



Voorbeeld mandate document

Before using the mandate template please read this information carefully

A mandate is a **bilateral agreement** between the coordinating organisation and each partner organisation taking part in an Erasmus+ project by which the partner organisation authorizes the coordinating organisation to act on its behalf in matters related to the project implementation.

As regards the Erasmus+ actions managed by **National Agencies** (see Erasmus+ Programme Guide), a mandate must be provided:

- **For Key Action 1 - Learning Mobility of Individuals:**
 - by all partner organisations for mobility actions in the youth field;
 - by the organisations that are members of a national consortium in the fields of higher education, school education, vocational education and training, and adult education.
- **For Key Action 2 - Strategic Partnerships:**
 - By all partner organisations, **except** for:
 - partner organisations in projects involving schools only
- **For Key Action 3 - Structured Dialogue in the youth field:**
 - By all partner organisations

As indicated in the Erasmus+ Programme Guide, grant agreement models will be made available on the Commission's website as soon as possible.

Attention: don't forget to fill in your PIC code!

Opgelet! Je hebt een mandaat nodig voor elke partner die in je project betrokken is. Het is een overeenkomst die door **beide** partijen ondertekend wordt.

Zorg er dus voor dat alle partners na ondertekening ook een exemplaar krijgen.

MANDATE¹

I, the undersigned,

[forename, surname and function of the legal representative of the partner organisation signing this mandate],

representing,

Naam, voornaam en functie van de persoon van jullie partner-organisatie die officieel contracten mag ondertekenen.

[full official name of partner organisation] [ACRONYM]

[official legal status or form]²

[official registration No]³

[PIC Code partner organisation]

[full official address]

[VAT number],

De gegevens van de partnerorganisatie(s) in het buitenland die deelnemen aan jullie project

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project "De vrolijke vrienden outdoor toer" under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

De titel van jullie project zoals hij in het aanvraagformulier vermeld staat.

1. Mandate

De vrolijke vrienden (DVV)

Vzw

Registration nr: 0000.000.00⁴

Gasthuisstraat 1

2020 Zussenbolder

BELGIUM

Het officiële registratienummer van de vzw

VAT number: /

Btw-nummer, indien van toepassing.

represented by **Jos Fonsens, voorzitter** of **De vrolijke vrienden vzw** (hereinafter referred to as "the coordinator")

[forename, surname and function of the legal representative of the coordinator] = persoon in vzw/organisatie in Vlaanderen die contracten mag ondertekenen.

¹ One original version of this Annex to be included for each partner organisation except for the coordinator.

² To be deleted or filled in according to the "Legal Entity" form

³ To be deleted or filled in according to the "Legal Entity" form

⁴ To be deleted or filled in according to the "Legal Entity" form

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to **JINT vzw in Belgium/Flanders**

hereinafter referred to as "the National Agency"

In case the project is granted by the National Agency, to sign in my name and on behalf of my organisation the grant agreement and its possible subsequent amendments with the National Agency.

2. Mandate the coordinator to act on behalf of my organisation in compliance with the grant agreement.

I hereby confirm that I accept all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinator and the other beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the National Agency and distribute the amounts corresponding to my organisation's participation in the project.

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

I hereby declare to agree on behalf of my organisation that the provisions of the grant agreement shall take precedence over any other agreement between my organisation and the coordinator that may have an effect on the implementation of the grant agreement, including this mandate.

This mandate shall be annexed to the [project application/grant agreement]⁵ and shall form an integral part of the grant agreement in case the project is selected for funding.

⁵ Choose as appropriate depending on when the mandate is submitted

SIGNATURE

[forename, surname, function of the legal representative of the mandating partner organisation]

[signature]

Done at [place], [date]

Hier tekent de persoon van jullie partnerorganisatie die contracten mag ondertekenen met naam, functie, datum, plaats en zijn of haar handtekening. Als ze een stempel hebben, stempelen ze de handtekening af.

Jos Fonsens,

De vrolijke vrienden vzw (DVV)

[signature]

Done at [place], [date]

Hier tekent de persoon van jullie organisatie die contracten mag ondertekenen met naam, functie, datum, plaats en zijn of haar handtekening. Als je een stempel hebt, stempel de handtekening dan af.

In duplicate in English