

FOUNDATION FOR EUROPEAN
PROGRESSIVE STUDIES
FONDATION EUROPÉENNE
D'ÉTUDES PROGRESSISTES



Rules for the administration and the management of FEPS activities organised with the support of member organisations

June 2016 UPDATE



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INTRODUCTION

As a progressive political foundation established at the European level, the *raison d'être* and funding principle of FEPS is to act as a pan-European platform where it is possible to create true synergy between the actors of the intellectual and political reflection, with a view to fostering a true European space for debate and thinking in order to reconcile too often disconnected or opposed national and European agendas.

In this respect, in order to implement its annual action plan, FEPS developed a privileged relationship with its member organisations, in particular with the national political foundations and think tanks issued from the EU member states, with which it shares objectives.

FEPS may also call for / associate other third organisations that are not its members, but which share the same mission and ambition to contribute actively to the enlightening of a progressive debate in Europe.

FEPS being only co-financed by a grant from the European Parliament (85% of total budget), it must bring in the remaining 15% with own resources. As the membership fee received from its members is very low, FEPS has put in place a co-funding system for the activities it implements with the support of its members and partners, in order to meet the requirement. This co-funding is therefore indispensable to the permanence of FEPS.

This guide explains in detail the modalities of joint work between FEPS and its member or third organisations, based on this co-funding principle which has been developed to offer some margin of manoeuvre in dealing with a great variety of partners, nevertheless respecting the strict regulations which apply to the EU funding of FEPS.

Such modalities have been agreed upon with the financial services of the European Parliament, with which FEPS has – and still is – negotiating since its creation.



1.- WORKING FRAMEWORKS

1.- Overview

- Any activity calling for the support of a member organisation, calls for the drafting of a bilateral partnership agreement signed before the event when with one supporting member (see annex). Or a multilateral partnership agreement when with more than one member organisation.

2.- The bilateral/multilateral partnership agreement framework *(see templates in annexes)*

- It should be signed **BEFORE** the activity commences.
- It is an agreement which bounds FEPS and the partner organisation.
- It allows the funding by FEPS of the majority of the costs incurred by the activity. This activity must therefore be labelled as "organised by FEPS with the support of". This labelling is indispensable for the contract to be valid and its financial modalities to apply, especially for the financial authorities of FEPS.
- It puts in place, for a given activity of FEPS, a mandate from FEPS to the partnering organisation(s). With the contract, FEPS bestows the implementation of the activity on the partnering organisation (or the "pilot" organisation, agreed upon by all the partners in the frame of a multilateral collaboration) and authorises it to contract with any relevant goods or services providers.
- It allows, in return of the payment of a co-funding part by the partnering organisation(s), that FEPS covers all the costs incurred by the partnering/pilot organisation in the frame of its mandate for a given activity of FEPS.
- The minimum contribution for bilateral collaboration agreement is set on 30% if the initiative comes from FEPS. In case the initiative comes from the partner the contribution should be set up to 49% of the total realised costs.
- Minimum contributions in the case of multilateral collaboration agreements are set on 40% between the two partners and FEPS would cover the remaining 60%. When the number of organisations is three, the minimum to be contributed between the three partners is set on 45%. When there are 4 organisations excluding FEPS or more, the minimum contribution to be provided is 49% of the total realised costs.
- Under no circumstance the partners contribution can be above 49%. FEPS needs to cover at least 51% of the total realised costs of the project. FEPS needs to be the majority stakeholder according to the European Parliament regulations.
- FEPS includes this as an own resource to contribute to the 15% of the total annual budget.

- Contributions in kind are limited and need to be checked in advance with FEPS to make sure it does not suppose a threat to FEPS budget. Stamped and signed certified copies of the bills must be sent to justify all expenses.
- No personnel or internal infrastructure costs are allowed.
- Maximum contributions from non member organisations are limited to 12.000 EUR per year in accordance with the European Parliament regulations.



