

## **Project Participation Rules and disposing financial resources:**

### **I. The Partner in the project must:**

- (a) be responsible for the project's completion in accordance with the provisions of the Agreement
- (b) be responsible for the fulfillment of legal obligations imposed on him
- (c) inform immediately the Coordinator about any changes or expected delays, which may affect to the implementation of the project
- (d) ) inform immediately the Coordinator about any changes related to his legal, financial, technical, organizational or ownership situation as well as the changes concerning his name, address and / or legal representation.

II. The Partner in the project will take all necessary steps to avoid situations where the impartial and objective realization of the Agreement will be threatened for reasons related to economic interest, political or national affinity, family or emotional connections or other common interests making conflict of interest.

III. The Partner in terms of project's implementation, during any kinds of outside communication, including conferences, seminars or any other ways of transmitting information and in any type of promotional materials, ie. brochures, leaflets, posters, presentations, etc. will indicate, that the project which is implemented has received funding from EU and this fact will be visible through the EU emblems, logo and graphics identification of Erasmus + programme, in accordance with the guidelines for visual identification of the above program, published in an electronic form at the following addresses:

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/identity\\_en.htm](http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm)

and

[http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf).

IV. The Partner in relation to the project, during any kind of outside communication and in the case of any type of publication distributed through any kind of media, will mark that the message reflects only author's point of view and the NA and the Commission are not responsible for any use of this information in any way.

V. Partners are obligated to provide the following results:

- dictionary of ecological terms (in 6 languages: English and languages of partner countries)
- ideas bank "Bank of good ideas"
- own ecological education program
- classes and workshop scenarios
- theater performances on low emission issues
- project's chronicle/diary - led by students
- mobility reports
- presentations and video materials from project's activities for the purpose of training teachers of other facilities and project promotion during events and conferences
- promotional materials (leaflets, invitations, posters)
- electronic library for partner's purposes
- certificates of participation in training for teachers
- certificates of participation in training for pupils and tutors
- Europass Mobility documents for each participant
- good practices in education
- a detailed training program in his country
- a brief description in English - recruitment and participation rules in the project for teachers and students
- protocols of training about cultural preparation before each departure
- proposal of the project's logo
- evaluation questionnaires after first year and at the end of the project.

VI. The Partner is obligated to keep the following things in his institution:

\* a diary of the project with the record of subsequent actions and relevant documentation (printout of an important correspondence with the National Agency, partners or coordinator; the diary will also include:

- recruitment documents for teachers and students (regulations, project 's participation rules<sup>1</sup>)

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<sup>1</sup> Regulations should be generally available for parents of all students and also for teachers. They should contain clear rules:

- Objectives of the project
- The principle of voluntary participation in the project, criteria of students selection and information who decides on the personalities of the project group
- Specified lead time of project activities
- Rules for guesting pupils from abroad in private homes
- Rules of student participation during abroad travel

- results of surveys, evaluations
- program of trainings and international project meetings
- certificates of participation in mobilities
- copies of the Europass Mobility documents for all participants
- a file with scenarios of classes in national languages
- work plans connected with the extracurricular activities in national languages of partner countries
- presentations and reference from the entire project made to train the teachers from other centres and promote the project during the events
- report from the summary training at the end of the project - with participation of teachers from partner schools, principals, teachers, educators, representatives of Non-governmental Organisations from schools from the region.

VII. In addition, the partners will gather:

- parental permissions for travel and participation in the project
- documents related to the evaluation and dissemination.

VIII. In financial issues the partners are obligated to:

- keep internal records of expenses according to the budget categories of the project according to the Agreement, concluded in National Agency and respecting national law
- monitor expenditures
- carry out mobilities according to the records from application requests.