

Arcugnano, 8th January 2020

Bilateral Partnership Agreement between

Municipality of Arcugnano (IT)

and

Municipality of Reggio Emilia (IT)



PARTNERSHIP AGREEMENT

between

Municipality of Arcugnano (IT)

represented by its Mayor Mr Paolo Pellizzari,

and

Municipality of Reggio nell'Emilia (IT)

Represented by its

Public Manager Ms Battistina Giubbani

This Convention must be sent to the Municipality of Arcugnano duly signed and in duplicate copy.



PREAMBLE:

Whereas:

- **The Parties have submitted to the European Commission the Project entitled STreet ARt under the Europe for Citizens programme, Strand 2 – Democratic engagement and civic participation / Action 2.2 Network of Towns**
- **The Project has been approved and Grant Agreement Nr. 2019 – 1564/01-001 has been signed between the EACEA (The Education, Audiovisual and Culture Executive Agency) and Municipality of Arcugnano (Hereinafter the “Beneficiary”) for the implementation of the Project;**
- **The Beneficiary has, among the priorities of its strategy, the development of actions and initiatives promoting active citizenship, culture and citizens’ participation;**
- **Municipality of Reggio Emilia has, among the objectives within its mandate, the development of policies, strategies and actions for implementing and promoting active citizenship and participations, legality, inclusion, multiculturalism, integration;**
- **Municipality of Reggio Emilia (Hereinafter the “Partner”) is an official partner within the project STAR;**

The Parties wish to specify or supplement, between themselves, the provisions of the
Bilateral Partnership Agreement;

Now, therefore, it is hereby agreed as follows:



By signing the Bilateral Partnership Agreement, the Partner accepts the grant and agrees to implement it under its own responsibility and in accordance with the Bilateral Partnership Agreement, with all the obligations and conditions it sets out.

Article 1 – Duration of the Partnership Agreement

This Partnership Agreement is valid from 01/11/2019 and 31/10/2021, for the duration of 24 month. The period 1 April 2021 – 31st October 2021 is due to the correct submission of the final report to which the Partner shall contribute (See Article 4).

Article 2 – The object of the Partnership Agreement is the “Implementation of the project STAR”

The Partner shall implement and assist in the implementation of all the activities as defined in **Annex A (“Action plan”)** within the overall implementation of the STAR project and the list of tasks and roles detailed in Annex A, in a spirit of cooperation and good faith.

Article 3 – Compensation

The Beneficiary financially supports the Partner for the implementation of the project, as described in the **Annex B**, with **2100,00 Euros**.

The first instalment of 60% of the total amount **will be submitted in 2021, as agreed between the parties, and upon request for payment** (see **Annex C**).



The final settlement of 40% will be paid following the Beneficiary's receipt of the final balance by the European Commission (EC). Any expenses' cuts by the EC would not be able to be paid.

Article 4 – Report and supervision

- a. The Partner, without additional call, shall provide the Beneficiary with any information and documents essential for preparing the Final report;
- b. Irrespective of the obligation mentioned in 4.a., the Partner on the Beneficiary's demand is obliged to make other usual information and documents available for the Beneficiary in relation to the project performance;
- c. The Partner is obliged to provide the Beneficiary with all information and documents which are regarded as essential for evaluating the level of project realisation;
- d. To the extent determined in 4.a-c, the Partner is obliged to participate actively in the monitoring carried out by the EACEA, the European Commission or the Audit Board within the financial or operational audit to be carried out at the presence of the Partner. The obligation corresponding to the preceding sentence binds the Partner within the contract duration and within 5 years after its termination.
- e. The acceptance of the Final Report is conditioned upon the publication of the project-related information on the website of the Partner:

In order to receive the payment of the grant the Partner must publish on its website (under the responsibility of the legal representative) the information containing the details on the implemented project (i.e. place and dates of the events, number of participants in the events per Country, brief description of the activities). The Final Report must clearly indicate the link to the Partner's website allowing having access to the posted information. This information must be available on the website of the Partner for 6 months upon the accomplishment of the project. **(Annex D – Template to be used)**



Article 5 – Termination of the Partnership Agreement

The signatories may terminate the contract by giving 30 days' notice if the activities are not implemented following the action plan proposed.

The Beneficiary may also suspend the payment of balance or request the reimbursement of the first instalment, should the Partner not be fulfilling its obligations. In the case of presentation of not satisfactory reports in due time, the Beneficiary reserves the right to demand the reimbursement of the instalments previously provided.

Article 6 – Visibility and communication

Any communication activity related to the action (including in electronic form, via social media, etc.) and any infrastructure, equipment and major results funded by the grant must:

- (a) display the logo of the project,
- (b) display the logo of the Municipality of Arcugnano;
- (c) display the “Europe for Citizens” logo.

