

**Supporting Participatory Actions for Children's Engagement on
interculturalism and democracy**

Project Acronym: SPACE

n. 101252211

Partnership Agreement

PARTNERSHIP AGREEMENT

between

ISTITUTO COOPERAZIONE ECONOMICA INTERNAZIONALE (hereafter referred to as *ICEI* or *The Coordinator*), established in VIA CUFRA 29, MILANO 20159, Italy, VAT Number: IT03993400153, represented for the purposes of signing the Agreement by Legal Representative, Alfredo Luis SOMOZA

and

COMUNE DI REGGIO EMILIA (REGGIO EMILIA), PIC 996107939, established in PIAZZA PRAMPOLINI 1, REGGIO EMILIA 42100, Italy, represented for the purposes of signing the Agreement by Nicoletta Levi

for the joint implementation of the Project: **"SPACE - Supporting Participatory Actions for Children's Engagement on interculturalism and democracy"** (hereafter referred to as *The Project*)

WHEREAS

- The two organizations are formally partners in the above-mentioned project, where ICEI is the lead organization.
- ICEI, acting as lead organization, submitted the project to the European Commission in response to the Call for Proposals CERV-2025-CHILD.
- The project was approved by the European Commission (hereinafter referred to as *The Funding Authority*), with Code Number 101252211, with a contribution of € 616.741,38
- The parties, together with the other project partners, have signed a Grant Agreement with the European Commission.

The two organizations agreed upon establishing their commitments, both mutual and towards the Funding Authority, by the following articles:

Article 1: Object of the Agreement

The object of this Agreement is to establish rights, obligations and specific roles of both organizations in implementing the Project within the regulatory framework of the Consortium Agreement, signed by all the parties, which the PA integrates and is a part of.

Article 2: Duration

This agreement shall be effective from February 1, 2026, start date of the project, and shall cover its whole duration (24 months), except for eventual changes agreed upon by the parties.

This agreement shall automatically cease to be effective in case of force majeure (e.g. in case of non-renewal or suspension of the grant allowed or in case of insufficient safety conditions).

This agreement could be reviewed whenever needed by the parties through mutual agreement.

Article 3: Rights & Obligations of the Parties

ICEI, acting as **Lead Organization/Coordinator** of the consortium, shall be legally responsible of complying with the rules established by the Funding Authority for project management, implementation and financial reporting. In particular, it commits to:

- Managing the relationships and the institutional, administrative and legal communication with the representatives of the Funding Authority;
- Preparing, in collaboration with the partners, and submitting deliverables, technical and financial reports to the Funding Authority;
- Providing guidelines to the partners, by preparing standard formats and criteria, in order to ensure homogeneous management of financial reporting;
- Ensuring compliance with the Funding Authority's administrative rules, supervising the partners' administrative management of the project;
- Transferring funds to the partners according to the assignment of financial commitments;
- Respect the visibility rules established by the Funding Authority.
- Ensure that institutional information and project progress results (Continuous Reporting Tool) entered in the European Commission's Funding & Tenders Portal is always up-to-date and complete.

COMUNE DI REGGIO EMILIA, as **Partner** of the consortium, commits to:

- Ensuring proper implementation of the activities of its responsibility, by performing the management, supervision and monitoring of the concerned activities in line with Annex 1 and 2
- Preparing deliverables, technical and financial reports, for the part of its responsibility, in compliance with the rules established by the relevant call for proposal and in line with Annex 1
- Respect the visibility rules established by the Funding Authority.
- Promptly provide the information requested by the Coordinator for the exploration of its duties, including information for the technical and financial report to be sent to the European Commission.
- Ensure that information on the organization is up-to-date in the European Commission's Funding & Tenders Portal.

Article 4: Areas of Responsibility of the Parties

4.1 Responsibilities of the Coordinator (ICEI)

As Coordinator, ICEI, under the above-mentioned project, shall perform the following tasks:

- Overall management, coordination and monitoring of the project and the transnational partnership;
- Coordination and activation of stakeholders in its intervention area
- Participation and support to the organization and logistics of the national and transnational events and activities planned in the project;
- Coordination of the activities in line with workpackages and tasks planned in Annex 1.

