



### **Deliverable 4.3**

## **Model Contracts, Reporting Templates**

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### Document Control Page

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## Executive summary

This deliverable presents the contract template to be used for the selected school-development projects along with reporting templates to facilitate the communication of the results and outcomes of the projects.

Chapter 1 presents the model contract for the bilateral agreements between IEP (for Greek Schools), NUCLIO (for Portuguese Schools), CPI (for Cypriot schools), CARNET (for Croatian Schools), JYU (for Finnish), DWEC (for Irish Schools), NRNA (for Bulgarian Schools) and EA (for school projects from other EU countries) and the selected consortia who will act as third parties in the framework of the agreement. This model contract constitutes an example to be used by each National Coordinator according the laws and requirements of each country.

Chapter 2 presents the template for the interim report that is to be submitted by 31.5.2023. The second payment which amounts to 20% of the total funding will take place 15 days after the submission and successful evaluation of the interim report.

Chapter 3 presents the template for the final report that is to be submitted by 31.12.2023 at the latest (one month after the end of the project).

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## 1 Model contract between the national coordinator and the applicant school

The following model contract constitutes an example to be used by each National Coordinator according to the laws and requirements of each country.



European Education and Culture Executive Agency  
Pilot Projects and Preparatory Actions 2021-2027  
Learning from the Extremes Project  
AGREEMENT n° LC-01760255/101052266 LfE

### MODEL CONTRACT BETWEEN THE NATIONAL COORDINATOR AND THE APPLICANT SCHOOL

*A contract between the National Coordinator and each school should be signed before the beginning of the activities of the selected project as described in this contract.*

This contract, drawn up under the Learning from the Extremes project, shall govern relations between:

#### The National Coordinator:

**Name:**

**Official legal form:**

**Official registration number:**

**Official address in full:**

**Country:**

**PIC:**

**Legal Representative:**

on the one hand  
and

**Name:**

**Official legal form:**

**Official registration number:**

**Official address in full:**

**Country:**

**PIC:**

**Legal Representative:**

on the other hand,

Which have agreed as follows:

#### **Article 1/Subject**

1. the **National Coordinator** and the Partner School commit themselves to carrying out the work programme covered by this contract.

This work programme comes under the Learning from the Extremes project **Agreement n°- LC-01760255/10105266 LfE**.

2. The maximum grant towards expenditure incurred by the Partner School shall be .....  
**EUR.**
3. The final financial contribution shall depend on the evaluation of the quality of the results of the school project.
4. This contract shall regulate relations between the parties, and their respective rights and obligations with regard to their participation in the Learning from the Extremes project **Agreement n°- LC-01760255/10105266 LfE** passed between **EACEA** and the **National Coordinator**.

#### **Article 2/Duration**

1. The project referred to in Article 1 has a duration of **12 months**. It starts on **01.12.2022** and ends on **31.11.2023**.
2. This contract enters into force on the date of signature by the last of both participating parties to the contract.
3. The period of eligibility of the costs starts on **01 12.2022** and finishes on **31.11.2023**

#### **Article 3/Obligations of the National Coordinator**

The National Coordinator shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract and in its annexes, in accordance with the objectives of the LfE project;
2. to send to the Partner School a copy of the Agreement, of the Financial and Contractual Rules, of the various reports and of any other official document concerning the project;
3. to define in conjunction with the Partner School the role and rights and obligations of the two parties, including those concerning the attribution of the intellectual property rights;

#### **Article 4/Obligations of the Partner School**

The Partner School shall undertake:

1. to take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this contract, in accordance with the objectives of the LfE project;
2. to communicate to the National Coordinator any information or document required by the latter that is necessary for the management of the project;
3. to accept responsibility for all information communicated to the National Coordinator, including details of costs claimed and, where appropriate, ineligible expenses;
4. to define in conjunction with the National Coordinator the role and rights and obligations of the two parties, including those concerning the attribution of the intellectual property rights.

#### **Article 5/Financing**

1. The grant contribution for the Partner School shall be a maximum amount of.....EUR

#### **Article 6/Payments**

1. The National Coordinator commits himself to carrying out payments relating to the subject matter of this contract to the Partner School according to the achievement of the tasks and according to the following schedule:

##### **1st payment..... EUR (80%)**

The first payment which amounts to 80% of the total funding, will take place 15 days after the signing of this contract.

