realizacji przez każdego partnera w ramach poszczególnych działań ponadnarodowych** | | | | | |
| *Partner*  *Działania* | **Nr 1** | **Nr 2** | **Nr 3** | **Nr 4** | **Nr 5** |
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*Jeśli to konieczne, należy stworzyć dodatkowe wiersze w tabeli dla kolejnych planowanych zadań i sposobu ich realizacji**przez każdego partnera w ramach poszczególnych działań ponadnarodowych*

3. Postanowienia finansowe

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| Budżet przypadający na każdego partnera ponadnarodowego | | | | |
| Działanie | **Nr 1** | **Nr 2** | **Nr 3** | **Nr 4** | **Nr 5** | **Razem** |
| 1. Nazwa działania 1 | € | € | € | € | € | € |
| 2. Nazwa działania 2 | € | € | € | € | € | € |
| 3. Nazwa działania 3 | € | € | € | € | € | € |
| 4. Nazwa działania 4 | € | € | € | € | € | € |
| 5. Nazwa działania 5 | € | € | € | € | € | € |
| 6. Nazwa działania 6 | € | € | € | € | € | € |
| 7. Nazwa działania 7 | € | € | € | € | € | € |
| 8. Nazwa działania 8 | € | € | € | € | € | € |
| 9. Nazwa działania 9 | € | € | € | € | € | € |
| 10. Nazwa działania 10 | € | € | € | € | € | € |
| **Koszty ogółem** | € | € | € | € | € | € |

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| **Jakie są źródła finansowania działań ponadnarodowych realizowanych przez poszczególnych partnerów w ich krajach pochodzenia?** | | | | | | | | | | |
| **Partner** | **Nr 1** | | **Nr 2** | | **Nr 3** | | **Nr 4** | | **Nr 5** | |
| **Źródła finansowania** | Tak | Nie | Tak | Nie | Tak | Nie | Tak | Nie | Tak | Nie |
| Europejski Fundusz Społeczny |  |  |  |  |  |  |  |  |  |  |
| Inne europejskie źródła finansowania |  |  |  |  |  |  |  |  |  |  |
| Krajowe źródła finansowania |  |  |  |  |  |  |  |  |  |  |
| Wkład własny |  |  |  |  |  |  |  |  |  |  |
| Inne (włączając wkład rzeczowy) |  |  |  |  |  |  |  |  |  |  |
| *Jeśli tak, proszę określić poniżej* |  | | | | | | | | | |
|  | | | | | | | | | | |
| **Uwagi dot. źródeł finansowania, z których korzystają poszczególni partnerzy ponadnarodowi:** | | | | | | | | | | |

4. Zagadnienia organizacyjne

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| **Opis procedur organizacyjnych uzgodnionych dla partnerstwa ponadnarodowego:**  Jakie procedury obowiązują partnerów ponadnarodowych przy podejmowaniu decyzji?  Jaki system komunikacji będzie wykorzystywany do wymiany informacji, wypracowanych narzędzi i rezultatów w ramach partnerstwa ponadnarodowego (np.: intranet, biuletyn elektroniczny)?  Jakie są planowane procedury monitoringu i ewaluacji rezultatów? |
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| **Jaki(e) język(i) roboczy(e) obowiązuje(ą) w ramach partnerstwa?** |
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5. Podpisy partnerów

**Partner nr 1**

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| Data: |  | Pieczęć organizacji: |
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| Imię, nazwisko i stanowisko osoby/osób uprawnionej/ych do podejmowania decyzji wiążących w stosunku do partnera: |  |
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| Podpis: |  |

**Partner nr 2**

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| Data: |  | Pieczęć organizacji: |
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| Imię, nazwisko i stanowisko osoby/osób uprawnionej/ych do podejmowania decyzji wiążących w stosunku do partnera: |  |
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| Podpis: |  |

**Partner nr 3**

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| Data: |  | Pieczęć organizacji: |
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| Imię, nazwisko i stanowisko osoby/osób uprawnionej/ych do podejmowania decyzji wiążących w stosunku do partnera: |  |
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| Podpis: |  |

**Partner nr 4**

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| Data: |  | Pieczęć organizacji: |
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| Imię, nazwisko i stanowisko osoby/osób uprawnionej/ych do podejmowania decyzji wiążących w stosunku do partnera: |  |
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| Podpis: |  |

**Partner nr 5**

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| Data: |  | Pieczęć organizacji: |
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| Imię, nazwisko i stanowisko osoby/osób uprawnionej/ych do podejmowania decyzji wiążących w stosunku do partnera: |  |
|  |  |
| Podpis: |  |