Typology

- The bilateral partnership agreement for an activity of FEPS, brought by the partnering organisation(s) in the frame of a collaboration agreement, includes a contribution in cash and may allow partial or complete contributions in kind upon FEPS acceptance. A clear explanation on the nature of the contribution in kind must be given for the analysis and acceptance the contributions in kind.

II. - ELIGIBLE COSTS

- All costs incurred by an activity ruled by a partnership agreement between FEPS and the partnering organisation(s) are eligible for co-funding: room and equipment rental, document printing, travels, accommodation and catering, translation, advertisements, maintenance, insurances, supplies, etc. The list of itemised expenses must be clearly described as much as possible in the provisional budget form of the agreement.
- The estimation of the costs shall be fair, honest and as closely as possible of expected realised costs. It should be as detailed as possible.
- The 10% Safety reserve is allowed for changes to the provisional budget. The safety reserve should be avoided whenever possible to avoid creating deviations in the budget.
- If the executed budget is much different from the provisional budget then it's suffice for contact to be made and an agreement between the partner organisations to realign the budget accordingly wherever possible.
- The final report must be received within 2 months after the end of the activity.

III. - NON-ELIGIBLE COSTS

- Personnel costs are not eligible.
- Internal infrastructure costs are not eligible.
- Cash payments as incentives or per diems are not eligible.

IV.- PROCEDURES

In preparation of the event:

1. Send project proposal
2. Set date or timeframe
3. Involve FEPS in the planning of the activity together. (It is a FEPS event with the support of the partner) – this should also be clear in all written documentation.
4. Draft the contract send by word version first for checking, and any necessary changes can be made then once agreed sign 2 copies and send in the post. (always good to scan a copy electronically in case it gets lost in the post)
5. FEPS received contract signed by both parties
6. First instalment of FEPS to the partner when applicable (as soon as the contract is signed)
7. First instalment of the partner to FEPS (maximum 15 days after receiving the first instalment from FEPS)

1.- Steps for a bilateral or a multilateral collaboration

1. Once FEPS and the partnering organisation(s) have agreed upon the provisional budget and signed the collaboration agreement, FEPS will proceed to a first instalment of 50% of the total provisional costs, transferred to the partnering organisation's (or pilot organisation in the case of a multilateral collaboration) bank account mentioned in the agreement. When FEPS is the pilot organisation no transfer will be made but FEPS can invoice the partner for an advance contribution related to 50% of the provisional contribution agreed in the contract.
2. Within 15 days after receiving the funds from FEPS, the partnering organisation(s) shall transfer 50% of its (their) co-funding to FEPS' bank account mentioned in the agreement. An invoice will be issued by FEPS in this respect.
3. The partnering organisation (or pilot organisation in the case of a multilateral collaboration) can therefore contract with all relevant goods and services provider that are needed to the implementation of the activity, within the limit of the elements itemised in the provisional budget. The partnering (pilot) organisation has the providers issuing the invoices in its name, pays them and keeps a copy to be certified for FEPS.
4. If needs be, FEPS may proceed to a second instalment before the closing of the accounts, which will however not exceed 25% of the total provisional costs of the activity and which will be paid only if the first part of the co-funding has already been transferred by the partnering organisation(s).



5. **Within two months after the activity is over**, the partnering (or pilot) organisation will deliver to FEPS a detailed activity report, along with:
 - i. Financial table
 - ii. certified copies of the invoices and bills corresponding to the real costs of the activity
 - iii. Report of the activity and supporting documents. This report should include pictures with FEPS logo on them whenever possible, the European Parliament checks our activities and how FEPS is represented during the event, programmes, etc.

6. After checking the relevant documentation, FEPS will transfer the remainder of the realised costs to the partnering (or pilot) organisation, the latter therefore paying to FEPS the remainder of the co-funding part. In case of significant differences between provisional and realised costs, FEPS will realign the total co-funding (or the cash part in case of a mixed co-funding), either by invoicing the supplement or by reimbursing the partnering organisation(s).