##### **2nd payment.....EUR (20%)**

The second payment which amounts to 20% of the total funding will take place 15 days after the submission and successful evaluation of the interim report as described in Article 8.

The maximum grant to the partner may be adjusted after mutually agreed revisions of work plan and according to the activities performed and reported. Final products/outputs must be approved by the project coordinator.

2. All payments shall be regarded as advances pending explicit approval by the **National Coordinator** of the final report, the corresponding cost statement and the quality of the results of the project.

#### **Article 7/Bank account**

**Bank Name:**

**Bank Address:**  
**Account Name:**  
**Sort Code:**  
**Account Number:**  
**IBAN:**  
**BIC:**

### **Article 8/Reports**

1. The Partner School shall provide the National Coordinator with an interim report and with copies of all the necessary supporting documents *completed and signed by the legal representative* by **31.5.2023** at the latest. Upon successful evaluation of this report, the second payment to the Partner School will be released.
2. The Partner School shall provide the National Coordinator with a final report and with copies of all the necessary supporting documents *completed and signed by the legal representative* by **31.12.2023** at the latest (one month after the end of the project).

### **Article 9/ Monitoring and supervision**

1. The Partner School shall provide without delay the National Coordinator with any information that the latter may request from him concerning the carrying out of the work programme covered by this contract.
2. The Partner School shall make available to the National Coordinator any document making it possible to check that the aforementioned work programme is being or has been carried out.

### **Article 10/ Liability**

1. Each contracting party shall release the other from any civil liability in respect of damages resulting from the performance of this Agreement, suffered by itself or by its personnel, to the extent that these damages are not due to the serious or intentional negligence of the other party or its personnel.
2. The Partner School shall protect the National Coordinator and their personnel against any action for damages suffered by third parties, including project personnel, as a result of the performance of this contract, to the extent that these damages are not due to the serious or intentional negligence of the National Coordinator or their personnel.

### **Article 11/Termination of the contract**

1. The National Coordinator may terminate the contract if the Partner School has inadequately discharged or failed to discharge any of the contractual obligations, insofar as this is not due to *force majeure*, after notification of the Partner School by registered letter has remained without effect for one month.



2. The Partner School shall immediately notify the National Coordinator, supplying all relevant information, of any event likely to prejudice the performance of this contract.

**Article 12/ Jurisdiction clause**

- 1. Failing amicable settlement, the Courts of **(Country)** shall have sole competence to rule on any dispute between the contracting parties in respect of this contract.
- 2. The law applicable to this contract shall be the law of **(Country)**.

**Article 13/ Amendments or additions to the contract**

Amendments to this contract shall be made only by a supplementary Agreement signed on behalf of each of the parties by the signatories to this contract.

**Annexes**

- a) detailed budget relating to the activities of the Partner School (costs associated with the activities and sources of financing).

Done at .....

For the National Coordinator,

For the **Partner**,

**Name**  
**Title**

**Name**  
**Title**

[ signature ]

[ signature ]

[ date ]

[ date ]

## 2 Template for the Interim Report



**European Education and Culture Executive Agency  
Pilot Projects and Preparatory Actions 2021-2027  
Learning from the Extremes Project  
AGREEMENT n° LC-01760255/101052266 LfE**

**INTERIM REPORT**



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**Declaration by the school representative**

I, as coordinator of this project and in line with my obligations as stated in the contract that was signed between (name of national coordinator) and (name of school) declare that:

The attached additional interim report represents an accurate description of the work carried out in this project for this reporting period;

To my best knowledge, the financial information which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project

Name of School Representative:

Date:

Signature of Coordinator:

| 1. School details  |  |
|--|--|
| Name of School:  |  |
| School website/e-mail:                                   |  |
| School e-mail:   |  |
| Address:   |  |
| Name of the main contact person for the proposal:        |  |
| E-mail address of the contact person for the proposal:   |  |
| Name of school principal:                                |  |
| How many students are taking part in the LfE activities? |  |
| How many teachers are taking part in the LfE activities? |  |

**NOTE:**

- All fields are **mandatory**
- In case of an application from a network of schools, please copy the above table for each school in the network

## 2. Explanation of the work carried out

- *Explain the work carried out during the reporting period.*
- *Include an overview of the project results until now including summary of the use of the equipment and services you have acquired for your school through the LfE funding.*

How did you implement, until now, your project with the support of the technological solutions acquired for your school through the LfE funding? Have you faced any difficulties until now? How did you overcome them?

