**GRANT CONTRACT**

**- EXTERNAL ACTIONS OF THE EUROPEAN UNION -**

**<**Grant contract identification number*>*

(the ‘contract’)

The Central Project Management Agency

Public Institution, registration number 126125624

S. Konarskio str., 13, LT-03109, Vilnius Lithuania,

(the ‘contracting authority’)

of the one part,

and

<Full official name >

[<>] [<title (individual)>]

[<] [<Passport or ID number >]

<Full official address>

(hereinafter the ‘beneficiary)

of the other part,

(the ‘parties’)

have agreed as follows:

**Special conditions**

**Article 1 — Purpose**

1.1 The purpose of this contract is the award of a grant by the contracting authority to finance the implementation of the action entitled: Fellowships to Belarusian lecturers, scientists, and PhD students at EU higher education and research institutions within the programme “Support to Advanced Learning and Training (EU4Belarus- SALTII)” (the ‘action’) described in Annex I.

1.2 The beneficiary(ies) shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the ‘special conditions’) and the annexes, which the beneficiary(ies) hereby declares it has noted and accepted.

1.3 The beneficiary(ies) accepts the grant and undertakes to be responsible for carrying out the action.

**Article 2 — Implementation period of the action**

2.1 This contract shall enter into force on the date when the second of the two parties signs.

2.2 Implementation of the action shall begin on:

choose one of the following:

*-* [the day following that on which the second of the two parties signs]

- [<a later date (specify the date)>.]

2.3 The implementation period of the action, as laid down in Annex I, is <number of days>.

2.4 The execution period of this contract shall end when the payment of the balance is made by the contracting authority and, in any event, at the latest 18 months after the end of the implementation period as stipulated in Article 2.3 unless postponed in accordance with Article 12.5 of Annex II.

**Article 3 — Financing the action[[1]](#footnote-2)**

3.1 The total eligible costs are estimated at EUR <amount, for action grants, enter the amount in heading 11 of Annex III >, as set out in Annex III.

3.2 The contracting authority undertakes to finance a maximum amount of EUR <amount>.

The grant is further limited to <enter applicable percentage > of the total eligible cost of the action specified in paragraph 1.

The final amount of the contracting authority’s contribution shall be determined in accordance with Articles 14 and 17 of Annex II.

**Article 4 — Reporting and payment arrangements**

4.1 By way of derogation to Article 15.1, 15.2 and 15.3 of Annex II the Beneficiary shall submit the following documents to the Contracting Authority to receive payments:

|  |  |  |  |
| --- | --- | --- | --- |
| Payments | Documents to be submitted | Reporting period | Deadline for submission to the Contracting Authoirity |
| 1st instalment | Confirmation of duration of Fellowship | 1st month | In 5 days after the end of reporting period |
| 2nd instalment | Confirmation of duration of Fellowship | 2nd month | In 5 days after the end of reporting period |
| 3nd instalment | Confirmation of duration of Fellowship | 3nd month | In 5 days after the end of reporting period |
| 4nd instalment | Confirmation of duration of Fellowship | 4nd month | In 5 days after the end of reporting period |
| 5nd instalment | Confirmation of duration of Fellowship  Interrim Narrative Report | 5nd month | In 5 days after the end of reporting period |
| 6nd instalment | Confirmation of duration of Fellowship | 6th month | In 5 days after the end of reporting period |
| 7th instalment | Confirmation of duration of Fellowship | 7th month | In 5 days after the end of reporting period |
| 8th instalment | Confirmation of duration of Fellowship | 8th month | In 5 days after the end of reporting period |
| 9th instalment | Confirmation of duration of Fellowship | 9th month | In 5 days after the end of reporting period |
| 10th instalment | Confirmation of duration of Fellowship  Final Narrative report (Annex V). The report must be approved by the supervisor of the fellowship project  Final Financial report (Annex VI) | 10th month | In 30 days after the end of reporting period |

4.2 By way of derogation to Article 15.4 of Annex II the Contracting Authority shall make payments within 10 days of receipt of proper documents in accordance with the requirements laid down in Article 4.1.

**Article 5 — Contact addresses**

5.1 Any communication relating to this contract shall be in writing, state the number and title of the action and be sent to the following addresses:

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

The Central Project Management Agency

Public Institution, registration number 126125624

S. Konarskio str., 13, LT-03109, Vilnius Lithuania,

(the 'Contracting Authority')

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

Email: [info@cpva.lt](mailto:info@cpva.lt) and [r.grigaliuniene@cpva.lt](mailto:r.grigaliuniene@cpva.lt)

For the beneficiary

<address of the beneficiary for correspondence>

**Article 6 — Annexes**

6.1 The following documents are annexed to these special conditions and form an integral part of the contract:

Annex I: Application form

Annex II: General conditions applicable to European Union-financed grant contracts for external actions

Annex III: Budget for the action (worksheets 1, 2 and 3)

Annex IV: Financial identification form

Annex V: Model narrative report

Annex VI: Model financial report

Annex VII: Confirmation of duration of Fellowship

6.2 In the event of a conflict between the provisions of the present special conditions and any annex thereto, the special conditions shall take precedence. In the event of a conflict between the provisions of Annex II and those of the other annexes, those of Annex II shall take precedence.

**Article 7 — Other specific conditions applying to the action**

7.1 Articles 1.3 and 1.4 of Annex II shall be replaced by the following:

1. Processing of personal data related to the implementation of the grant contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

2. To the extent that the grant contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the grant contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the grant contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the grant contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC[[2]](#footnote-3) and as detailed in the specific privacy statement published at ePRAG.]

Done in English in two originals:one original being for the contracting authority, and one original being for the beneficiary(ies).

|  |  |  |  |
| --- | --- | --- | --- |
| **For the beneficiary(ies)** | | **For the contracting authority** | |
| Name |  | Name |  |
| Title |  | Title | Deputy Director |
| Signature |  | Signature |  |
| Date |  | Date |  |

1. In case of action grants, note that the amount awarded and percentages stated in this article shall also be updated in Annex III Budget of the action, in the worksheet ‘Expected sources of funding and summary of estimated costs’. [↑](#footnote-ref-2)
2. OJ L 205 of 21.11.2018, p. 39. [↑](#footnote-ref-3)