2.- Realignment of the co-funding according to final real costs

- In the case of a co-funding exclusively in cash, the realignment will be calculated as follows :
(Total real costs x co-funding rate) - cash already paid
- The difference will be either invoiced as a supplement to the partnering organisation if real costs are higher than provisional, or reimbursed by FEPS with a credit note in case of lower real costs.

3.- Specific cases of expenses covered by other partners and not the pilot organisation

Normally, in the frame of a collaboration agreement, it is always better – and more simple in terms of financial transactions – that the organisation which takes care of the technical and logistical implementation of a given activity be also the one to cover all the costs incurred. However, for practical reasons, all partners may pay different expenses in the frame of the same given activity (like a dinner or an airfare, for instance).

Case #1 FEPS as pilot organisation:

the partnering organisation co-funds an activity which technical and logistical implementation is undertaken by FEPS. In this case, FEPS would first reimburse to the partnering organisation any expense it has covered, with a view for FEPS to “retrieving” all expenses and to “resetting to zero” those of the partnering organisation. This expense will therefore be added to the total final costs and be integrated in the calculation of the co-funding amount.

Case #2 : the partner as pilot organisation:

the partnering organisation co-funds an activity and also ensures its technical and logistical implementation. In this case, any expense paid by FEPS would be invoiced for reimbursement to the partnering organisation, with a view to « resetting to zero » the expenses of FEPS and, for the partnering organisation, to « retrieving » all expenses of the activity. The expense will therefore be added and integrated to the total final costs.

V. - MULTI-ANNUAL AGREEMENT

- May be signed between FEPS and a partner with the foresight as a financial commitment over several years to allow stable, long-term projects and partnerships.
- This ensures financial commitment from both sides.
- Please note this still requires a separate bilateral or multilateral partnership agreement to be signed for each separate activity under this multi-annual agreement.

VI – Membership Fee

In June 2014 FEPS General Assembly approved a modification of the statutes to include the membership fees. The membership fee is only applicable to national political foundations and think tanks, it is not applicable to ex-officio members and observer members. The membership fee is only issued once per year and currently has a value of 1.000 EUR per year. Being up to date in the payment of this invoice is mandatory in order to have voting rights during FEPS General Assembly.

FEPS introduced this membership fee with the aim of creating an active network of members. This membership fee will be automatically deducted on the first activity the members do with FEPS during the year in course with a realised budget of over 5.000 EUR. In practical terms, it means that the membership fee does not have any impact on the members as long as they are active and work with us every year.

In order to withdraw from FEPS network and be removed from the members list, it should be voted and approved in the General Assembly. This communication needs to be done in an official letter send by registered mail. FEPS will still invoice the organisation for the year in course. In example: if one foundation decides to withdraw from FEPS membership on April 2016 and submits an official letter, FEPS will propose the acceptance of this letter during the General Assembly of June 2016. FEPS would still invoice this foundation for 2016 but not from 2017 onwards.



2. – CHECKLIST GUIDE

In preparation of the event:

1. Send project proposal
2. Set date or timeframe
3. Involve FEPS in the planning of the activity together. (It is a FEPS event with the support of the partner) – this should also be clear in all written documentation.
4. Contract signed by both parties
5. First instalment of FEPS to the partner (as soon as the contract is signed)
6. First instalment of the partner to FEPS (maximum 15 days after receiving the first instalment from FEPS)

At the time of the event:

1. The partner should send proof of the event for the website communication and records.- Photos, press releases summaries of discussions where FEPS is represented as the majority stakeholder.
2. Any participants list used with emails would be very helpful for FEPS database to receive an electronic copy.
3. Any communication or dissemination of the activity output needs to mention FEPS (articles in national newspapers, participation in other conferences, etc.). This is a requirement to comply with the European Regulations since it could be interpreted as if we were financing a national activity and could result in sanctions.
4. FEPS needs to be the owner or co-owner of the copyrights related to any publication we launch together or that is related to our projects (websites, books, pamphlets, etc.).