Use of signs and posters: whenever the action includes events for the public, signs and posters related to this action shall be displayed. This shall include the logos listed under points a-c.

The Partner shall use the templates provided by the Beneficiary with regards to **STAR** related activities and shall promote the project and disseminate its outputs throughout its network. It shall also provide the Beneficiary with all the necessary information concerning related-activities and outputs for their dissemination (through online and non-online when foreseen) means.

Article 7 – Settlement of disputes

The present agreement has been drafted in accordance with international legal rules and the Strasbourg Court shall have jurisdiction in any disputes between the parties.

The present convention is drafted in 2 identical copies in English language.



Comune di Arcugnano
Provincia di Vicenza



Co-funded by the
Europe for Citizens Programme
of the European Union

**The legal representative of
MUNICIPALITY OF ARCUGNANO**

Mr Paolo Pellizzari

MUNICIPALITY OF REGGIO EMILIA

Ms Battistina Giubbani



Annex A: Action plan

Date	Type of activity	Venue of the activity
01/11/2019 – 31/10/2021	Coordination activity	Online
Detail activity: Activity 0	<p>At the beginning of the Project, the consortium will meet online to:</p> <ul style="list-style-type: none"> • gather representatives for each partner • further discuss the project outlines and objectives • create the basis and define the agreements on the definitive action plan • clarify the roles and specific commitment for each partner • consider financial aspects of the project and clarify the management structure • provide a platform for queries and suggestions • set-up further avenues of communication 	
Tasks and Responsibilities	<ul style="list-style-type: none"> • Participate and contribute to the preparatory activity • Agreed on a project methodology 	

Date	Type of activity	Venue of the activity
15/4/2020 – 17/4/2020	First International Event in Arcugnano (2 days): launch event	Arcugnano, Italy
Detail activity: Activity 1	<p>The project will be presented, and discussed with representatives of key stakeholders (CSOs, LAs, artists, partners). The partners will exchange the information on the effects and challenges they recorded during development and implementation of their projects. An Italian art expert will do the reflection on the history of street art, raising awareness of the participants on the role of this kind of art as tool for social change, and illustrate its role and its possible implication for the project.</p>	
Tasks and Responsibilities	<p><u>Please note:</u></p> <ul style="list-style-type: none"> • The partner shall bring 2 participants. Sending less than 2 participants to the event will determine a corresponding cut in the allocated budget. • The partner is expected to attend the full 2-days event 	



Date	Type of activity	Venue of the activity
1/2/2020 - 30/5/2020	Local path phase 1: identification of target places for urban regeneration	Partner's country
Detail activity: Activity 2	Partners will carry out a participative investigation involving citizens to understand which areas of their towns are considered the least attractive by their citizens. Opinions of the inhabitants will be collected through various tools, such as online surveys, forums, interviews, workshop etc. Each local investigation, implemented in all partners' countries, will involve at least 25 citizens.	
Tasks and Responsibilities	<p>Each local investigation has to lead to the identification of minimum 3 target places for urban regeneration through street art.</p> <p>The activity is eligible only if at least 25 participants attend the event (the list of signatures is mandatory).</p> <p>Develop at least one local activity</p>	

Date	Type of activity	Venue of the activity
18/5/2020 -19/5/2020	International Workshop	Lisbon (Portugal)
Detail activity: Activity 3	The event will include the presentation and discussion of the results of the local path - phase 1 among the key stakeholders. An art expert will participate in the discussion to guide the partners on effective realization of murals in the public spaces identified during local path – phase 1. ALDA will deliver a workshop for the partners on ways of using art (including street art) to promote social inclusion, solidarity and active citizenship, as well as to facilitate intercultural dialogue.	
Tasks and Responsibilities	<p><u>Please note:</u></p> <ul style="list-style-type: none"> • The partner shall bring 2 participants. Sending less than 2 participants to the event will determine a corresponding cut in the allocated budget. • The partner is expected to attend the full 2-days event 	



Date	Type of activity	Venue of the activity
10/6/2020 – 10/1/2021	Local path phase 2: raising awareness among children on importance of social inclusion through art	Partner's country
Detail activity: Activity 4	Each partner will collaborate with local actors (schools) and volunteers to organize 1 awareness-raising workshop for students (age 14 – 15) on social inclusion and the power of art (including street art) for promoting it. After the event, students will draw paintings related to social inclusion and submit them for a competition. Minimum 1 painting will be chosen for realization as a mural (local path, phase 3). Citizens will play a key role in choosing the drawing (online voting, surveys etc).	
Tasks and Responsibilities	Develop at least one local activity. Partners needs to include schools and children in this local activity. The activity is eligible only if at least 25 participants attend the event (the list of signatures is mandatory).	