- Supervision of the production and application of intellectual outputs/deliverables provided by partners;
- Coordination of the activities related to the project communication, dissemination and multiplication in Italy and in Europe.

4.2 Responsibilities of the Partner

As Partner, **COMUNE DI REGGIO EMILIA**, under the above-mentioned project, shall perform the following tasks:

- Overall management, coordination and monitoring of the project activities in its intervention area;
- Coordination and activation of civil society organizations and other stakeholders involved in the project in its intervention area;
- Participation and support to the organization of the events and activities planned in the project;
- Coordination of the activities in line with workpackages and tasks planned in Annex 1.
- Participation in the production and application of outputs/deliverables provided by the project and related activities in line with Annex 1;
- Dissemination at national level and in Europe of information on the activities and outcomes of the project through its own communication channels.

Article 5: Reporting

COMUNE DI REGGIO EMILIA agrees to follow the reporting scheme indicated in Annex 1 and to use the templates provided by ICEI for reporting and collecting all relevant information requested by the Funding Authority, according to what established in Art. 7.

A relevant information to be included in the reporting is related with the level of compliance of the number of participants for each work package based on the activities implemented under direct responsibility of each partner. The level of compliance of the participants numbers is, together with the deliverables, one of the main criteria that the Funding Authority will use to establish if each work package has been correctly implemented or not and if the costs related are eligible or not.

COMUNE DI REGGIO EMILIA, within the implementation of the activities under its own responsibility, commits to guarantee the compliance of the participants numbers indicated in annexes 1 and 2.

Article 6: Financial Commitments

COMUNE DI REGGIO EMILIA, in order to implement the activities of its responsibility, commits to:

- Managing the amount established in Annex 1 and 2;
- Providing the co-funding established in Annex 2;

- Eventual changes of budget subdivision shall be agreed upon by the mutual agreement;
- Agreeing on and complying with the management and reporting procedures established by the EC and ICEI, as Coordinator, including in particular the provisions described in the Grant Agreement;
- Sending the deliverables, the periodic technical and financial reports to ICEI, based on the calendar established in Article 7.

ICEI, in managing the activities of its direct responsibility, commits to delivering the funds in the following way:

- First Settlement of 40% of EU contribution of the estimated budget established in Annex 1 and 2, corresponding to **€ 30.410,09** within 30 days from the signature of this Partnership Agreement and upon receipt of Fund Request Form.
- Second Settlement of 40% of EU contribution of the estimated budget established in Annex 1 and 2, corresponding to **€ 30.410,09** within 30 days from the validation of the Mid-Term Progress Report, based on the calendar established in Article 7.

The transfer of funds is subject to the approval by ICEI of the Technical and Financial Report of the Partner's Activities which must comply with the planning of activities and results indicated in Annex 1 and to subsequent amendments agreed by the parties;

Final Settlement of 20% of EU Contribution of the Estimated Budget established in Annex 1 and 2, corresponding to **€ 15.205,05** within 30 days from receiving the final settlement from EC according to the effective balance, upon receipt of Funds Request Form from the Partner to the Coordinator and upon satisfactory completion and verification from EC and ICEI of compliance of documents and activities with its rules and procedures including the delivery of Final Report/Financial Report for which contribution the Partner agrees according to Article 4 of this Agreement.

Funds shall be transferred by ICEI to the Partner's bank account provided in the Funds Request.

Article 7: Time Table of the Reporting

COMUNE DI REGGIO EMILIA makes the commitment to send to ICEI the Technical and Financial Reports, based on the following calendar:

Deadline	Type of Report	Period of Reference	Documents Required
20/08/2026	Progress Report n. 1	01/02/2026 - 30/07/2026	✓ Technical Report ✓ Financial Report (List of Expenses)
20/02/2027	Mid-Term Progress Report	01/08/2026- 01/01/2027	✓ Technical Report ✓ Financial Report (List of Expenses)
20/08/2027	Progress Report n. 3	01/02/2027 - 30/07/2027	✓ Technical Report ✓ Financial Report (List of Expenses)
25/02/2028	Final Report	01/08/2027- 31/01/2028	✓ Technical Report ✓ Financial Report (List of

			Expenses)
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Deadlines could be modified by ICEI during the project and the modifications will be communicated to the partners in good time.