After the event (within 2 months of the end of the activity):

1. Financial table
2. Send original justifications of bills in the post, corresponding correctly to the financial table, see a template of this in annex. Certified copies are required by the European Parliament, this is, the copies of the bills need to be stamped by the organisation and signed by an authorised person
3. Summary of the activity
4. Copies of documentation from the event, invitations, programmes, background papers
5. Photo selection

3. - ANNEXES

- 1. Bilateral partnership agreement*
- 2. Multilateral partnership agreement*
- 3. Multiannual agreement*
- 4. Financial table template*



1 - Bilateral collaboration agreement

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Contrat de collaboration bilatérale entre la FEPS et une organisation membre/tierce *Bilateral collaboration agreement between FEPS and a member/third organisation*

CHAP. I – ACTIVITÉ / ACTIVITY

Article 1

Dans le cadre de son programme d'activités annuel, la Fondation européenne d'études progressistes (FEPS), dont le siège est situé au 40 rue Montoyer, 1000 Bruxelles, représentée par son Secrétaire général, souhaite organiser l'activité suivante :

In the frame of its yearly action plan, the Foundation for European Progressive Studies (FEPS), which headquarters are located 40 rue Montoyer, 1000 Brussels, represented by its Secretary-General, wishes to organise the following activity:

Article 2

Cette activité est prévu d'être organisée aux date et lieu suivants :
The activity is planned to take place at the following place and date :



CHAP. II – PARTENAIRES / PARTNERS

Article 3

Afin de réaliser son activité, la FEPS requiert le soutien de(s) organisation(s) membre(s) ou tierce(s) ci-dessous désignée(s) :

In order to implement its activity, FEPS calls for the support of the following member/third organisation(s) :

Organisation :

Adresse / Address :

Téléphone/Phone :

Télécopie/Fax :

Courriel/Email:

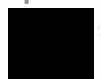
Représentée par /Represented by:

Fonction / Position:

Article 4

Afin de réaliser son activité et pour en faciliter la mise en oeuvre, la FEPS donne mandat à l'organisation ci-dessus désignée (l'organisation pilote) pour prendre les dispositions nécessaires auprès des prestataires de services pour l'organisation et la tenue de l'activité mentionnée à l'article 1.

To implement its activity and to facilitate its realisation, FEPS gives the mandate to the above mentioned pilot organisation to take all necessary contracts with suppliers relating to the organisation of the activity mentioned in article 1.



CHAP. III – BUDGET

Article 5

Cette activité, dont le budget provisoire total s'élève à
This activity, which total provisional budget is

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Sera soutenue par l'(les)organisation(s) mentionnée(s) à l'article 3 à hauteur de (dupliquer selon nombre de partenaires):

Will be supported by the organisation(s) mentioned in article 3 up to (duplicate according to number of partners):

49% which represents € from the <i>provisional Budget</i>
--

Article 6

La FEPS transférera l'intégralité des fonds alloués à l'activité à l'organisation partenaire du projet mentionnée à l'article 3 en deux temps : 50% à la signature de l'accord, le solde après réception de la part de l'organisation pilote d'un rapport d'activités, d'un rapport financier et de la copie certifiée des factures pour l'intégralité des coûts de l'activité.

Le cofinancement de l'organisation partenaire devra être versé également en deux temps : 50% à la signature de l'accord (au plus tard dans les quinze jours suivant la réception effective du premier versement de la FEPS), puis le solde à la clôture des comptes de l'activité, au plus tard dans les quinze jours suivant la réception effective du solde de la part de la FEPS.

Les partenaires se réservent le droit de procéder, d'un commun accord, à un éventuel virement supplémentaire à au cours de l'élaboration et de la réalisation de l'activité, qui ne pourra excéder 25% du montant prévisionnel total et qui ne pourra être versé que si l'organisation partenaire s'est acquittée de la première partie de son cofinancement.

