



A. Partner names and division of responsibilities	
Project details	
Coordinating organisation CONTACT DETAILS	Asociación Juvenil INTERCAMBIA Málaga -Spain www.europaerestu.eu info@intercambia.org Tlfno 952002774 / 672028985 EVS Contact Person: PEDRO or ROCIO INFO@intercambia.org
Hosting organisation Contact Details	FUNDACION ALONSO QUIJANO Calle Donoso Cortés, 6, 29002 Málaga Phone: 952 23 63 22 Mail belen@alonsoquijano.org
Sending organisation Contact Details	
Volunteer: Contact Details	
Project dates:	07.09.2018-07.08.2019.
Activity dates:	07.09.2018-07.08.2019.

B. Division of rights and responsibilities among organisations and volunteer	
Coordinating Organisation	<ul style="list-style-type: none"> • To bear financial and administrative responsibility for the entire project towards the National Agency • To coordinate the project in cooperation with the Sending and Hosting organisation • To distribute the EVS grant between the partners and the volunteer

- To assure a transparent preparation of the volunteer, the Coordinating Organisation can require a full justification of the sending activity costs (bills, invoices etc).
- To ensure that the volunteer attends the full EVS Training and Evaluation Cycle, including the on-arrival training and the mid-term evaluation taking place in SPAIN
- To ensure, with the Sending and Host Organisations, that volunteer is covered by the obligatory EVS group Cigna Insurance plan
- To ensure travel arrangements in cooperation with the Sending Organisation and the volunteer
- To Book travel cost from the home country to the host country to the volunteer,
- To Book return Tickets from hosting country to home before two last month of project ending date.
- **Coordinating organisation can not afford Travel costs if they are done without its authorization.**
- To identify a qualified mentor who is responsible for providing personal support to the volunteer. (if hosting can not provide).
- To provide suitable accommodation for the volunteer, selected by hosting organization.
- To encourage contact with other EVS volunteers whenever possible
- To transfer to the volunteer monthly pocket money and food allowance in the beginning of the month.
- To arrange language learning opportunities through Online Linguistic Support Platform (ONLINE LANGUAGE COURSE)

<p>Host Organisation</p>	<ul style="list-style-type: none"> • To offer supervision and guidance to the volunteer through experienced staff and orientates the volunteer in the new working placement and duties after the arrival • To provide personal support to the volunteer by well integrating the volunteer in the organisation. • To cooperate with the project partners, including in conflict solving and crises management, and regularly communicates the project progress with the Coordinating Organisation and Sending organization. • To offer to the volunteer the opportunity to carry out a well-defined set of tasks (allowing some of the volunteer's ideas, creativity and experience to be integrated) and in cooperation with the Coordinating Organisation identify clear learning opportunities for the volunteer • To support volunteer in filling the Youthpass certificate for those volunteer who want to receive it at the end of their EVS Activity. • Medical Support (if is it needed) • Issuing the Youthpass for the volunteer
<p>Sending Organisation</p>	<ul style="list-style-type: none"> • To help the volunteer to find and contact a Host Organisation • To provide information about the Erasmus+ Programme and EVS as a non-formal learning possibility (including the Youthpass) • To ensure the participation of the volunteer in the pre-departure training course or organise preparation training/meeting for the volunteer • To provide adequate preparation (cultural, language, task related) for the volunteer before departure, according to the individual needs of the volunteer • To inform the volunteer about the EVS group Insurance plan foreseen in the Erasmus+ Programme and give all necessary information to the volunteer about the CIGNA procedures • in case the volunteer cancels his/her participation in the EVS project, the Sending Organisation has to send an official cancellation letter (stating mentioning the reason of the cancellation, the volunteer's signature and the date) to the Coordinating Organisation and identify new volunteer applicants • To provide the Coordinating Organisation a full description of the sending activities carried out before the departure of the volunteer within one month after volunteers arrival to host country. • In a demand of coordinating organisation provide all the financial justification of sending costs (bills, invoices etc) • To keep in contact with the volunteer and the Coordinating Organisation during the whole project • To ensure the participation of the volunteer in the evaluation of the Activity • To give the volunteer the opportunity to exchange and share experiences and encourages the involvement of the volunteer in dissemination and exploitation of results • To provide guidance regarding further education, training or employment opportunities • To support the travel of the volunteer to the host country.in cooperation with the Coordinating Organisation. • To cover from preparation costs and organization budget, overcosts or damages that volunteer will not cover during the project, or flight cancelations.

Volunteer	<ul style="list-style-type: none"> • To be actively involved in the preparation and evaluation phases of the activity • To attend all trainings and information sessions related with the project, before, during and after the EVS placement • To read and understand the “Activity Agreement” and “EVS Charter” documents • To show commitment to the Sending, Coordinating and the Host organisation and the EVS programme • To be actively engaged in dialogue with the Host and Coordinating organisation, especially with his/her Project Coordinator and his/her Mentor • To express any concerns, problems or suggestions for improvements • To carry out dissemination and exploitation activities together in cooperation with the coordinator/host organisation as planned in the application and agreed during the activity and write the Final Report and the Youthpass in the end of the Project • Participate actively in the monthly evaluation meetings held by the Hosting Organisation or Coordinating if Hosting can not offer. • To cover over budget of travel costs from the home country to the host country, • To conclude and sign final report and docs needed before departure to home. • Accommodation: to respect the neighbours and the living conditions in the apartment. To take financial responsibility in case of any major damage done in the apartment. • To send a monthly report to coordinating organization about his/her project life. • To respect the signed contract. In case of leaving the project due to educational or professional reasons (finding a job, starting a university degree etc), the volunteer has to cover the costs of a month of his/her apartment rent. In this case the Coordinating Organisation CANNOT cover the cost of return ticket.
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C. Division of the Community grant	
The Coordinating Organisation will receive the grant and take responsibility for payments to the partners as follows:	
Applicant organisation / AJ INTERCAMBIA 18 € x Numbers of days	Total:
Sending organisation / Sending activity costs: Option A) > FACE TO FACE PREPARATION 7% of 18 € by days Option B) > JUST ONLINE PREPARATION 3% of 18 € by days	Total: a) b)
(The cost of the sending organisation will be paid based on the invoice issued by the Sending Organisation within 30 days after receiving the	