Have you filled in the Self-reflection Tool? What score have you attained?

What is the impact of your project on teachers until now? How are they using the equipment and services that were purchased by the LfE funding?

What is the impact of your project on students until now? How are they using the equipment and services that were purchased by the LfE funding?

How many members of the local communities are participating in your project? How?

### 3. Equipment and Services

Please present in detail the purchased equipment and services until now. Describe in detail any differences with what was mentioned in your application.

**IMPORTANT NOTICE.** You must submit with this report all proof of payment for the purchased equipment and services until now

| Analysis for the purchased equipment and services                         |           |          |            |
|---|-----------|----------|------------|
| Equipment   |           |          |            |
| ITEM  | Unit Cost | Quantity | Total Cost |
| (Description of the equipment, type)                                      |           |          |            |
| ...   |           |          |            |
| ...   |           |          |            |
| ...   |           |          |            |
| Services  |           |          |            |
| (Description of the service, e.g. broadband access, training, IT support) |           |          |            |
| ...   |           |          |            |
| ...   |           |          |            |
| TOTAL COST  |           |          |            |

### 3 Template for the Final Report



European Education and Culture Executive Agency  
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Learning from the Extremes Project  
AGREEMENT n° LC-01760255/101052266 LfE

**FINAL REPORT**



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**Declaration by the school representative**

I, as coordinator of this project and in line with my obligations as stated in the contract that was signed between (name of national coordinator) and (name of school) declare that:

The attached final report represents an accurate description of the work carried out in this project;

To my best knowledge, the financial information which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project

Name of School Representative:

Date:

Signature of Coordinator:

| 2. School details                                      |  |
|--|--|
| Name of School:  |  |
| School website/e-mail:                                 |  |
| School e-mail:   |  |
| Address:   |  |
| Name of the main contact person for the proposal:      |  |
| E-mail address of the contact person for the proposal: |  |
| Name of school principal:                              |  |
| How many students took part in the LfE activities?     |  |
| How many teachers took part in the LfE activities?     |  |

**NOTE:**

- All fields are **mandatory**
- In case of an application from a network of schools, please copy the above table for each school in the network

## 2. Explanation of the work carried out

- *Explain the work carried out during the lifecycle of the project.*
- *Include an overview of the project results including an explanation of the use of the equipment and services you have acquired for your school through the LfE funding.*

How did you implement project with the support of the technological solutions acquired for your school through the LfE funding? Have you faced any difficulties? How did you overcome them?

Have you filled in the Self-reflection Tool? What scores (pre and post) have you attained?

|  |
|--|
|  |
|--|

What was the impact of your project on teachers? How have they used the equipment and services that were purchased by the LfE funding?

|  |
|--|
|  |
|--|

What was the impact of your project on students? How have they used the equipment and services that were purchased by the LfE funding?

|  |
|--|
|  |
|--|

How many members of the local communities participated in your project? How?

|  |
|--|
|  |
|--|

Describe how you will ensure the continuation of the project after the funding period.

|  |
|--|
|  |
|--|

### 3. Equipment and Services

Please present in detail the purchased equipment and services throughout the lifecycle of the project. Describe in detail any differences with what was mentioned in your application.

**IMPORTANT NOTICE.** You must submit with this report all proof of payment for the purchased equipment and services

| Analysis for the purchased equipment and services                         |           |          |            |
|---|-----------|----------|------------|
| <b>Equipment</b>  |           |          |            |
| ITEM  | Unit Cost | Quantity | Total Cost |
| (Description of the equipment, type)                                      |           |          |            |
| ...   |           |          |            |
| ...   |           |          |            |
| ...   |           |          |            |
| <b>Services</b>   |           |          |            |
| (Description of the service, e.g. broadband access, training, IT support) |           |          |            |
| ...   |           |          |            |
| ...   |           |          |            |
| <b>TOTAL COST</b>   |           |          |            |