Lorsque des différences de coût sont constatées entre le prévisionnel et le réalisé, le cofinancement sera réajusté en fonction.

FEPS will transfer the total allocated funds to the partnering organisation mentioned at article 3 in two instalments: 50% at the signature of the present agreement, the remainder after receiving from the pilot organisation an activity report, a financial report and the certified copies of the bills corresponding to the total costs of the activity.

The full co-funding of the partnering organisation shall also be transferred in two instalments: 50% at the signature of the present agreement (at the latest, within 15 days after receiving the first instalment from FEPS), the remainder to be paid when closing the accounts of the activity, at least within 15 days after receiving the remainder from FEPS.

The partners do reserve the right to proceed, after agreeing, to the payment of a third instalment during the course of the elaboration/realisation of the activity, which shall not exceed 25% of the total provisional budget and which will be transferred only if the partnering organisation has paid its co-funding to FEPS.

If significant differences should show between provisional and realised costs, the co-funding part will be realigned accordingly.

Article 7 - Budget prévisionnel de l'activité | Provisional budget of the activity

DEPENSES / EXPENDITURE		RECETTES / INCOME	
Achats / Purchases <ul style="list-style-type: none"> • Matériel / Equipment • Fournitures / Supplies • Documentation / Documentation 	0.000,00	Financement cash par les partenaires / Partnering organisations' financial support in cash <ul style="list-style-type: none"> • FEPS • Partner 	0.000,00 0.000,00
Services / Services <ul style="list-style-type: none"> • Location matériel / Equipment rental • Location salle / Room rental • Location véhicules / Vehicle rental • Maintenance / Maintenance • Assurances / Insurance 			
Autres services extérieurs / Other external services <ul style="list-style-type: none"> • Honoraires / Fees • Traduction / Translation • Publicité / Advertising • Déplacements / Travels • Restauration / Food • Hébergement / Accommodation 	0.000,00 0.000,00	Autres recettes / Other incomes (à détailler / to be detailed) <ul style="list-style-type: none"> • 	
Réserve de sécurité (10% coût total) / Safety reserve (10% total costs)	0.000,00		
SOUS TOTAL DEPENSES CASH TOTAL EXPENSES IN CASH	0.000,00	SOUS-TOTAL RECETTES EN CASH TOTAL INCOME IN CASH	0.000,00
Dépenses nature / Expenses in kind) <ul style="list-style-type: none"> • Autre détaillé / Other detailed 	0.000,00	Recettes en nature / Income in kind <ul style="list-style-type: none"> • détaillé / detailed 	0.000,00
COÛT TOTAL DU PROJET TOTAL COST OF THE PROJECT	0.000,00	RECETTES TOTALES DU PROJET TOTAL INCOME OF THE PROJECT	0.000,00



Article 8 – Coordonnées bancaires de la FEPS / FEPS bank coordinates

Nom de la banque <i>Name of the bank</i>	Delta Lloyd Bank
Adresse de la banque <i>Address of the bank</i>	Boulevard des Invalides 119 1190 Brussels (Belgium)
Titulaire du compte <i>Account holder</i>	FEPS
Adresse du titulaire du compte <i>Address of account holder</i>	Rue Montoyer 40 1000 Brussels (Belgium)
Numéro du compte (IBAN) <i>Account number (IBAN)</i>	IBAN BE50 1325 1656 1518
Code BIC/SWIFT <i>BIC/SWIFT code</i>	BNAGBE BB

Article 9 – Coordonnées bancaires de l'organisation partenaire / Bank coordinates of the partnering organisation

Nom de la banque <i>Name of the bank</i>	
Adresse de la banque <i>Address of the bank</i>	
Titulaire du compte <i>Account holder</i>	
Adresse du titulaire du compte <i>Address of account holder</i>	
Numéro du compte (IBAN) <i>Account number (IBAN)</i>	
Code BIC/SWIFT <i>BIC/SWIFT code</i>	