Załącznik

**Typ organizacji**

|  |
| --- |
| (EFS) Instytucja Zarządzająca lub Instytucja Pośrednicząca na poziomie regionalnym lub centralnym |
| Jednostka samorządu regionalnego lub lokalnego |
| Przedsiębiorstwo |
| Organizacja pozarządowa |
| Instytucja finansowa |
| Instytucja doradcza |
| Organizacja pracodawców |
| Związek zawodowy |
| Izba handlowa, przemysłowa, rzemieślnicza |
| Organizacja edukacyjno - szkoleniowa |
| Organizacja rozwoju regionalnego |
| Agencja pośrednictwa pracy/zatrudnienia |
| Uniwersytet/szkoła wyższa, instytucja badawcza |
| Organizacja działająca na rzecz wsparcia grup  zagrożonych wykluczeniem społecznym |
| Instytucje ekonomii społecznej |
| Inne |

**Status prawny**

|  |
| --- |
| Instytucja publiczna |
| Jednostka samorządu regionalnego lub lokalnego |
| Przedsiębiorstwo handlowe |
| Stowarzyszenie lub organizacja non-profit |
| Fundacja |
| Inne |



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| Transnational Agreement |
| **Operational Programme in Poland: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Number and name of Priority axis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Number and name of Measure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Number and name of Submeasure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Number of application for assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Title of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Description of the Transnational Partners

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| **Partner n°1 (Polish project promoter)** | | | | | | | | | | | | | | | | | |
| **Organisation name (acronym)** | | | | | | | **Organisation name (full)** | | | | | | | | | | |
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| **Type of organisation** *(see choice of European categories in the annex*) | | | | | | | | | | | | | | | |
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| **Legal status** *(see choice of European categories in the annex*) | | | | | | | | | | | | | | | |
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| **Web site** | | | | | | | | | | | | | | | | |
|  | http:// | | | | | | | | | | | | | |  | |
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| **Contact person** | | | | | | | | | | | |  | | |  | |
| **Title** | |  | | **First name** |  | | | | **Surname** | | | | |  | | | |
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| **Telephone** | | | | | | |  | + | |  | | |  | |  | |
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| **Fax** | | | | | | |  | + | |  | | |  | |  | |
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| **E-mail** | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
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| **Postal address** | | | | | | |  | | | | |  | | |  | |
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| **Postcode** | | | |  | | |  | **Town/City** | | | | |  | | | |
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| **Partner n°2** | | | | | | | | | | | | | | | | | |
| **Organisation name (acronym)** | | | | | | | **Organisation name (full)** | | | | | | | | | | |
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| **Type of organisation** *(see choice of European categories in the annex*) | | | | | | | | | | | | | | | |
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| **Legal status** *(see choice of European categories in the annex*) | | | | | | | | | | | | | | | |
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| **Web site** | | | | | | | | | | | | | | | | |
|  | http:// | | | | | | | | | | | | | |  | |
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| **Contact person** | | | | | | | | | | | |  | | |  | |
| **Title** | |  | | **First name** |  | | | | **Surname** | | | | |  | | | |
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| **Telephone** | | | | | | |  | + | |  | | |  | |  | |
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| **Fax** | | | | | | |  | + | |  | | |  | |  | |
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| **E-mail** | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
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| **Postcode** | | | |  | | |  | **Town/City** | | | | |  | | | |
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| **Country** | | | |  | | | |  | | | | |  | | | |
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| **Partner n°3** | | | | | | | | | | | | | | | | | |
| **Organisation name (acronym)** | | | | | | | **Organisation name (full)** | | | | | | | | | | |
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| **Type of organisation** *(see choice of European categories in the annex*) | | | | | | | | | | | | | | | |
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| **Legal status** *(see choice of European categories in the annex*) | | | | | | | | | | | | | | | |
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| **Web site** | | | | | | | | | | | | | | | | |
|  | http:// | | | | | | | | | | | | | |  | |
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| **Contact person** | | | | | | | | | | | |  | | |  | |
| **Title** | |  | | **First name** |  | | | | **Surname** | | | | |  | | | |
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| **Telephone** | | | | | | |  | + | |  | | |  | |  | |
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| **Fax** | | | | | | |  | + | |  | | |  | |  | |
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| **E-mail** | | | | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
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| **Postal address** | | | | | | |  | | | | |  | | |  | |
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| **Postcode** | | | |  | | |  | **Town/City** | | | | |  | | | |
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| **Country** | | | |  | | | |  | | | | |  | | | |
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2. Description of the Transnational Co-operation

