

Working group 4

Time: 1 hour and thirty minutes

Main elements to be included in the Joint Convention and Grant Offer Letter (Subsidy contract)

Introduction

At project level there are two very important legal documents:

- the Joint convention between the partners
- the Grant Offer Letter containing the conditions under which the ERDF funds are given to the partnership

The four most important elements of the **Joint Convention** are:

- Responsibilities of the Lead Partner
- Responsibilities of the partners
- Non fulfilment of obligations and delay
- Partner contribution to overall project management.

The main elements of a **Grant Offer Letter/Subsidy contract** are:

- the description of the eligible costs
- the liability arrangements
- the right of withdrawal.

Task 1

Please describe:

- the responsibilities of LP and Partners
- what happens in the case of non fulfilment
- how the partner contributions to the overall project management can be organised. Think of two models and describe the pro's and con's

Task 2

Please describe:

- which project costs are in your view ineligible
- how should the liability in a project be organised
- when is there a right of withdrawal

Please write down your findings on a sheet and please appoint a spokesperson for the plenary presentation.