Article 10 – Signatures

Fait en exemplaires à | *Printed in copies at :*

Le / *Date :*

Pour la FEPS

For FEPS

[Redacted signature]

Secrétaire Général / Secretary General

(signature)

Pour l'organisation partenaire
For the partnering organisation (

(nom | name)
fonction | position)
(signature)

[Redacted]

2 -Multilateral collaboration agreement

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Multilateral collaboration agreement between FEPS and a member/third organisation

Contrat de collaboration multilatérale entre la FEPS et une organisation membre/tierce

CHAP. I – ACTIVITÉ / ACTIVITY

Article 1

Dans le cadre de son programme d'activités annuel, la Fondation européenne d'études progressistes (FEPS), dont le siège est situé au 40 rue Montoyer, 1000 Bruxelles, représentée par son Secrétaire général, souhaite organiser l'activité suivante :

In the frame of its yearly action plan, the Foundation for European Progressive Studies (FEPS), which headquarters are located 40 rue Montoyer, 1000 Brussels, represented by its Secretary-General, wishes to organise the following activity:

Article 2

Cette activité est prévu d'être organisée aux date et lieu suivants :
The activity is planned to take place at the following place and date :

CHAP. II – PARTENAIRES / PARTNERS

Article 3

Afin de réaliser son activité, la FEPS requiert le soutien de(s) organisation(s) membre(s)/tierce(s) ci-dessous désignée(s) :

In order to implement its activity, FEPS calls for the support of the following member/third organisation(s) :

<p>Organisation: Adresse / Address :</p> <p>Téléphone/Phone : Télécopie/Fax : Courriel/Email :</p> <p>Représentée par/Represented by :</p> <p>Fonction/Position :</p>

<p>Organisation : Adresse / Address :</p> <p>Téléphone/Phone : Télécopie/Fax : Courriel/Email : Représentée par /Represented by : Fonction / Position :</p>

<p>Organisation : Adresse / Address :</p> <p>Téléphone/Phone : Télécopie/Fax : Courriel/Email : Représentée par /Represented by : Fonction / Position :</p>

Article 4



Afin de réaliser l'activité et en faciliter la mise en oeuvre, la FEPS donne mandat à l'organisation membre/tierce ci-dessous, désignée ci-après comme organisation pilote, afin de prendre les dispositions nécessaires auprès des prestataires de services pour l'organisation et la tenue de l'activité mentionnée à l'article 1 :

To implement its activity and to facilitate its realisation, FEPS gives the mandate to the following member/third organisation, here after designed as the pilot organisation, to take all necessary contracts with suppliers relating to the organisation of the activity mentioned in article 1 :



CHAP. III – BUDGET

Article 5

Cette activité, dont le budget total s'élève à
This activity, which total budget is

0.000,00€

Sera soutenue par l'(les)organisation(s) mentionnée(s) à l'article 3 par le co-financement suivant : (dupliquer selon nombre de partenaires):

Will be supported by the organisation(s) mentioned in article 3 by the following co-funding (duplicate according to number of partners):

- 1.- Organisation pilote | *Pilot organisation* : XX% (0.000,00€)
- 2.- Organisation partenaire #1 | *Member organisation #1* : XX% (0.000,00€)
- 3.- Organisation partenaire #2 | *Partnering organisation #2* :XX% (0.000,00€)

Total : XX% (0.000,00€)

Article 6

La FEPS transférera l'intégralité des fonds alloués à l'activité à l'organisation pilote du projet mentionnée à l'article 4 en deux temps : 50% à la signature de l'accord, le solde après réception de la part de l'organisation pilote d'un rapport d'activités, d'un rapport financier et de la copie certifiée des factures pour l'intégralité des coûts de l'activité.

Le(les) cofinancement(s) de(s) l'organisation(s) partenaire(s) devra(ont) également être versé(s) en deux temps : 50% à la signature du présent accord (au plus tard dans les quinze jours suivant la réception effective du premier versement de la FEPS), le solde à la clôture des comptes de l'activité, au plus tard quinze jours après réception du solde de la part de la FEPS.