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| **Joint objectives of the transnational partners** |
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|  |
| --- |
| **Expected results and products** |
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| **Description of the different transnational activities** | | | | | | | |
| **Total number of planned activities : [ ]  Activity titles** | Starting and ending dates of implementation | Place where activity to be carried out | Partner in charge | Other partner(s) taking part in the activity | Objectives of the activity | Description of tasks | Expected results and products |
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| *If necessary, add extra lines for any further planned transnational activities* | | | | | | | |

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| **Detail of the planned tasks and means implemented by each partner, for each transnational activity** | | | | | |
| *Partner*  *Activities* | **N°1** | **N°2** | **N°3** | **N°4** | **N°5** |
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*If necessary, add extra lines for any further planned tasks and means implemented by each partner, for each transnational activity*

3. Financial Arrangements

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| --- | --- | --- | --- | --- |
| Budget per transnational partner | | | | |
| Activity | **N°1** | **N°2** | **N°3** | **N°4** | **N°5** | **Total** |
| 1. Title of activity 1 | € | € | € | € | € | € |
| 2. Title of activity 2 | € | € | € | € | € | € |
| 3. Title of activity 3 | € | € | € | € | € | € |
| 4. Title of activity 4 | € | € | € | € | € | € |
| 5. Title of activity 5 | € | € | € | € | € | € |
| 6. Title of activity 6 | € | € | € | € | € | € |
| 7. Title of activity 7 | € | € | € | € | € | € |
| 8. Title of activity 8 | € | € | € | € | € | € |
| 9. Title of activity 9 | € | € | € | € | € | € |
| 10. Title of activity 10 | € | € | € | € | € | € |
| **Total cost** | € | € | € | € | € | € |

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| **How are the transnational activities of each partner funded in their country of origin?** | | | | | | | | | | |
| **Partner** | **N°1** | | **N°2** | | **N°3** | | **N°4** | | **N°5** | |
| **Funding source** | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| European Social Fund |  |  |  |  |  |  |  |  |  |  |
| Other European funding |  |  |  |  |  |  |  |  |  |  |
| National funding |  |  |  |  |  |  |  |  |  |  |
| Self-funding |  |  |  |  |  |  |  |  |  |  |
| Others (including contributions in-kind) |  |  |  |  |  |  |  |  |  |  |
| *If yes, please stipulate below* |  | | | | | | | | | |
|  | | | | | | | | | | |
| **Eventual comments on the types of funding used by the different partners :** | | | | | | | | | | |

4. Organisational Arrangements

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| --- |
| **Description of the modes of organisation agreed for the transnational partnership:**  What procedures have been arranged for decision-making between the transnational partners?  What means of communication have been implemented for sharing information, working tools and results within the transnational partnership (e.g. intranet, electronic newsletter)?  What are the planned procedures for monitoring and evaluation of the results? |
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| **What is(are) the working language(s) within the partnership?** |
|  |

5. Partner Signatures

**Partner n°1**

|  |  |  |
| --- | --- | --- |
| Date : |  | Organisation’s stamp: |
|  |  |
| Name and job title of the legal (or delegated) representative/s: |  |
|  |  |
| Signature : |  |

**Partner n°2**

|  |  |  |
| --- | --- | --- |
| Date : |  | Organisation’s stamp: |
|  |  |
| Name and job title of the legal (or delegated) representative/s: |  |
|  |  |
| Signature : |  |

**Partner n°3**

|  |  |  |
| --- | --- | --- |
| Date : |  | Organisation’s stamp: |
|  |  |
| Name and job title of the legal (or delegated) representative/s: |  |
|  |  |
| Signature : |  |

**Partner n°4**

|  |  |  |
| --- | --- | --- |
| Date : |  | Organisation’s stamp: |
|  |  |
| Name and job title of the legal (or delegated) representative/s: |  |
|  |  |
| Signature : |  |

**Partner n°5**

|  |  |  |
| --- | --- | --- |
| Date : |  | Organisation’s stamp: |
|  |  |
| Name and job title of the legal (or delegated) representative/s: |  |
|  |  |
| Signature : |  |

Annex

**Type of organisation**

|  |
| --- |
| (ESF) managing authority or intermediate body at national or regional level |
| Regional or local authority |
| Enterprise |
| NGO |
| Financial institution |
| Consultancy |
| Employers organisation |
| Trade Union |
| Chamber of commerce, industry, crafts |
| Education and training organisation |
| Regional development organisation |
| Employment agency or service |
| University, research organisation |
| Organisation providing support and guidance for disadvantaged groups |
| Institutions of social economy |
| Other |

**Legal status**

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| Public institution |
| Regional or local authority |
| Commercial enterprise |
| Non profit organisation or association |
| Foundation |
| Other |