<p>last part of the community grant from the ERASMUS+ Program from Spanish National Agency.</p> <p>In case the volunteer is not prepared for the project, or Sending Organisation does not send preparation report and volunteer confirms that he/she has not received any preparation the Coordinating Organisation has the right to cut the sending activity costs. The transfer will be done in 1 part</p>	
TRAVEL COSTS (maximum budget available) (According to Erasmus+ regulation)	
Volunteer / Volunteers allowance 150 € per month (n° MONTHS)	Total:

E. Practical arrangements	
Food	Volunteers could cook their meals by their own in their flats, they are going to receive 150 euros each month.
Accommodation	<i>Accommodation will be in rented flats shared with other EVS volunteers or spanish people. They will be provided with standard equipment and essential household goods. and electricity, water, gas will be covered by the hosting organization. Internet connection is not facilitated by the hosting organization.</i> <i>Accomodattion info pack and flat rules will be provided.</i>
Local transport	Local transport will be provided for distance over 2,5 km from home to office. If transport is needed, Each volunteer will have a chance to choose BIKE or BUS CARD
Holidays	Holidays Days: the volunteer will have 22 working days of holidays that should be agreed to hosting organization.
Language Course	ONLINE PLATFORM PROVIDED BY COMISSION. The Foundation Alonso Quijano also provides a language support given by a Spanish volunteer.

F. Expected learning outcomes	
	<ul style="list-style-type: none"> - Gain experience in useful skills for their professional future. The EVS provides skills and experiences, increases job possibilities and gives the chance of doing different works, so a choice is possible. - Learn new skills. The EVS enables new challenges, know new people, new perspectives and ways of living which may encourage volunteers to reconsider their world perspectives. - Secure and comfortable working environment, both in the hospital as in the Foundation; they both have all needed resources and both are secure.

F1. Expected Activities	
	<ul style="list-style-type: none"> - Volunteering in the Mother and Child Hospital of Malaga, in the project "Get better with books", Mondays and Thursdays, from 16:15 to 18:00. It consists in going to the rooms of the children and lend them books. Volunteers will be accompanied and guided by the responsible for volunteering. - Support and collaboration in the Program "Spanish for immigrants". This takes place throughout the week. The volunteer will inform the students of the program, organize the material, and plan the classes planning putting in relation students and teachers. - Organization of digital and printed material (books, magazines, encyclopedias and varied documents which need classification. - In the project "Books for the World", the Foundation receives constantly donations of books. The volunteer will select according to their usage, organize and classify them, as well as help with the packing and transport. - Support with the regular update of the Foundation's web site: management of e-mail, revision of texts and images of web-site, introduction of new contents and update of details. - Collaboration with the project "Mini libraries Alonso Quijano": selection and classification of donated books; elaboration of packs for the different libraries; setting up of mini-libraries; coordination, with the responsible people from the organization, to carry out monitoring of the use of the different mini-libraries. - The volunteer will help with the everyday paperwork tasks in the Foundation, such as answering the phone, informing members and subscribers and helping with the billing system, sending the mail... - Volunteers will constantly be accompanied by some staff member and receive guidance and support for the activities carried out. - There are 3 people in charge of supervising the different EVS activities.

G. Partners and Volunteer signatures

We, the undersigned, certify that all information contained in this application is truthful and accurate and that no relevant information has been withheld. We agree to carry out our part of the project, as specified in Part A to E above. We agree to comply with the guidelines of the *ERASMUS+* programme, the specific description of the project, the tasks of the volunteer, the starting and ending dates, the division of costs and other details as described in the application form. We will allow the European Commission and the National Agencies to make available and to use all data provided in this form for the purposes of managing the programme. The data, on paper or electronically, will always be used respecting the privacy of individual persons. We undertake to inform the National Agency of all changes affecting the project.

Coordinating organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

Hosting organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

H. Partners and Volunteer signatures

We, the undersigned, certify that all information contained in this application is truthful and accurate and that no relevant information has been withheld. We agree to carry out our part of the project, as specified in Part A to E above. We agree to comply with the guidelines of the *ERASMUS+* programme, the specific description of the project, the tasks of the volunteer, the starting and ending dates, the division of costs and other details as described in the application form. We will allow the European Commission and the National Agencies to make available and to use all data provided in this form for the purposes of managing the programme. The data, on paper or electronically, will always be used respecting the privacy of individual persons. We undertake to inform the National Agency of all changes affecting the project.

Sending organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

Volunteer	
Date and place	
Signature	

This agreement is binding on all partner promoters and the volunteer involved in the Activity.
A copy of the signed Activity Agreement is handed out to all partner promoters and the volunteer involved in the Activity.