Les partenaires se réservent le droit de procéder, d'un commun accord, à un éventuel virement supplémentaire à au cours de l'élaboration et de la réalisation de l'activité, qui ne pourra dépasser 25% du montant du budget prévisionnel total et qui ne sera effectué que si la première tranche du(des) cofinancement(s) a(ont) été versé(s) par le(les) partenaire(s).

Lorsque des différences de coût sont constatées entre le prévisionnel et le réalisé, le cofinancement sera réajusté en fonction.

FEPS will transfer the total allocated funds to the pilot organisation mentioned at article 4 in two instalments: 50% at the signature of the present agreement, the remainder after receiving from the pilot organisation an activity report, a financial report and the certified copies of the bills corresponding to the total costs of the activity.

The full co-funding of the partnering organisation(s) shall also be transferred in two instalments: 50% at the signature of the present agreement (at the latest within 15 days after receiving effectively the first instalment from FEPS), the remainder to be paid when closing the accounts of the activity, within 15 days after receiving the remainder from FEPS.

The partnering organisations do reserve the right to proceed, after agreeing, to the payment of a third instalment during the course of the elaboration/realisation of the activity, which shall not exceed more than 25% of the total provisional budget and which will be transferred only if the partnering organisation(s) has paid its(their) co-funding to FEPS.

If significant differences should show between provisional and realised costs, the co-funding part will be re-aligned accordingly.

Article 7 - Budget prévisionnel de l'activité | Provisional budget of the activity

DEPENSES / EXPENDITURE		RECETTES / INCOME	
Achats / Purchases •Matériel / <i>Equipment</i> •Fournitures / <i>Supplies</i> •Documentation / <i>Documentation</i>	0.000,00	Financement cash par les partenaires / Partnering organisations' financial support in cash • FEPS • [Pilot organisation] • [Partnering organisation #1] • [Partnering organisation #2]	0.000,00 0.000,00 0.000,00 0.000,00
Services / Services •Location matériel / <i>Equipment rental</i> •Location salle / <i>Room rental</i> •Location véhicules / <i>Vehicle rental</i> •Maintenance / <i>Maintenance</i> •Assurances / <i>Insurance</i>	0.000,00		
Autres services extérieurs / Other external services •Honoraires / <i>Fees</i> •Traduction / <i>Translation</i> •Publicité / <i>Advertising</i> •Déplacements / <i>Travels</i> •Restauration / <i>Food</i> •Hébergement / <i>Accommodation</i>	0.000,00	Autres recettes / Other incomes (à détailler / to be detailed) • Other income #1 • Other income #2 •	0.000,00 0.000,00
Réserve de sécurité (10% coût total) / Safety reserve (10% total costs)	0.000,00		
SOUS TOTAL DEPENSES CASH / TOTAL EXPENSES IN CASH	0.000,00	SOUS-TOTAL RECETTES EN CASH / TOTAL INCOME IN CASH	0.000,00
Dépenses nature / Expenses in kind • Autre (détaillé) / Other (detailed)	0.000,00	Recettes en nature / Income in kind • Autre (détaillé) / Other (detailed)	0.000,00
COUT TOTAL DU PROJET / TOTAL COST OF THE PROJECT	0.000,00	RECETTES TOTALES DU PROJET / TOTAL INCOME OF THE PROJECT	0.000,00

Article 8 – Coordonnées bancaires de la FEPS / FEPS bank co-ordinates

Nom de la banque <i>Name of the bank</i>	Delta Lloyd Bank
Adresse de la banque <i>Address of the bank</i>	Boulevard des Invalides 119 1190 Brussels (Belgium)
Titulaire du compte <i>Account holder</i>	FEPS
Adresse du titulaire du compte <i>Address of account holder</i>	Rue Montoyer 40 1000 Brussels (Belgium)
Numéro du compte (IBAN) <i>Account number (IBAN)</i>	IBAN BE50 1325 1656 1518
Code BIC/SWIFT <i>BIC/SWIFT code</i>	BNAGBE BB