Date	Type of activity	Venue of the activity
5/2/2021 -6/2/2021	International workshop on urban regeneration	Peja (Kosovo)
Detail activity: Activity 5	Partners will exchange the results of the local path – phase 2. Moreover, a workshop on using street art for urban regeneration will be delivered by an art expert. It will bring together artists, citizens, 2 representatives of each partner to create a mural in Peja that will raise attractiveness of the selected area of the city. Volunteers will be involved in the organisation of the event. With active participation of citizens in the activity, the sense of their connection to it will increase.	
Tasks and Responsibilities	<p><u>Please note:</u></p> <ul style="list-style-type: none"> • The partner shall bring 2 participants. Sending less than 2 participants to the event will determine a corresponding cut in the allocated budget. • The partner is expected to attend the full 2-days event 	

Date	Type of activity	Venue of the activity
01/03/2021 - 31/09/2021	Local path 3: workshops on urban regeneration	Partner's country
Detail activity: Activity 6	Each partner implement 1 local workshop led by a street artist in a public space identified by citizens through a participatory process (local path, ph.1). This will involve at least 25 citizens (and students) and will lead to the creation of a mural, inspired by students' ideas (ph.2) aimed at facilitating urban regeneration. This will contribute to promoting active citizenship and the sense of local identity.	



Tasks and Responsibilities	<p>Develop at least one local activity.</p> <p>The activity is eligible only if at least 25 participants attend the event (the list of signatures is mandatory).</p>
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Date	Type of activity	Venue of the activity
25/9/2021 – 26/9/2021	Closing event	Amsterdam (The Netherlands)
Detail activity: Activity 7	During the event citizens, representatives of CSOs, LAs, artists, partners will share the results of the implementation of the local and international events. A presentation about the networking opportunities in Europe on social inclusion will be done. Guided tours will be held by people engaged in the creation of the murals to strengthen the sense of belonging. Volunteers and members of the European Solidarity Corps will be involved in the organisation of the event.	
Tasks and Responsibilities	<p><u>Please note:</u></p> <ul style="list-style-type: none"> The partner shall bring 2 participants. Sending less than 2 participants to the event will determine a corresponding cut in the allocated budget. The partner is expected to attend the full 2-days event 	

Date	Type of activity	Venue of the activity
1/11/2019 – 31/10/2021	Communication and dissemination	Partner's country
Detail activity: Activity 8	<ul style="list-style-type: none"> - A project website will be created; - Traditional and social media will be employed to reach the widest audience possible; - Each partner of the project will make its communication tools at the project's disposal (website, press, articles, social-networks, networks of people); - Photo E-Book and promotional video including the results of the project will be disseminated through the project website. - EU logo will be displayed in all dissemination materials. 	
Tasks and Responsibilities	<p>Contribute to the development of and implement the visibility strategy defined by the partnership by using all material provided and channels available</p> <ul style="list-style-type: none"> • Collaboration in the drafting and the collection of photos for the Photo E-Book and other informational material • Shooting and publication of promotional video on the implementation of the project • Support the web-site management and disseminate the final results and outputs of the project on an extensive basis 	

Date	Type of activity	Venue of the activity
1/11/2019 – 31/10/2021	Monitoring and evaluation	Partner's country



<p>Detail activity:</p> <p>Activity 9</p>	<ul style="list-style-type: none"> • A list of indicators written and shared by all the participants will be prepared to monitor the proceeding of the projects activities. • At the end of each event, questionnaires to evaluate the implementation of the events will be delivered to all the participants. • A final evaluation sheet will resume the overall opinions about the organization of the project. • A final report of the project will give a summary of the activities and results of the project.
<p>Tasks and Responsibilities</p>	<ul style="list-style-type: none"> • Contribute, by collecting data, to the monitoring and evaluation process

The Partner should realize all the above-mentioned activities and, in the specific, comply with the following duties:

- a) In the frame of the International Events: sending 2 representatives of the organisation, who have to attend the 2 days meeting.
- b) Local path
 - Ensure the participation of at least 25 citizens in the local activities (collecting signature of the participants)
 - Involve schools and students in the implementation of the activities.

The Partner has to collect the signature of participants, for all the events organised.

Please note: Whenever the Partner is not complying with the minimum number of participant required, the budget will be reduced accordingly.