ICEI will provide specific templates for both technical and financial reports.

Article 8: Evaluations & Controls

According to the Funding Authority's contractual rules, ICEI and its partners might be subject to checks and audits during project duration and 5 years after the completion, aimed at verifying whether the beneficiaries managed the grant in respect of the rules set out.

The Partner is therefore responsible for making available all the accounting, administrative and technical documents concerning the project implementation and this agreement to any kind of control by the Funding Authority and it is responsible for the careful compliance with the established procedures in this agreement and its annexes. This also applies to the checks carried out by the external auditor appointed by ICEI.

Furthermore, the Partner is aware of the fact that the results of checks, reviews, audits or verifications may lead to the identification of ineligible costs, the reduction of funding or any other measure described in the Grant Agreement.

Therefore, the Partner agrees that ICEI - following any measure described in the Annex 1 - has the right to refuse ineligible costs, to reduce the contribution transferred to the Partner and/or recover from the same any amounts for ineligible expenses, during and/or after the end of the project, up to 5 years from its conclusion.

Article 9: Breaches

In the event that the Coordinator identifies breaches by the Partner of the obligations provided by this Agreement and the Grant Agreement, which are not attributable to force majeure (such as, for example: non-compliance of the activities with the application form, poor quality of activities and/or deliverables produced, unjustified delays in the execution of activities or in the delivery of products/deliverables, failure to send information relating to the expenses incurred and/or other administrative obligations indicated in Art. 4 and 5), a dialogue will be initiated between the Coordinator and the Partner in order to identify adequate measures to resolve the identified criticalities. These measures may include the Coordinator's request for narrative and/or financial reports with deadlines and/or frequencies other than those indicated in Art. 7.

If, following this conversation, the breach is not solved, the Coordinator will send a formal communication requesting the Partner to fulfil the deficiencies within a set deadline. In the event that the Partner does not remedy the non-fulfilment within the required terms, or it is unable to fix it, the Coordinator may declare the Partner formally in default by communicating the relative measures, which may include, the postponement of the transfer of funds or the termination of the Partner's participation in the project.

Article 10: Financial consequences of terminating a partner's participation

In the event of termination of the Partner's participation in the project (due to withdrawal or default), the Partner will be required to send the financial report and expenses documentation relating to the period of participation in the project.

Following the evaluation of the expense's quota and congruity with the activities carried out, the Coordinator will recognize the Partner the expenses implemented and evaluated as adequate up to the time of collection.

If the pre-financing exceeds the expenses incurred at the time of withdrawal, the Partner will be required to reimburse the unspent pre-financing portion, as well as any not recognized expense.

Article 11: Communication with European Commission and access to Online Portal

Only ICEI, as Coordinator, has the right to communicate with the Funding Authority regarding the project and is responsible of managing the European Commission's Funding & Tenders Portal, according to the specific requests that will be communicated by the European Commission and the rules for reporting included in the Grant Agreement, always informing the partners on the results of this process.

Article 12: Confidentiality of Information

All information, in any form or mode of communication, which is disclosed by the Partner in relation to the project during its implementation and which has been explicitly marked as "confidential" at the time of disclosure, is to be considered "Confidential Information".

Article 13: Controversies – Competent Court

In case of controversies, the parties shall strive to reach a friendly settlement. In case an agreement cannot be reached, the Italian Law shall be applied.

Article 14: List of Annexes

The following annexes form an integral part of this agreement:

Annex I - Grant Agreement & Application Form

Annex II - Budget

Date,

Date,

For and on behalf of ICEI

Legal Representative

Firmato digitalmente da

Alfredo Luis Somoza

CN = Somoza Alfredo Luis
SerialNumber =
TINIT-SMZLRD57T24Z600Z
C = IT

**For and on behalf of COMUNE DI REGGIO
EMILIA**

Legal Representative



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