Article 9 – Coordonnées bancaires de l'organisation pilote désignée à l'article 4 / Bank co-ordinates of the pilot organisation mentioned in article 4 :

Nom de la banque <i>Name of the bank</i>	
Adresse de la banque <i>Address of the bank</i>	
Titulaire du compte <i>Account holder</i>	
Adresse du titulaire du compte <i>Address of account holder</i>	
Numéro du compte (IBAN) <i>Account number (IBAN)</i>	
Code BIC/SWIFT <i>BIC/SWIFT code</i>	



Article 10 – Signatures

Fait en exemplaires à | *Printed in copies at :*

Le / *Date :*

Pour la FEPS

For FEPS

[Redacted Signature]

Secrétaire Général / *Secretary General*
(signature)

Pour l'organisation pilote

For the pilot organisation

{nom | name}
{fonction | position}
(signature)

Pour l'organisation partenaire #1

For partnering organisation #1

{nom | name}
{fonction | position}
(signature)

Pour l'organisation partenaire 2

For partnering organisation #2

{nom | name}
{fonction | position}
(signature)

3 - Multi-Annual Agreement



Multi-annual cooperation agreement between FEPS and a member organisation

As a political foundation at the European level, the Foundation for European Progressive Studies (FEPS) was created to "serve as a framework for national political foundations, academics, and other relevant actors to work together at the European level" (art. 1.4 of Regulation (EC) 1524-2007), with the ambition to undertake intellectual reflection at the service of the progressive movement, in respect of the principles founding the European Union, namely freedom, equality, solidarity, democracy, respect of Human Rights and fundamental freedoms and of the Rule of Law. In this respect, this agreement aims to enhance the continuing projects in a better manner.

The committed Foundation agrees that starting from 201.. until 201... it will provide joint activities organised in the framework of the FEPS working plan which will essentially consist in research projects and events which enhance the work and outcome for both FEPS and the member Foundation.

It is agreed that the activities organised under this contract will be at a maximum of€ each year, (subject to review) of which 30% of this FEPS requests financial support provided by the member Foundation. In exceptional cases this financial commitment could also be increased to a maximum percentage of 49% of€.

It must be noted here that this agreement does not replace any other formal administrative procedures concerning activities and contracts for joint projects. (See as a reference, 'Rules for administration and management of FEPS activities organised with the support of member or third organisations'.) Therefore each time a joint project is carried out, there should always be the full, correct, signed agreements by each party, as is the current procedure.

Total FEPS budget allocation towards joint activities with its member Foundations:€
Name and address of Foundation:
Amount per year of financial support:

Brussels, 201.....

.....
[Redacted]
Secretary General
FEPS

.....
First name SURNAME,
Title
Organisation



4 - Financial Report table template



Financial Report of activity

Name of partner:.....

Activity:.....

Place & Date:.....

Description-Libellé	Date	Observations- Com- mentaire	Amount- Montant	Sub-total
Material renting- Location de matériel				
			0,00	
			0,00	
Sub-total				0,00
Hotel				
			0,00	
			0,00	
Sub-total				0,00
Catering Frais de traiteur				
			0,00	
			0,00	
Sub-total				0,00
Room rental- Location de salle				
			0,00	
			0,00	
Sub-total				0,00
Communication				
			0,00	
			0,00	
Sub-total				0,00
Flight tickets - Avion				
			0,00	
			0,00	
Sub-total				0,00
Train				
			0,00	
			0,00	
Sub-total				0,00
Fees - Honoraires				
			0,00	
			0,00	
Sub-total				0,00
Contributions in Kind Hôtels, Travels, Rental rooms etc				
			0,00	
			0,00	
Sub-total				0,00
Other				
			0,00	
			0,00	
Sub-total				0,00
TOTAL EXPENSES			0,00	0,00