Annex B: Budget

ITEMS	Unit type	Unit cost	Unitary number	TOTAL
Local Process – Activities 2, 4, 6				
Local Process – Activities 2, 4, 6	Per event	2100 €	1	2 100 €
TOTAL				2 100 €
TOTAL BUDGET ALLOCATED 2100 €				



The following costs will be covered by the project:

- **Travel costs for the international events (Activities 1,3,5, 7):** actual costs covered by reimbursement (for a maximum of 300€) ;
- **Accommodation, board and all other direct costs for the international events (Activities 1,3,5, 7):** covered directly by the event organiser.

Please note:

- The budget provided to the partner is to be allocated to the international event which will be attended by at least 30% of international participants, and to the local processes through the organization of the **three local events** (Identification of degraded areas, raise citizens' awareness, art workshop). The latter events will be attended at least by **25 locals**, as detailed in the present Annex and previously in Annex A (Action Plan).



Annex C: template request for payment

Use headed paper of your organisation

Comune di Arcugnano
Piazza Rumor 15
36057 Arcugnano (VI)
Italia

Subject: Request for payment - Project STAR

Hereby we kindly ask you the advance of 1260,00 Euros as first instalment for the activities that Municipality of Reggio Emilia, as a project partner, will implement within the project STAR - Street ART.

Date	Description of expenditures	Amount in Euro
	First instalment (60%) – implemetation of project activities STAR	1260,00 €
	Total amount	1260,00 €

at the following bank account:

NAME OF THE BANK	
ADDRESS OF BRANCH (address, city, post code)	
PRECISE DENOMINATION OF THE ACCOUNT HOLDER	
IBAN CODE	
SWIFT/BIC	

Best regards,

Date,

Name and signature of your legal representative



Comune di Arcugnano
Provincia di Vicenza



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Annex D: Template for the website

The project « STAR » was funded with the support of the European Union under the Programme "Europe for Citizens"



**Applicable to the Strand 2 – "Democratic Engagement and Civic Participation"
Measure 2.2 "Network of towns"**

.... events have been carried out within this project:

Event 1

Participation: The event involved ... citizens, including participants from the city of ... (**country**),
.... participants from the city of (**country**) etc.

Location / Dates: The event took place in ... (**city, country**), from dd/mm/yyyy to dd/mm/yyyy

Short description: The aim of the event was

Event 2

Participation: The event involved ... citizens, including participants from the city of ... (**country**),
.... participants from the city of (**country**) etc.

Location / Dates: The event took place in ... (**city, country**), from dd/mm/yyyy to dd/mm/yyyy

Short description: The aim of the event was

Event 3

Participation: The event involved ... citizens, including participants from the city of ... (**country**),
.... participants from the city of (**country**) etc.

Location / Dates: The event took place in ... (**city, country**), from dd/mm/yyyy to dd/mm/yyyy

Short description: The aim of the event was

Event 4, 5 etc.

Annex E: Reimbursement Form



EXPENSES CLAIM FORM

COMUNE DI ARCUGNANO
PIAZZA MARIANO RUMOR, 15
36057 Arcugnano (Vi) – ITALY
TEL. 0444 246240
FAX 0444 241174

Name	
Surname	
Organization	
Activity:	
Venue(s)	
Date(s)	
Project	STAR - Street Art

Notes:

Expenses claim must be submitted within 30 days after the event by land mail to the Municipality of Arcugnano, reimbursement will be effective within 60 dd.
In case you use your own car the reimbursement per KM amounts at: **0,22 €**

All expenses have to be expressed in Euro. Any conversion of actual costs into euro shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website applicable on the month when the expenses are incurred
(http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

The Municipality will reimburse expenses up to 300€ per person/per travel

TRAVEL					
<i>International travels, local transports, taxi fares, parking, motorways, etc.</i>					
DATE(S)	TRAVEL FROM / TO (City, Country)	PLEASE SPECIFY: Rail, bus, airfare	PRICE IN LOCAL CURRENCY	PRICE IN EUROS	NOTES
TOTAL (In Euros)				0,00 €	

OTHERS				
<i>Internet connections, copies, materials, etc.</i>				
DATE(S)	PLEASE SPECIFY	PRICE IN LOCAL CURRENCY	PRICE IN EUROS	NOTES
TOTAL (In Euros)			0,00 €	
GRAN TOTAL (in Euros)			0,00 €	

Please return this form duly signed and filled in with original tickets of your travel, invoices, boarding cards, receipts You should glue or paste your documents on separate sheets of white paper for each category above and then annex them to the expenses claim form. Please remember to specify Please note that an incorrect or incomplete form (date, signature, bank details, boarding cards and other) will not give right to reimbursement.

BENEFICIARY BANK DETAILS ACCOUNT HOLDER : IBAN : SWIFT/BIC :	DATE: SIGNATURE:
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IMPORTANT: Please note that the form must be filled in when requesting the reimbursement of travels for the international events.