

Instruction SvEO-LEO agreement

For SvEOs granted with project support the following applies:

The agreement template specifies the bare minimum that should be included in a cooperation agreement between a LEO and a SvEO. The agreement template can be amended based on specific needs of your organisations. Please note that amendments and alterations in the agreement template is only allowed provided that no original sections from the agreement template is omitted or deleted and given that the amendments do not alter or violate the original terms. You can customize the cooperation template by entering the parties' organizational names instead of using the pre-printed alternatives (Grant Provider and Partner).

The agreement between you (SvEO) and your collaboration organization (LEO) must be signed by both parties before the first transfer of funds. A copy of the signed agreement should be sent via email to your handling officer within six months after entering into agreement with ForumCiv.

For SvEOs granted with program support the following applies:

Organisation with program support are free to use their own agreement templates as long as they comply with the guidelines given in ForumCiv's General Terms and Conditions for Program Support and that compliance with the agreement with ForumCiv is guaranteed. The agreement between your organisation and your collaboration organisation must be signed by both parties before the first transfer of funds. The cooperation agreements shall not be submitted to ForumCiv if not requested.

Compliance of subcontractors applies to both project and program support

It is the SvEO's responsibility to ensure compliance of ForumCiv's General Terms and Conditions in all stages of the project/program. Regarding updates in the General Terms and Conditions the agreement stipulates that ForumCiv is responsible for providing written notice of alterations, two months before it enters into force. You are free to attach ForumCiv's General Terms, Conditions and other instructions to your cooperation agreement. These are available for download from ForumCiv's organizational Portal.

Should your organisation wish to enclose additional parts / annexes, based on the possible needs that you and your collaboration organisation have, you name these additions under item 2.1 of the agreement with Annex X and its name.

Please note that all pages of the agreement and related annexes shall be signed by both parties in order to prevent that pages are replaced after the agreement is signed.